

Board of Directors

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HTA Board Staff

KATIE COLLENDER
General Manager
CONSUELO ESPINOSA
Secretary to the Board



Humboldt Transit Authority
Governing Board of Directors
North Coast Unified Air Quality Management District
Conference Room - 707 L St, Eureka, CA 95501

AGENDA

Public Participation In-person or Teleconference

Microsoft Teams
Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 234 271 049 372 3

Passcode: RZ37YT78

June 3, 2026

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
 - 1. Renewable Hydrogen in Humboldt
[Schatz Energy Research Center: Peter Lehman](#)
Schatz staff will give an overview of the potential for renewable hydrogen generation in Humboldt County, as requested by the Board at the May meeting.
 - 2. Request from City of Fortuna to Discuss Fortuna Transit
[Staff: Katie Collender](#)
The City of Fortuna has formally requested a discussion about the current and projected state of their transit operations.
- 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 May 6, 2026, Regular Board Meeting
Staff have prepared the minutes from the prior meeting.
[Staff: Andi Evans \(Substitute Secretary to the Board\)](#)
Action Recommended: Approve Minutes

Page 04

Page 07

2. Federal Transit Administration Title VI of the Civil Rights Act of 1964 Page 12
 Staff: [Consuelo Espinosa](#)
 The Federal Transit Administration requires transit agencies to update their Title VI plan every three years. Caltrans recently approved the draft plan submitted by staff, which is now ready for Board review.
Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 26-08
 Large Attachments Available at: <https://hta.org/board-meeting/2026-june-meeting>
3. Consolidated Transportation Services Agency for Humboldt County Agreement Page 14
 Staff: [Katie Collender](#)
 HTA has been appointed by the Humboldt County Association of Governments as the Consolidated Transportation Services Agency (CTSA) for Humboldt County since 2016. This agreement designates a set amount of Transportation Development Act funds to carry out CTSA duties.
Action Recommended: Approve the Agreement between Humboldt Transit Authority and the Humboldt County Association of Governments and Authorize the General Manager to Sign the Agreement
4. Purchase of Two Replacement Engines Page 23
 Staff: [Katie Collender](#)
 Staff have identified funding through the State Transit Assistance Program to repower two older diesel buses, which is essential to maintain sufficient vehicle numbers to consistently provide service to the public.
Action Recommended: Authorize staff to proceed with the replacement of engines on two transit buses utilizing available State Transit Assistance (STA) Program funding.
- F. Item Removed from Consent Calendar
- G. Reports
1. Caltrans District 1 Report
 Caltrans Staff: [Saskia Rymer-Burnett & Tasha Ahlstrand](#)
No Action Required
2. Draft March 2026 statistics and financial statements for all systems operated by HTA Handout
 Staff: [Carolann Aggeler](#)
No Action Required
3. HTA Projects Update Page 24
 Staff: [Seth Beres and Jerome Qiriaz](#)
No Action Required
- H. New Business
1. Fiscal Year 2024/2025 Fiscal & Compliance Audit Page 25
 Staff: [Carolann Aggeler and Davis Farr, LLP: Jennifer Farr](#)
 HTA staff have worked with the new auditing firm, Davis Farr, LLP, to finalize the fiscal and compliance audit for fiscal year 2024/2025. Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance that financial statements are free of material misstatement.
Action Recommended: Receive, Review and Direct Staff as Necessary
 Large Attachments Available at: <https://hta.org/board-meeting/2026-june-meeting>

2. Dial-a-Ride Funding Agreement

Page 29

Staff: [Katie Collender](#)

The annual funding agreement for Dial-a-Ride services within the region is based on cost sharing methodology adopted by the Humboldt County Association of Governments that includes HTA and the County of Humboldt.

Action Recommended: Approve the Agreement between Humboldt Transit Authority, the County of Humboldt and the Humboldt County Association of Governments and Authorize the General Manager to Sign the Agreement

3. Fiscal Year 2025/2026 Budget Continuation until Adoption of Fiscal Year 2026/2027 Budget

Page 38

Staff: [Carolann Aggeler](#)

Staff are recommending adoption of Resolution 26-07 to continue the current fiscal year budget until the adoption of the fiscal year 2026/2027 is ready for approval.

Action Recommended: Continue HTA's 2025/2026 Budget until Adoption of the 2026/2027 Budget by Adopting Resolution 26-07

I. Board Communications

J. Staff Communications

K. Closed Session

1. Public Comment

2. The Board will meet in closed session pursuant to Government Code Section 54956.9(d), conference with legal counsel -- exposure to litigation, 1 case.

3. Report out of closed session

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.



133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: June 3, 2026

SUBJECT: Request from City of Fortuna to Discuss Fortuna Transit

The Fortuna City Manager has requested the opportunity to present an overview of the City's assessment of Fortuna Transit to the HTA Board. At the February 2, 2026, Fortuna City Council meeting, staff presented an overview of their paratransit service in its current state. Fortuna City staff identified challenges in the following areas:

- Inefficient scheduling process
- An aging fleet with increasing maintenance requirements
- Driver recruitment and retention
- Funding limitations and cost increases
- Redwood Transit Service streamlining affecting Fortuna Transit demand

At their February 2, 2026, meeting, the Council considered four options: keeping operations as-is, opening to the general public, exploring outsourcing the system, and closing it down entirely. The Council decided to open the service to the general public, which allows them to qualify for other regional funding sources. They also allocated a full-time Transit Supervisor to focus on the service.

The City has been working with the Humboldt County Association of Governments (HCAOG) to secure regional funds to offset their deficit once open to the public. At the City's April 27, 2026, Special Budget Workshop, it was announced that HCAOG's updated estimates to the city of available State Transit Assistance dollars were lower than anticipated at \$100,000 per year for the City. For this reason, staff recommended not hiring a Transit Supervisor. They plan to use \$100,000 of their TDA street paving funds from prior years to purchase a new bus.

HTA staff are working collaboratively and offering support in various ways to modernize and improve the system while keeping it under Fortuna's management. After adopting new automated scheduling and routing software in 2023, HTA staff met with City staff to demonstrate the product and Fortuna plans to implement the software for their service. Two Class C cutaway buses in good condition have been offered to be transferred to the City to resolve their fleet issues for the near term while the City pursues 5310 or other vehicle replacement grant opportunities, and HCAOG staff volunteered to assist them. Having three Class C vehicles will simplify driver recruitment as they will not need a Class B license with passenger endorsement to operate them. HTA staff are also offering training and support during the transition to the new software and to public operation.



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Staff reports from both Fortuna meetings are below, and the request from Fortuna City Manager Amy Nilsen is attached.

City of Fortuna February 2, 2026 Staff Report: https://towncloud-core-prod.s3.us-west-2.amazonaws.com/uploads/fortuna-ca/meetings/item_attachment/attachment/3559/5d_Staff_Report_Transit_App_2.2.26_FINAL.pdf

City of Fortuna April 27, 2026 Staff Report: https://towncloud-core-prod.s3.us-west-2.amazonaws.com/uploads/fortuna-ca/meetings/item_attachment/attachment/3788/3a_FY26-27_Proposed_Budget_Staff_Report_AN_changes_2.pdf

Action Recommended: Discuss

Date: May 6, 2026

Subject: Formal Request to Agendize Discussion – Fortuna Transit Operational Analysis

Dear Ms. Collender,

On behalf of the City of Fortuna, I am writing to formally request that the Humboldt Transit Authority Board agendize a discussion regarding the long-term feasibility of Fortuna’s transit system and potential collaboration opportunities with HTA.

As discussed previously, on April 27, 2026, the Fortuna City Council directed staff to work collaboratively with HTA to conduct an operational analysis of the City’s transit services, including evaluation of whether HTA could more efficiently operate a Dial a Ride (paratransit) service in Fortuna.

This request is informed by the City’s recent budget analysis, which identified structural fiscal challenges impacting the sustainability of the current transit model. Projections indicate that while the system remains viable in the near term, it is expected to enter into deficit beginning in FY 2027–28, with growing annual shortfalls that would place additional strain on the General Fund.

In light of these findings, the City Council has expressed interest in exploring long-term, sustainable service delivery options. Specifically, the City seeks to:

- Evaluate the long-term operational and financial feasibility of Fortuna’s transit system;
- Assess the comparative efficiency and service outcomes of HTA operating a Dial a Ride/paratransit service within Fortuna;
- Identify potential service models, governance structures, and funding strategies that ensure continuity of service while maintaining fiscal responsibility; and
- Explore opportunities to enhance service quality, compliance, and access to state and federal transit funding programs.

We appreciate the HTA Board’s interest in discussing this matter and would welcome the opportunity to present additional context regarding Fortuna’s current system, financial constraints, and community needs.

Please let me know the date of the meeting when this item will be considered. I plan to attend and participate in the discussion, along with appropriate City staff.

Thank you for your partnership and willingness to engage in this important conversation.

Sincerely,
Amy Nilsen
City Manager
City of Fortuna



Humboldt Transit Authority Regular Board Meeting

May 6, 2026, 9:00 a.m.
North Coast Unified Air Quality Management District
Conference Room
707 L Street, Eureka, CA 95501

Present:

Board Chair Natalie Arroyo – County of Humboldt
Board Vice Chair Debra Garnes – City of Rio Dell
Councilmember Leslie Castellano – City of Eureka
Mayor Kimberly White – Alternate for Councilmember Alex Stillman - City of Arcata
Councilmember Tami Trent – City of Fortuna
Councilmember Jack Tuttle - City of Trinidad
Supervisor Mike Wilson – County of Humboldt

Staff

Greg Pratt – HTA General Manager
Katie Collender – Deputy General Manager
Carolann Aggeler – Finance Manager
Andi Evans – Finance and Administration Assistant
Seth Beres – Project Manager
Jerome Qiriazzi – Transit Planner
Stephanie Groves – Operations Manager (via Teams)
Cody Ferreira – HTA ADA & Safety Coordinator (via Teams)
Aaron Lagasse – Transportation Supervisor (via Teams)
Trisha Anderson – Bookkeeper (via Teams)
Maria Vakhid – Marketing Coordinator (via Teams)

Also Present –

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

Attended via Teams

~~Jeweleana Nelson, City of Eureka; Stevie Luther, HGAOG; Sean Quincy, CRTP; Colin Fiske, CRTP; and Kelsey Yourkey, CRTP.~~

1. CALL TO ORDER

Chairperson Natalie Aroyo called the meeting to order at 9:09 am.

2. Public Comment on Non-Agenda Items

Joanne McGarry made 3 points:

- HTA drivers are great.

- Hopes that the Earth center will have overnight bike parking.
- Improving signage at stops, have a place to sit, and post larger schedules for easy viewing.

No Online Comments

3. Special Presentations

None

4. Consent Calendar

- April 8, 2026 Meeting Minutes
- Measure O Contract between HTA and the County of Humboldt
- Incoming General Manager Salary Schedule Appointment
 - ❖ Motion by Councilmember Castellano, second by Supervisor Wilson to approve the Consent Calendar.

Motion Approved Unanimously.

5. Items Removed From Consent Calendar

None

6. Reports

CalTrans District 1 – Saskia Rymer-Burnett

- District Transit Plan – Validating data and solutions for broader engagement in July.
- Transit Implementation Plan – Sessions are recorded and available to view. Plan should be done by the fall.
- CalTrans’ “Our Transportation Future” – Open House; June 16, 2026, 5:30 – 7:00 pm at the Aquatic Center.

HTA February 2026 Statistics and Financial Statements – Carolann Aggeler.

HTA Finance Manager

- RTS – Ridership up 23%
- ETS – Credit Card Fares – 3rd highest month on record
- Southern Humboldt – Ridership up 52%
- NSE299 – Cash fares are almost double from last year
- NSE101 – Have a full year of Ridership Stats for Saturdays. 39% weekday growth and continued growth on Saturdays.
- AMRTS – 3rd highest ridership month since 2022, due largely in part to the Cal Shuttle. Non Jack Pass ridership up 3%
- DAR – Usage down somewhat.

Emergency Item to add to the Agenda – Item to be added to New Business

- Time Sensitive Rejection of an Insurance Claim

No Public Comment in the room or online

- ❖ Vote initiated by Chair Arroyo to add the item to the agenda under New Business. Motion by Vice Chair Garnes, second by Supervisor Wilson.

Motion Approved Unanimously.

HTA Projects Update – Seth Beres, HTA Project Manager

- Hydrogen Fueling Station – Construction to begin Late July, early August. Completion by December 31, 2026.
- Cedar House Demo – Start June 3, 2026 completion by June 26, 2026

- EaRTH Center construction should begin mid July, 2026
- 3 new Hydrogen buses passed all performance testing. 7 more coming.
- Maintenance Bay Retrofit – estimated construction timeframe 6-9 months. Will be postponed due to other construction conflicts.
- Temporary Fueller – Linde will review in 2 weeks.
- Office Remodel – Expected completion by May 22, 2026

7. New Business

Resolution of the Humboldt Transit Authority Recognizing and Commending the Services of General Manager Greg Pratt

Resolution read by the Board Members.

- ❖ Motion by Councilmember Trent, second by Chair Arroyo to Adopt Resolution 26-06 Recognizing General Manager Greg Pratt for 25 Years of Dedicated Service to the Humboldt Transit Authority.

Motion Approved Unanimously.

College of the Redwoods Bus Pass Program

HTA staff and representatives from College of the Redwoods have worked out a pilot program that will allow students to ride HTA systems by using a phone application for their bus pass.

- ❖ Motion by Councilmember Castellano, second by Vice Chair Garnes to Approve the Service Agreement Between Humboldt Transit Authority and College of the Redwoods and Authorize the General Manager to Sign the Agreement.

Motion Approved Unanimously.

Project 26-02 W Street Resurfacing Project – Authorization to Release Invitation for Bid

In order to address future growth in HTA's transit fleet and to prepare for construction for the hydrogen fueling station, staff is recommending paving W Street to join the two lots.

Rephrased Motion to read:

Authorize the General Manager to approve project design and release an Invitation for Bid for Project 26-02 W Street Resurfacing Project or execute an agreement with a collaborating public agency on an existing project.

- ❖ Motion by Vice Chair Garnes, second by Councilmember Castellano to Authorize the General Manager to release an Invitation for Bid or pursue collaborative delivery method with another public entity for Project 26-02 W Street Re-Paving Project.

Motion Approved Unanimously.

Project 24-03 Demolition of Cedar House at 104 W Street Invitation for Bid: Response to Submitted Bids

- Request to award the contract to ACGC, lowest bidder
- Request to Deny the contestation by another bidder as unfounded
- Approve a 10% contingency fund of \$14,570.00
- ❖ Motion by Supervisor Wilson, second by Councilmember Castellano to Award Project 24-03 IFB to the lowest responsible and responsive bidder and authorize the General

Manager to execute a contract with the lowest bidder, deny the protest, award the demo project to ACGC and approve 10 % contingency fund of \$14,570.

Motion Approved Unanimously.

Emergency Agenda Addition: Time Sensitive Rejection of an Insurance Claim

Recommendation by CalTIP to reject a claim submitted for damages. Rejecting will limit the Statute of Limitations and reduce the time the claimant has to file a law suit against HTA. Claimant will have 6 months to file before the Tort expires, otherwise they will have 2 years to file.

- ❖ Motion by Supervisor Wilson, second by Councilmember Castellano to reject the claim and reduce the Tort time.

Motion Approved Unanimously.

8. Board Communications

- Supervisor Wilson - took the bus last week to get his car at the airport, used the app and it directed him towards Redwood Coast Transit. Everything went great using the app, tap to pay and great ride.
- Mayor White - has had a lot of opportunities to ride NSE299 to Willow Creek and Trinity Transit to get to Weaverville. Great and inexpensive.
- Councilmember Castellano – Thankful to HTA and HCAOG for the Stakeholders Workshop and the opportunity to attend and learn.
- Vice Chair Garnes – Also attended the workshop, found it enjoyable and clarified what it takes to do Transit Planning.
- Councilmember Trent – Still working on ideas for the Fortuna Transit System. Items suggested can be brought to the Board as an agenda item next meeting.
- Chair Arroyo – Ask Nancy Diamond to look into the wording in HCAOG the bylaws regarding alternates for Board Members. It currently only covers the Board Chair, not other members. The Measure O Audit Committee will be rescheduling their meeting regarding overage of funds and how they get allocated.
- Councilmember Tuttle – Concerned about rising gas prices and would like to see a study to get Green Hydrogen here to offset using hydrocarbons.

9. Staff Communications

- Jerome Qiriazzi, Transit Planner – Thanks to Vice Chair Garnes and Castellano for attending the Workshop. Next steps will be getting route scenarios and community survey for see about coverage.
TIRCP Cycle 7 went out for 2 allocations. One for the Headway Service and the other for Design Process for art work at the Transit Center and bus stops.
- Katie Collender, Deputy General Manager –
 - Was able to attend the workshop and it was very exciting. Also, HTA will be hosting a Retirement BBQ for Greg Pratt on May 18, from 10:00 am to 3:00 pm.
 - Jim Wilson, Maintenance Director, is at New Flyer doing final inspection on 3 more Hydrogen buses, to arrive soon.
 - HTA has LCTOP funding again so will be able to offer free fares for Seniors and Youth, June through August.

- Friday Night Market, Flex will be running until 10:00 pm starting 5/26 and HTA will also be tabling.
- Finance Department has implemented Electronic Invoice Approval process.
- 2026-2027 Budget is almost final. Moving ahead without funding numbers from Caltrans for 5311. A meeting will be set soon for the Finance and Operations Committee.

10. Closed Session

None

11. Meeting Adjourned at 10:34 am.



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DATE: June 3, 2026
TO: Chair Arroyo
All Governing Board Members
FROM: Consuelo Espinosa, Human Resources Manager
SUBJECT: Federal Transit Administration Title VI of Civil Rights Act
of 1964 Public Participation Program

Every three years, the Humboldt Transit Authority (HTA) is required to update its Title VI Plan in accordance with Federal Transit Administration (FTA) requirements. Earlier this year, Humboldt Transit Authority was informed that updates to the Title VI Policy and Limited English Proficiency Plan (LEP) were necessary to maintain compliance for continued Federal Transit Administration funding eligibility.

As part of this three-year update, HTA has incorporated:

- An updated agency overview;
- New transit systems and service information;
- Updated fleet and bus type information;
- Current U.S. Census language and demographic data;
- Updated Limited English Proficiency (LEP) analysis; and
- Equity analyses related to major capital projects completed or initiated during the covered period, including the Hydrogen Fueling Station and the Intermodal Transit and Housing Center.

The Public Participation Program (PPP) remains a required component of HTA's Title VI Plan and outlines the agency's process for public outreach and engagement in compliance with Federal Transit Administration Title VI requirements. The program ensures continued outreach to low-income, minority, and Limited English Proficient (LEP) populations through accessible public participation opportunities, language assistance measures, and targeted community engagement strategies. HTA will continue evaluating outreach efforts and participation methods to ensure equitable access to transportation planning and decision-making processes.

As required, Humboldt Transit Authority will continue assessing the frequency with which employees have, or could have, contact with LEP persons and remains committed to making its services and programs accessible throughout Humboldt County. Office staff and employees continue to receive training regarding Title VI policies and LEP responsibilities.

Action Recommended: Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 26-08

RESOLUTION (26-08)

THE BOARD OF DIRECTORS OF THE HUMBOLDT TRANSIT AUTHORITY AUTHORIZES AND APPROVES THE TITLE VI PLAN PURSUANT TO THE CIVIL RIGHTS ACT OF 1964

WHEREAS, the agency desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the U.S. Department of Transportation’s FTA Circular 4702.1B, “Title VI Requirement and Guidelines for Federal Transit Administration Recipients.”

WHEREAS, Section 601 of the Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the Humboldt Transit Authority ensures that the level and quality of public transportation service is provided in a nondiscriminatory manner;

WHEREAS, the Humboldt Transit Authority promotes full and fair participation in public transportation decision-making without regard to race, color, or national origin;

WHEREAS, the Humboldt Transit Authority ensures meaningful access to all transit-related programs and activities by persons with limited English proficiency.

WHEREAS, Humboldt Transit Authority wishes to authorize approval of the Title VI Plan developed by Humboldt Transit Authority staff to comply with necessary provisions.

WHEREAS, Humboldt Transit Authority, a state of California joint powers public entity assures that all of its programs and activities will be free from discrimination, whether those programs are federally funded or not.

WHEREAS, each Title VI Plan must be submitted every three years.

WHEREAS, the 2026 Title VI Plan has been reviewed and approved through the Humboldt Transit Authority Board of Directors.

NOW, THEREFORE BE IT RESOLVED, the Humboldt Transit Authority certifies compliance with the policies, procedures and plans with regard to the Title VI of the Civil Rights Act of 1964 as required and hereby adopts the updated 2026 Title VI Plan.

AND BE IT FURTHER RESOLVED, that the General Manager is authorized to implement components of the plan in order to meet federal requirements and update policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act of 1964.

PASSED, APPROVED AND ADOPTED this third day of June 2026, on the following vote:

AYES:
NOES:
ABSENT:

Signed: _____
Chair of the HTA Governing
Board of Directors

Attest: _____
Secretary to the Board



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Office: (707) 443-0826
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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: June 3, 2026

SUBJECT: Consolidated Transportation Services Agency for Humboldt County Agreement

A county's Consolidated Transportation Services Agency (CTSA) is a designated entity under California's Social Services Transportation Improvement Act responsible for coordinating social services transportation programs to reduce duplication and improve efficiency. CSAAs provide specialized transportation services for elderly, disabled, and underserved populations, often serving as a bridge between specialized transportation services and the broader public transit network.

As the regional transportation planning agency, Humboldt County Association of Governments (HCAOG) is responsible for ensuring these coordination goals are achieved and for identifying the agency that will serve as the CTSA for Humboldt County.

Humboldt Transit Authority (HTA) was designated as the CTSA for Humboldt County by the HCAOG Board in March 2016. Since then, HTA has coordinated transportation services and programs that support mobility for vulnerable populations throughout the region while helping to improve efficiency and reduce duplication among transportation providers. The last contract for these services spanned five years ending in fiscal year 2025/26. Due to concerns with upcoming funding projections, staff at both HTA and HCAOG believe a shorter contract would be most prudent to assess fluctuating availability of funds for the service.

Action Recommended: Approve the Agreement between Humboldt Transit Authority and the Humboldt County Association of Governments and Authorize the General Manager to Sign the Agreement

**CONTRACT BETWEEN THE HUMBOLDT COUNTY
ASSOCIATION OF GOVERNMENTS AND
THE HUMBOLDT TRANSIT AUTHORITY ACTING AS THE
CONSOLIDATED TRANSPORTATION
SERVICES AGENCY FOR HUMBOLDT COUNTY**

THIS AGREEMENT is made effective this ____ day of _____, 2026 between the HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS, a joint powers public agency of the State of California, hereinafter called HCAOG, and the HUMBOLDT TRANSIT AUTHORITY, a joint powers public agency of the State of California, hereinafter called HTA.

WHEREAS, pursuant to California state law approved in 1979 as Assembly Bill 120 named the Social Services Transportation Improvement Act, Government Code section 15950 et. seq., at least one consolidated transportation services agency (“CTSA”) is to be designated within each county to improve the quality of transportation services to low mobility groups while achieving cost savings, a more efficient use of vehicles, and funding resources; and,

WHEREAS, HCAOG desires to designate HTA as the CTSA for Humboldt County based on the terms and conditions of this Agreement, and HTA desires to accept the designation.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. CTSA Designation.
 - a. HCAOG hereby designates HTA as the CTSA for Humboldt County to provide coordination of public transportation services and to ensure continual satisfactory compliance with applicable Transportation Development Act (“TDA”) regulations, and HTA hereby accepts the designation to act as CTSA in Humboldt County.
2. Term, Maximum Payment Obligation Agreement.

The term of this Agreement is for one year commencing July 1, 2026, and ending June 30, 2027, unless earlier terminated as provided herein.
3. Scope of Work.
 - a. HTA shall be responsible for the complete performance of the work and performance standards described in Appendix A, "HTA CTSA Scope of Work," attached hereto and incorporated herein.
 - b. HTA's General Manager shall coordinate all work described in Appendix A with the HCAOG Executive Director. HCAOG shall not be obligated to make payments until HTA has carried out the responsibilities described herein and in compliance with Section 5 of this Agreement.
 - c. HTA shall maintain an oversight structure and process at its governing board level.

4. Personnel.

Personnel employed by HTA to perform the work described in Appendix A shall be employed consistent with Section 9 of this Agreement.

5. Payment of HTA Invoices.

a. HTA will file an annual Transportation Development Act (TDA) Local Transportation Fund (LTF) fund claim with HCAOG. LTF funds will be paid through the County Auditor Controller's office upon HCAOG approval.

b. Payment by HCAOG is contingent upon receipt by HTA of the above documentation provided by HTA, consistent with Section 10 of this Agreement. Payment to HTA is further contingent upon HCAOG's determination that the performance of HTA meets TDA regulations and HCAOG standards.

c. Payment from HCAOG shall be made annually based on the allocations from the State Controller.

6. Records Retention and Audits.

a. HTA shall maintain all source documents, books, and records connected with their performance of work initiated under this Agreement and each annual HTA audit for a minimum of 3 years from the date of the final payment to HTA, or until audit resolution is achieved, whichever is later. All supporting information shall be made available for inspection and audit by representatives of HTA, the state, the Bureau of State Audits, or the federal government upon request. Copies will be made and furnished by HTA upon request, at no cost to HCAOG.

b. HTA agrees to include all costs associated with the Agreement and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under an annual audit.

7. Management and Services:

HTA designated as the CTSA will attend Social Service Transportation Advisory Council (SSTAC) meetings, and coordinate with transit and social service transportation programs to eliminate duplications and cost of services thus providing a more efficient and cost-effective transit service. HTA shall identify and implement efficiencies in community transportation operations, identify opportunities to develop cooperative agreements between agencies to coordinate financial resources and capital assets, partner with other agencies to apply for grants, and provide assistance for grant applications.

8. Coordination.

HTA will have oversight on the coordination with local transportation providers to ensure things such as, adequate trainings for vehicle drivers, and combined purchasing of necessary equipment to enhance cost savings are taking place.

9. Personnel.

HTA designated as the CTSA will provide sufficient personnel to render the services provided for herein and shall hire, supervise, discipline, and discharge such personnel. HTA will compensate such personnel, withhold and pay income and employment taxes as required by law, maintain Worker's Compensation Insurance for and pay any other benefits or compensation due such personnel by virtue of their employment.

10. Payment to HTA.

HCAOG's maximum payment obligation to HTA is limited to those funds identified in this Section 10. The obligation shall be determined on the annual availability of Local Transportation Funds (LTF). Payment to HTA shall be consistent with the schedule shown below. Except as provided in paragraph 5, the total and only compensation for all services and duties performed pursuant to this agreement shall be as set forth in this paragraph and shall be paid in the following installment:

- a. \$150,470.00 One hundred fifty thousand, four hundred seventy dollars from the Fiscal Year 2026-27 LTF funds.

HTA shall provide a report on CTSA services, goals, and accomplishments to the SSTAC on an annual basis.

11. Failure to Pay HTA.

HTA understands that HCAOG is merely administering this agreement and is not providing the funds to pay HTA hereunder, which are to be provided by the State of California. HTA waives any claim against and holds HCAOG harmless from any failure to pay HTA that is the result of HCAOG not receiving funds for such purpose from the State of California.

12. Business Office and Dispatch Center.

HTA will maintain a locally listed telephone available Monday through Friday and a local office open during normal office hours, Monday through Thursday. HTA will also maintain a dispatch center from which transportation services are directed and which contains all equipment necessary to provide services under this agreement.

13. Records, Accounts, Data.

HTA will keep records as required herein and as further required by the HCAOG Executive Director, including, but not limited to, records and accounts of all receipts and expenditures, evidence of indebtedness and credit, and transactions relating to the administration of CTSA duties.

14. Relationship of Parties.

Each party hereto is independent of the other. The relationship of employer and employee exists only between HTA and its personnel.

15. Non-Discrimination.

In providing services under this agreement, HTA shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin and shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to such factors.

16. State and Federal Requirements.

The Congress of the United States, the Legislature of the State of California, and the Governor of the State of California, each within their respective jurisdictions, have prescribed certain employment practices with respect to contract and other work financed with federal or state funds. HTA shall ensure that work performed under this agreement is done in conformance with rules and regulations embodying such requirements where they are applicable.

17. Inability to Perform.

The parties will be excused from performing their respective obligations hereunder if they

are prevented from doing so by reason of fire, flood, earthquake, storm, other acts of God, explosion, strike, war, insurrection, riot, acts of any government, and/or any other cause similar to the foregoing which is beyond the control of and not the fault of the party claiming excuse from performance. However, the party claiming excuse from performance shall, within fourteen (14) days after such party has notice of such cause or causes, present to the other party written notice of the facts constituting such cause and claiming excuse from performance under this paragraph.

In the event HTA is excused from performing its obligations hereunder for any of the aforesaid reasons, HCAOG may, in its absolute discretion, perform all such obligations itself without liability to HTA therefore. Further, if HTA is excused from performing its obligations hereunder for any of the aforesaid reasons, HCAOG shall have the option to terminate this agreement at any time during such period of nonperformance by giving HTA written notice thereof not less than seven (7) days prior to the effective date of such termination, which effective date shall be set forth in said notice.

18. Termination for Default.

All of the terms and conditions of this agreement are considered material, and if HTA defaults in the performance thereof and HCAOG gives HTA written notice of said default within ten (10) days of the date of default or of the date HCAOG learned of the default, and HTA does not for a period of thirty (30) days thereafter remedy said default, then HCAOG without further notice shall terminate this agreement. It is further provided, however, that if HTA believes that it has remedied such breach but such remedy has been questioned by HCAOG, the issue as to whether a violation of this agreement has occurred or the breach has been remedied shall first be discussed between the parties and a resolution of the dispute attempted.

19. Termination for Lack of Funds or Termination of Funding Agreement.

This agreement may be terminated by either party on written notice to the other party if the State of California fails, refuses or is unable to provide funds to pay HTA hereunder. Such notice shall become effective on the date funds available to pay HTA are exhausted or are no longer forthcoming from the State of California.

20. Bankruptcy.

The appointment of a receiver to take possession of all or substantially all of the assets of HTA, a general assignment by HTA for the benefit of creditors, or any action taken or suffered by HTA under any insolvency or bankruptcy act shall constitute a breach of this agreement by HTA and shall at the option of HCAOG terminate this agreement.

21. Insurance.

Throughout the period of this agreement, HTA shall maintain in full force and effect the following policies of insurance:

- a. Comprehensive general liability insurance in the minimum amount of \$5,000,000 combined single limit, covering all bodily injury, including death, and all property damage arising out of HTA's performance of this agreement.

Such policies of insurance shall name HCAOG and the State of California, and their governing boards, officers, agents and employees, as additional insurers.

Such insurance shall be provided by policies issued by an insurer acceptable to HCAOG. Concurrently with the execution of this agreement, HTA shall furnish HCAOG with a certificate or certificates evidencing issuance of all insurance policies required herein or

copies of the policies themselves. Each such policy shall bear the following endorsements:

- i. Endorsement precluding cancellation or reduction in coverage before the expiration of thirty (30) days after HCAOG shall have received written notification by registered mail from the insurance carrier; and,
- ii. A standard cross-liability endorsement.

22. Hold Harmless.

HTA shall hold HCAOG and the State of California and their governing boards, officers, agents and employees harmless from any liability for damages or claims for damages resulting or alleged to have resulted from personal injury, including death, as well as from liability for claims for property damages, including loss of the use thereof, which may arise or are claimed to arise or be occasioned in any way, in whole or in part, from HTA's performance of the duties and obligations of this agreement, including HTA's operation, administration and management of transportation services hereunder HTA shall further, at HTA's expense, defend HCAOG the State of California and their governing boards, officers, agents and employees from any claims, actions or suits for any damages or loss whatsoever, caused or alleged to have been caused by reason of HTA's performance of its duties under this agreement, and shall pay or satisfy any judgment rendered against any such entity as a result of such claims, actions or suits.

23. No Assignment.

HTA shall not assign, transfer or otherwise substitute its interest in this agreement or its obligations hereunder without the written consent of HCAOG, which consent shall not be unreasonably withheld. The parties understand and agree that HTA may assign or subcontract its benefits and obligations under this contract with the Dial-A-Ride service provider.

24. Representatives and Notices.

The parties appoint the following persons to represent their respective interests herein. Written notices provided for herein will be deemed given on posting in the United States mail, postage prepaid, addressed to such representatives as follows:

HCAOG: Executive Director
Humboldt County Association of Governments
611 I Street, Suite B
Eureka, CA 95501

HTA: General Manager
Humboldt Transit Authority
133 V Street
Eureka, CA 95501

25. No Third-Party Beneficiaries.

This is not a third-party beneficiary contract and does not create any rights in any persons not parties hereto.

26. Provisions Required by Law.

Each and every provision of law and clause required to be inserted in this agreement shall be deemed to be inserted herein, and the agreement shall be read and enforced as though it were included herein; and if for any reason any such provision is not inserted, or is not correctly stated, then on application of either party, the agreement shall be physically amended to

make such insertion or correction.

27. Paragraph Headings.

Underlined paragraph headings in this agreement are used only for convenience and shall not be construed to be part of or to affect the meaning of the paragraph headed thereby.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the first day and year written above.

HCAOG:

HTA:

By: _____
Brendan Byrd, Executive Director

By: _____
Katie Collender, General Manager

**Scope of Work
for
Humboldt Transit Authority Serving as the
Consolidated Transportation Services Agency**

Overall Goals:

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

Task 1: Dial-A-Ride (DAR) Contract

- Administer and operate the system-wide DAR contract.
- Administer the DAR certification program.

Task 2: Coordination

- Member participation on HCAOG's Social Service Transportation Advisory Council (SSTAC).
- Coordinate with transit and social service agencies to:
 - Centralize administration of social service transportation programs to eliminate duplications and cost of services, to provide an efficient and cost-effective network of transportation services for social needs.
 - Identify and implement efficiencies in community transportation operations.
 - Identify opportunities to develop cooperative agreements between agencies to coordinate financial resources and capital assets.
- Partner with other agencies to apply for grants.
 - Provide assistance for grant applications.

Task 4: Driver Training

- Coordinate with local transportation providers to hold adequate training for vehicle drivers.
 - Combined purchasing of necessary equipment so that some cost savings through larger number of unit purchases can be realized and applied.
 - Adequate training of vehicle drivers to insure the safe operations of vehicles.
 - Proper driver training to promote lower insurance costs.

Appendix B

**HTA Budget for
Consolidated Transportation Services Agency**

FY 2025-26

Expenses

Account 620	Labor Costs	
	Administration	126,378
	Maintenance	6,241
	Operations	3,684
Account 611	Printing	400
Account 610	Postage	900
Account 609	Office	835
Indirect Expense		12,032
		<hr/>
		150,470



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: Katie Collender, General Manager

DATE: June 3, 2026

SUBJECT: Purchase of Two Replacement Engines

To maintain consistent service levels and ensure the availability of backup vehicles, staff has identified the need to replace the engines on two buses within the fleet. Maintaining adequate spare vehicle capacity is essential to support scheduled operations, reduce service disruptions, and ensure continuity when buses are unavailable due to maintenance, unexpected repairs, or hydrogen procurement challenges. Replacing the engines will extend the useful life of the buses and preserve fleet reliability while avoiding reductions in service availability. Maintaining reserve capacity is particularly important to ensure operational flexibility and continued service to passengers.

Following agency purchasing policy, staff solicited and received three quotes for the engine replacements in the following amounts:

- Quote 1: \$51,325.88
- Quote 2: \$57,333.12
- Quote 3: \$64,608.34

After reviewing the submitted quotes, staff selected the lowest responsive quote of \$51,325.88 as the most cost-effective option. Funding for this purchase is available through the State Transit Assistance (STA) Program, and no additional agency funds are required for this work.

Action Recommended: Authorize staff to proceed with the replacement of engines on two transit buses utilizing available State Transit Assistance (STA) Program funding.

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: HTA Chair Natalie Arroyo
All Governing Board Members

FROM: Seth Beres, Project Manager

DATE: June 3, 2026

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. Construction mobilization is on-track to begin in late July or early August but delays are anticipated. Substantial completion date remains December 31, 2026.
 - b. Cedar House Demolition preliminary inspections began June 1st. Demolition mobilization now slated for June 8. Demolition activities will conclude by June 26.
- Eureka Transit Center
 - a. On schedule to begin in mid-July.
- Fuel Cell Electric Production Buses
 - a. HTA received 2 new buses in May. These are currently undergoing performance testing prior to final acceptance. Remaining 5 new FCEBs are expected to be delivered as early as the end of this month.
- Retrofit of Maintenance Bays
 - a. HTA staff have elected to delay work on Maintenance Bays to reduce impact to operations. IFB release date is TBD.
- Temporary Fueling
 - a. Fueling services are now estimated to resume mid to late this month, though Linde has intimated this may be pushed out further.
- W Street Resurfacing
 - a. HTA staff plan to publish IFB this week.

Miscellaneous

- Office Remodel
 - a. Complete and accepted

No Action Required

Board of Directors
Humboldt Transit Authority
Humboldt, California

We have audited the financial statements of the Humboldt Transit Authority (the "Authority") as of and for the year ended June 30, 2025, and have issued our report thereon dated May 8, 2026. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 1, 2025, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence under the American Institute of Certified Public Accountants ("AICPA") independence standards, contained in the Code of Professional Conduct.

Significant Risks Identified

We have identified the following significant risks:

- Implementation of GASB Statement No. 101 *Compensated Absences*
- Compliance with TDA Funds Requirements
- Compliance with Federal grant requirements

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements. As described in Note 10 to the financial statements, during the year, the Authority changed accounting for compensated absences by adopting Governmental Accounting Standards (GASB) Statement No. 101, *Compensated Absences*. Accordingly, the cumulative effect of the accounting change as of the beginning of the year has been reported as an adjustment to the beginning net position for the year. The Authority also adopted GASB Statement No. 102, *Certain Risk Disclosures*, which establishes risk disclosures related to government vulnerabilities arising from concentrations and constraints, in the fiscal year ended June 30, 2025. This statement did not have any material impact on the Authority's financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are Management's estimate of transactions related to net pension liabilities and OPEB liabilities based on actuarial information. We evaluated the key factors and assumptions used to develop the amounts by the actuary and determined that it is reasonable in relation to the financial statements taken as a whole

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive noted disclosures affecting the financial statements. The financial statement disclosures are neutral, consistent, and clear.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. There were no significant unusual transactions identified as a result of our procedures.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were material corrected misstatements as a result of our audit procedures that impacted capital assets and accumulated depreciation, OPEB and pension-related balances, accounts payable, compensated absences and revenues.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated March 27, 2026.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

This report is intended solely for the information and use of the Board of Directors, and management of the Authority, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in blue ink that reads "Davis Fan" followed by a stylized flourish.

Irvine, California
May 8, 2026



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: Katie Collender, General Manager

DATE: June 3, 2026

SUBJECT: Dial-a-Ride Funding Agreement

Humboldt Transit Authority (HTA) began directly operating Dial-a-Ride services in July 2026. Growth across funding sources has not kept pace with rising costs and this program became unsustainable as a contracted service through a third party. Since taking over operations, staff has found streamlining opportunities and have promoted Flex, which helps generate revenue between paratransit trips. Staff has identified efficiencies in break scheduling and shift timing to further maximize productivity.

On March 4, 2026, the HTA Board discussed the study of existing Dial-a-Ride Services by the Western Transportation Institute. The purpose of the study was to better understand where DAR trips occur, how resources are being spent, and whether funding responsibilities align with actual service delivery. The recommendations from this report have not been implemented in time for the agreement for services in the upcoming fiscal year, therefore the contribution share remains the same.

The analysis can be found on the HCAOG's website in the February 4, 2026 agenda for the Social Services Transportation Advisory Council.

<https://www.hcaog.net/calendar/social-services-transportation-advisory-council-mar-2026>

Action Recommended: Approve the Agreement between Humboldt Transit Authority, the County of Humboldt and the Humboldt County Association of Governments and Authorize the General Manager to Sign the Agreement

**AGREEMENT BETWEEN THE HUMBOLDT TRANSIT AUTHORITY,
COUNTY OF HUMBOLDT AND THE HUMBOLDT COUNTY ASSOCIATION
OF GOVERNMENTS
REGARDING DIAL-A-RIDE SERVICES OPERATING AND
ADMINISTRATIVE COST-SHARING**

This Agreement Regarding Dial-a-Ride Services Operating and Administrative Cost-sharing is made as of the date of the last party signing below by and among the Humboldt Transit Authority, a joint powers public agency of the State of California (hereinafter referred to as "HTA"), the County of Humboldt, a political subdivision of the State of California (hereinafter referred to as "COUNTY"), and the Humboldt County Association of Governments, a joint powers public agency of the State of California (hereinafter referred to as "HCAOG"). This Agreement is effective July 1, 2026.

RECITALS

1. Effective July 1, 2016, HCAOG designated HTA as the Consolidated Transportation Services Agency (CTSA) for Humboldt County, with responsibility, among other things, for administering a consolidated region-wide program to provide advance-reservation, door-to-door transportation for qualified elderly and disabled persons in mandated areas within the Cities of Arcata and Eureka and un-mandated areas in the County ("Dial-a-Ride" or "DAR").
2. Dial-a-Ride currently serves approximately 1,200 Dial-a-Ride registrants and provides approximately 18,000 rides per year.
3. Dial-a-Ride services are primarily financed by Transit Development Act (TDA) funds administered through HCAOG. HCAOG distributes TDA funds separately to HTA and the COUNTY for the specific purpose of providing Dial-a-Ride services.
4. The parties seek to fund HTA's administration of a consolidated Dial-a-Ride contract through pro-rata contribution of each jurisdiction's funding to define respective agency roles, responsibilities, and commitments in the operation of the region-wide Dial-a-Ride services based on the terms below.

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

1. **Term.** The term of this is July 1, 2026 - June 30, 2027, unless terminated earlier as provided herein. This Agreement may be extended upon the mutual agreement of the parties.
2. **Dial-a-Ride Services.** HTA will provide Dial-a-Ride services within the jurisdictions of Arcata, Eureka, and the un-mandated portions of Humboldt County ("Service Contract") beginning July 1, 2026. HTA shall provide service levels or service terms substantially similar to current Dial-a-Ride service as shown in Exhibit B, attached hereto and incorporated herein. The HTA General Manager shall have the authority to change said service levels by up to ten percent (10%). Changes to said service levels in excess of 10% shall require advanced approval by COUNTY and/or HCAOG, as appropriate.

3. **Payment for Costs of Services, Maximum Cost Service Contractor.** HTA, the COUNTY and HCAOG agree to share the cost of Dial-a-Ride services, as specified in Exhibit A. Payment to the HTA shall not exceed the Maximum Cost provided in Exhibit A, Paragraph I. Such Maximum Cost does not include the administrative charge to be paid to HTA by HCAOG as CTSA.
4. **Administration of Service Contract.** HTA shall be responsible for administration of the Dial-a-Ride services set out in Exhibit B, attached hereto and incorporated herein. HTA's duties hereunder do not include bringing or defending litigation, administrative hearings or any other actions or proceedings, except as provided in Paragraph 16, or auditing the contractor's books, records or accounts.
5. **Eligibility to be Determined by HTA.** As part of HTA's administration duties, HTA shall determine the eligibility of persons requesting the Dial-a-Ride services and shall issue tickets to persons determined to be eligible.
6. **Payment for Costs of Services and Contract Administration.** HTA, the COUNTY and HCAOG agree to share the cost of Dial-a-Ride services, including HTA's Service Contract administration and eligibility determination, as specified in Exhibit A.
7. **Time of Payment.** On or before August 1, HTA shall invoice each agency for the estimated total annual payment due from the COUNTY and HCAOG as provided in Exhibit A. The COUNTY and HCAOG shall each pay HTA on a quarterly basis. If the estimated total annual payment exceeds the actual HTA costs, as agreed to by the parties, the overpayment shall be applied to the following year's payment. In no event shall the aggregate amount payable by the parties under the terms of this Agreement exceed the sum provided for in Exhibit A, unless this Agreement is amended by the parties.
8. **Records.** HTA will keep and maintain for a minimum period of three (3) years after the expiration of each year of this Agreement accurate records and accounts of all receipts and expenditures, evidence of indebtedness and credit and other transactions relating to its performance of duties hereunder in a format prescribed by the COUNTY and HCAOG. HTA will make such records and accounts available for inspection on request. The COUNTY and HCAOG may, at their own expense, provide for an independent audit of such records and accounts by a certified public accountant. HTA shall make available a summary of the Dial-a-Ride program which provides a comparison of the number of passengers carried, passengers per trip, revenue, contractor payments and fare box ratio for that month compared to the same 6-month period of the preceding year, together with such comparisons between the current fiscal year-to-date and the preceding fiscal year-to-date if such information is available.
9. **No Assignment.** No party hereto may assign, transfer, or otherwise substitute its interest or obligations hereunder without the written consent of the other party.
10. **Relationship of Parties.** Each party hereto is an independent contractor. No party hereto is the employee of any other party.
11. **Non-Discrimination.** In performing this Agreement, no party hereto shall discriminate against any employee or applicant for employment because of race, color age, creed, sex or national origin and shall take affirmative action to ensure that applicants are

employed, and that employees are treated during employment, without regard to such factors. Such affirmative action shall include, but not be limited to, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship. Each party hereto shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the State of California, setting forth the provisions of this Fair Employment and Housing section. Each party will permit access to its records of employment, employment advertisements, application forms and other pertinent data and records by the California Fair Employment and Housing commission or any other agency of the State of California for the purpose of investigation to ascertain compliance with this paragraph.

12. State and Federal Requirements. The Congress of the United States, the Legislature of the State of California, and the Governor of the State of California, each within their respective jurisdictions, have prescribed certain employment practices with respect to contract and other work financed with federal or state funds. HTA shall ensure that work performed under this agreement is done in conformance with rules and regulations embodying such requirements where they are applicable. Any agreement or Service Contract entered into by HTA for the performance of work connected with this agreement shall incorporate the provisions of Paragraph 14, or its equivalent.

13. Insurance. HTA shall carry minimum levels of insurance as follows:

- a. Workers compensation as required by law;
- b. Employer's liability with minimum limits of \$2,000,000;
- c. Commercial General for bodily injury and property damage with a combined single limit no less than \$2,000,000 per occurrence and general aggregate limit of at least \$4,000,000 for all of Contractor's premises and operations other than actual Dial-a-Ride passenger service;
- d. Automobile no less than \$2,000,000;
- e. All policies shall be endorsed to include as additional insureds HTA, as well as COUNTY and HCAOG, and their respective officials, employees, volunteers and agents; and shall be provided on a primary, non-contributing basis in relation to other insurance or self-insurance available to the additional insured;
- f. Endorsement precluding cancellation or reduction in coverage before the expiration of thirty (30) days after HTA shall have received written notification by registered mail from the insurance carrier; and,
- g. A standard cross-liability endorsement or severability of interests clause with stipulation that inclusion of the agencies named as an additional insured shall not in any way affect their respective rights either in respect to any claim, demand, suit or judgment made, brought or recovered against the Service Contractor .

HTA carries public liability insurance in the minimum amount of \$25,000,000, covering all bodily injury, including death, and all property damage arising out of HTA's obligations under this Agreement. HTA shall maintain in full force and effect said policy during the Term of this Agreement. The policy shall contain specific endorsements naming the COUNTY and HCAOG, and their respective officials, employees, volunteers and agents as additional insured for all liability arising out of the operations by or on behalf of HTA.

14. Indemnity. Each party shall hold the other party and its governing board, officers, agents, and employees harmless from, indemnify for, and defend from any liability for damages or claims for damages resulting or alleged to have resulted from personal injury, including death, as well as from liability for claims for property damages, including loss of the use thereof, which may arise or are claimed to arise or be occasioned in anyway, in whole or in part, from services performed pursuant to this Agreement, except where caused by the sole negligence or willful misconduct of the indemnifying party.

15. Notices. When it is provided in this Agreement that notice be given, such notice will be deemed given on posting in the United States mail, postage prepaid, addressed as follows:

To HTA:
General Manager
Humboldt Transit Authority
133 'V' Street
Eureka, CA 95501

To COUNTY:
Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

To HCAOG:
Executive Director
Humboldt County Association of Governments
611 I Street, Suite B
Eureka, CA 95501

16. No Third-Party Beneficiaries. This is not a third-party beneficiary agreement and does not create any rights in any person not a party hereto.

17. Provisions Required by Law. Each and every provision of law and clause required to be inserted in this Agreement shall be deemed to be inserted herein and shall be enforced as though it were included herein; and if for any reason any such provision is not inserted, or is not correctly stated, then on application of any party, this AGREEMENT shall be physically amended to make such insertion or correction.

18. Entire Agreement. This Agreement shall constitute the entire understanding or agreement among the parties concerning the work to be performed and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter.

19. Amendments. This Agreement may be amended only in writing and upon the agreement of all parties.

20. Counterparts. This Agreement may be signed in separate counterparts, and all counterparts, when signed, shall constitute an enforceable agreement.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Agreement the day and year first above written.

County of Humboldt

Attest:

Board Clerk

Board of Supervisors Chair

Humboldt County Association of Governments

Attest:

Board Clerk

Executive Director

Humboldt Transit Authority

Attest:

Secretary to the Board

HTA Chair

EXHIBIT A

THIS EXHIBIT sets forth the costs for the services provided pursuant to this Agreement. It is the intention of the parties that HTA staff will evaluate the ridership data before the end of the calendar year to compare the current percentages to the actual numbers, and that this Exhibit be replaced as needed to provide for changes in such costs.

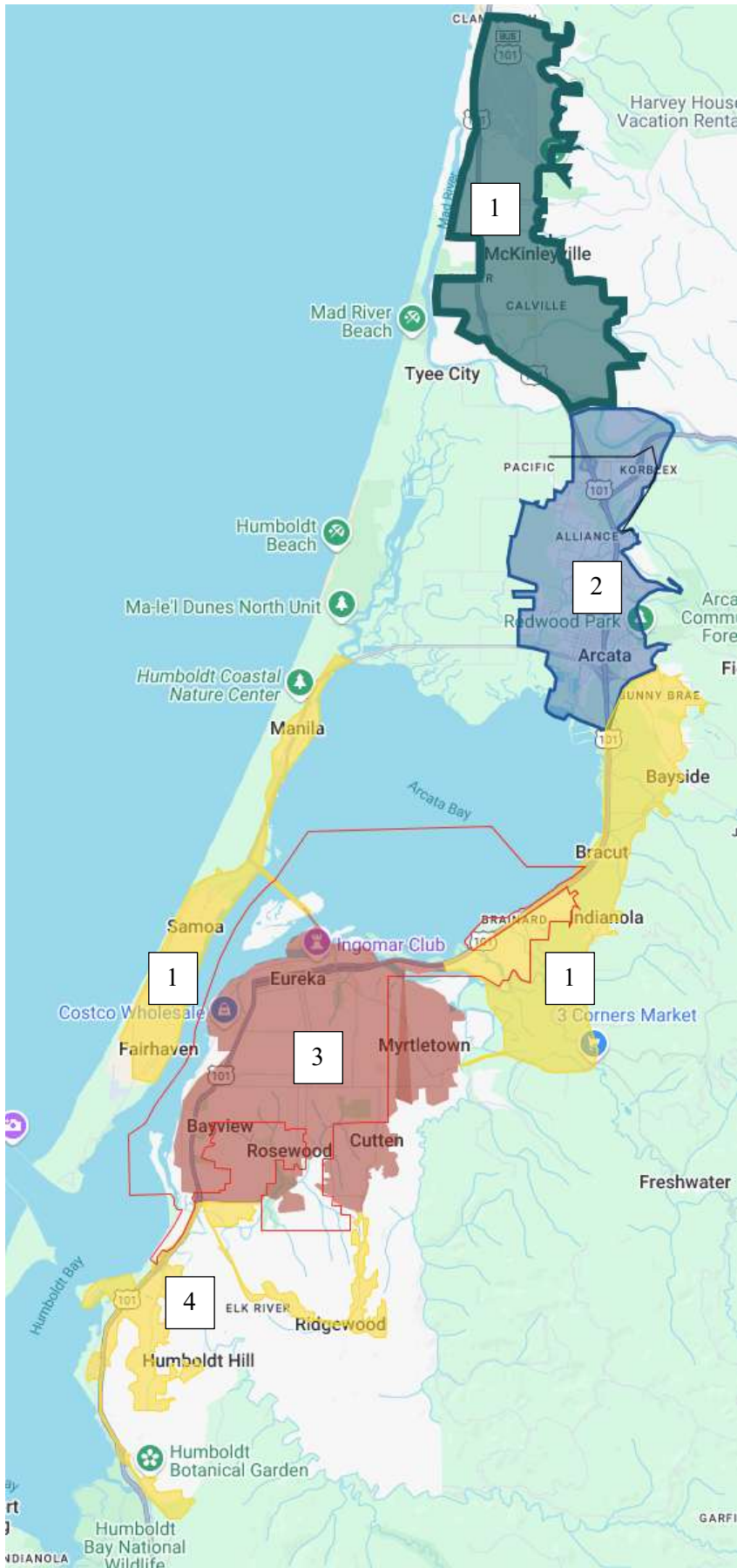
For July 1, 2026, through June 30, 2027, the maximum cost of the Dial-a-Ride transportation service contract to be entered into by HTA shall not exceed \$1,127,149. Of this maximum cost, funding partners shall pay the amount as outlined in paragraph 2.

Humboldt Transit Authority	\$768,951	68.22%
County of Humboldt	\$207,729	18.37%
HCAOG	\$150,469	13.41%

EXHIBIT B
SERVICE SCHEDULES, ROUTES

1. **Service Schedule.** The service shall be six days a week, Monday through Friday from 7:00 a.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 5:00 p.m. Service will not be provided on the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (4th Thursday in November) and Christmas Day (December 25).
2. **Service routes.** Dial-A-Ride service is provided to eligible persons and their personal care attendants (PCAs) and/or approved companions at such times and places as may be requested within a service area comprising the following:
 - a. **Eureka (3):** This service area is the same as that for the Eureka Transit Service which includes Pine Hill, Myrtle town, Bayshore Mall, and Cutten (as far out as Campton Road).
 - b. **Arcata (2):** This service area is the same as that for the Arcata Transit Service.
 - c. **Non-mandated Areas (1 & 4):** Including the College of the Redwoods including the areas of Humboldt Hill, Fields Landing, King Salmon, Old Arcata Road, Manila, McKinleyville, Ridgewood Heights and Elk River.

ADA Paratransit service is provided within $\frac{3}{4}$ mile of fixed-route transit service. Outside of the fixed route services in Arcata and Eureka, the service areas are not an American with Disabilities Act (ADA) paratransit service. However, sufficient vehicles are required to be equipped to service mobility devices/wheelchairs and residents with limited mobility.





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A Public Entity Serving Humboldt County Since 1976

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DATE: June 3, 2026
TO: Chair Arroyo
All Governing Board Members
FROM: Carolann Aggeler, Finance Manager
SUBJECT: Fiscal Year 2025/2026 Budget Continuation until Adoption of Fiscal Year 2026/2027 Budget

Several factors have contributed to delays in the budget process this fiscal year. First, the implementation and transition to new finance software has required additional staff time for system configuration, reconciliation, troubleshooting, and validation of financial data. As with any major software conversion, unexpected challenges and adjustments have extended timelines beyond initial projections.

Additionally, several administrative staff members have transitioned into new roles during this period. While staff have worked diligently to maintain continuity of operations, the onboarding and training associated with these role changes have temporarily impacted processing efficiency and increased the time necessary to complete financial reporting tasks accurately.

The agency's new external auditors have conducted a more comprehensive and detailed review process than in prior years. While this level of thoroughness is appreciated and beneficial for ensuring compliance and accuracy, it has required additional documentation, follow-up, and review time from staff throughout the audit process.

Finally, Caltrans has not yet released their call for projects for 5311 and 5311(f) funding. This is a core revenue line for HTA and usually released well before this point. Without knowing final amounts, staff is using the award amount from last year with a three percent increase. Staff is hopeful this will be close to the actual award, but cannot wait for its release to move forward with the budget.

Due to these combined circumstances, staff is requesting a budget extension to ensure adequate time for completion of all audit requirements, reconciliation activities, and preparation of accurate final financial reports.

Staff requests the scheduling of a Finance and Administration Committee meeting to review the proposed budget and provide direction regarding completion of remaining budget development and reporting activities.

Action Recommended: Continue HTA's 2025/2026 Budget until Adoption of the 2026/2027 Budget by Adopting Resolution 26-07

Resolution No. 26-07

A Resolution of the Governing Board of the Humboldt Transit Authority
Continuing the 2025-2026 Fiscal Year Authority Budget Until
Adoption of the 2026-27 Fiscal Year Authority Budget

WHEREAS, the Humboldt Transit Authority's joint powers agreement requires the HTA Governing Board to adopt an annual budget for each fiscal year starting on July 1 and ending the following June 30;

WHEREAS, the Governing Board typically adopts the annual budget at a meeting that occurs before the end of the prior fiscal year and after reviewing a preliminary budget at an earlier meeting;

WHEREAS, due to staffing changes, implementing a new finance software, and moving logistics, the 2026-2027 final budget will not be ready for Board adoption before the end of the 2025-2026 fiscal year;

WHEREAS, the Governing Board desires to continue the 2025-2026 fiscal year budget until the 2026-2027 fiscal year budget can be adopted, most likely in August of 2026.

NOW THEREFORE, BE IT RESOLVED the Governing Board of the Humboldt Transit Authority hereby extends the 2025-2026 fiscal year budget until such time as the 2026-2027 fiscal year budget is adopted.

APPROVED:

DATED: _____, 2026

Chair of the HTA Governing Board

ATTEST:

DATED: _____, 2026

Secretary to the Board

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of Resolution No. 26-07 passed and adopted at a regular meeting of the HTA Governing Board, Eureka, California, held on the ____ day of _____, 2026 by the following vote:

AYES:
NOES:
ABSENT:

HTA Board Secretary