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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

September 2, 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. Transit Month Proclamation — Page 03
September is Transit Month.
Staff: Katie Collender
Action Recommended: Adopt the Proclamation.
2. Week Without Driving Proclamation — Page 04
October 1 through October 8, 2026 is the Week Without Driving.
Staff: Katie Collender
Action Recommended: Adopt the Proclamation.
3. Transportation Development Act Triennial Performance Audit FY 2022/23 to FY 2024/25 — Page 05
Representatives from Moore & Associates will present HTA's Triennial Performance Audit.
https://www.hcaog.net/sites/default/files/06.18.26%20Board%20Meeting/HTA%20Audit_TDA%20Audit_final%20report_6.11.26.pdf
Action Recommended: Receive and file.
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 August 5, 2026, Regular Board Meeting — Page 07
Staff have prepared the minutes from the prior meeting.
Staff: Consuelo Espinosa
Action Recommended: Approve Minutes.
2. Rejection of Claim — Page 12
A claim was filed against Humboldt Transit Authority, which staff has been advised to reject.
Staff: Katie Collender
Action Recommended: Direct Staff to send a Notice of Rejection to Pamela Miller.

3. <u>Service Agreement with Cal Poly Humboldt</u> Page 14
   Staff: Katie Collender
   A draft contract amendment has been prepared that implements Board direction given at the August meeting.
   Action Recommended: Approve the material terms of the second amendment to the contract subject to General Counsel's approval of the final form and authorize the General Manager to execute the agreement.
4. <u>Increase Budget for Project 26-02: W Street Resurfacing</u> Page 18
   Staff: Seth Beres
   Necessary changes to the W street resurfacing project have increased the associated costs.
   Recommended action: Approve increasing the budget for necessary project changes and a recommended contingency, increasing the overall budget to $581,000.

F. Item Removed from Consent Calendar

G. Reports
1. <u>Caltrans District 1 Report</u>
   Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand
   No Action Required.
2. <u>HTA Projects Update</u> Handout
   Staff: Seth Beres
   No Action Required.
3. <u>Draft June 2026 statistics and financial statements for all systems operated by HTA</u> Handout
   Staff: Carolann Aggeler
   No Action Required.

H. New Business
1. <u>Adoption of the Fiscal Year 2026/2027 Final Budget for Humboldt Transit Authority</u> Page 19
   Staff: Carolann Aggeler
   Staff has revised the budget to reflect changes in funding related to the service agreement with Cal Poly Humboldt. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
   Action Recommended:
   1. *Continue the public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2026/27*
   2. *After hearing comments, close the public hearing*
   3. *Make changes if necessary & approve the final budget by adopting Resolution 26-14*
2. <u>Regional Climate Action Plan Counsel Conflict of Interest Waiver</u> Page 29
   General Counsel is presenting a conflict of interest waiver to continue representing the agency on the Regional Climate Action Plan.
   General Counsel: Nancy Diamond
   Action Recommended: Consider approving the Conflict of Interest Waiver.
3. <u>Regional Climate Action Plan (RCAP) MOU</u> Page 32
   A claim was filed against Humboldt Transit Authority, which staff have been advised to reject.
   Staff: Katie Collender
   Action Recommended: Discuss participation in the RCAP MOU and direct Staff to bring to the October Board Meeting for adoption.

I. Board Communications

J. Staff Communications

K. 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.

Transit Month 2026 Proclamation

WHEREAS, public transportation is an essential public service that connects people to employment, education, health care, shopping, community services, and other destinations that are fundamental to daily life; and

WHEREAS, Humboldt Transit Authority provides fixed-route, paratransit, intercity, and other transportation services throughout Humboldt County, connecting communities across a large and geographically diverse service area; and

WHEREAS, public transportation contributes to the economic vitality of our communities by helping employees reach their jobs, students reach schools and universities, customers reach local businesses, and residents access essential services; and

WHEREAS, the success of public transportation depends upon the dedication and professionalism of transit operators, maintenance personnel, administrative staff, and all of the employees who work every day to safely and reliably move the public; and

WHEREAS, transit riders are an essential part of the public transportation system, and their continued use and support of public transit helps strengthen the services available to our communities; and

WHEREAS, Transit Month provides an opportunity to recognize the important role public transportation plays in our communities, celebrate the people who provide and use transit, and encourage residents to explore the many ways public transportation connects Humboldt County; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Humboldt Transit Authority Board of Directors hereby recognizes September 2026 as Transit Month and encourages the residents of Humboldt County to recognize the value of public transportation and the people who make these services possible.

BE IT FURTHER PROCLAIMED, that the Humboldt Transit Authority Board of Directors encourages community members to ride public transportation, learn more about the services available in Humboldt County, and support continued investment in safe, reliable, accessible, and sustainable public transportation.

PASSED AND ADOPTED this 2nd day of September 2026, by the Humboldt Transit Authority Board of Directors.

Week Without Driving 2026 Proclamation

WHEREAS, access to mobility is a fundamental part of health, safety, economic development, environmental responsibility, and community connection, allowing Humboldt County residents and visitors to reach education and employment opportunities, medical services, shopping, recreation, and visit friends and family; and

WHEREAS, as the AAA Insurance Agency estimates the cost of owning a car is approximately $1.00 cents a mile for the first ten thousand miles, with average household spending on transportation reaching $11,577 a year in 2025, many people cannot afford the cost of a car, and nearly a third of the people residing in the US do not have a driver's license, either because of their age or a condition that does not allow them to drive; and

WHEREAS, public transportation and a strong network of sidewalks and bike paths aren't available in every community, making it much more difficult to get around, visit family and friends, and take care of everyday tasks for those who cannot or do not drive; and

WHEREAS, improvements in walking and bike paths can improve alternate forms of mobility in communities across Humboldt County and our state, and public driver education initiatives can help educate drivers to have patience and understanding for those traveling by means other than a vehicle; and

WHEREAS, transportation represents the largest source of greenhouse gas emissions in the United States, and in order to meet our state's greenhouse gas emission reduction goals, we must reduce emissions in our transportation sector; and

WHEREAS, going a week without driving is great way to understand how we can improve our current transportation system to better meet the needs of Humboldt County residents and improve and enhance transportation options such as transit, light rail, biking, and walking pathways as key strategies in our decarbonization efforts;

NOW, THEREFORE, the Humboldt Transit Authority Board does hereby proclaim October 1 through October 8, 2026, as Week Without Driving, and encourage all people in Humboldt County to join them in this special observance.

PASSED AND ADOPTED this 2nd day of September 2026, by the Humboldt Transit Authority Board of Directors.

133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: September 2, 2026

SUBJECT: Transportation Development Act Triennial Performance Audit FY 2022/23 to FY 2024/25

Completed Audit
https://www.hcaog.net/sites/default/files/06.18.26%20Board%20Meeting/HTA%20Audit_TDA%20Audit_final%20report_6.11.26.pdf

Background
Humboldt Transit Authority recently completed its Transportation Development Act (TDA) Triennial Performance Audit for Fiscal Years 2022/23 through 2024/25. The audit was conducted by Moore & Associates on behalf of the Humboldt County Association of Governments (HCAOG) and reviewed HTA's compliance with TDA requirements, system performance, service planning, administration and finance, operations, maintenance, personnel, and other areas of agency management.

Audit Findings
Overall, the audit provides a positive assessment of HTA's performance. The auditor concluded that HTA is in compliance with the Transportation Development Act with two exceptions. The audit also recognizes the substantial growth in HTA's services and ridership and identifies opportunities for the agency to strengthen staffing and administrative processes as the organization continues to grow. The audit identified three recommendations for HTA:

1. Complete the annual TDA fiscal audit by the required deadline.
    a. The FY 2024/25 TDA fiscal audit was completed approximately five weeks after the March 31, 2026 deadline. HTA transitioned from an auditor the agency had been using for decades to a new firm, which changed processes and prolonged the audit timeline. The two prior fiscal audits covered by the triennial review were completed on time.
        i. Staff is currently working on the upcoming audit and expects the process with the new auditor to go more quickly now that they are familiar with the agency. The challenge this year will be performing the audit having a half fiscal year in the new financial software and ensuring everything is presented accurately.

2. Correct the methodology used to report Full-Time Equivalent (FTE) employees to the State Controller on their annual Financial Transaction Reports.
    a. The audit identified that HTA's State Controller reporting appears to have been based on employees rather than the TDA definition of FTE. Under the TDA methodology, FTE is based on transit-related hours actually worked divided by 2,000 hours to exclude paid leave and other non-worked hours.

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            i. This will be simple to implement in the upcoming year.

3. HTA has experienced significant growth in recent years, and should strengthen operational staffing and supervision to support continued expansion.
    a. The auditor recommends that HTA explore increasing staffing levels to support continued agency growth, specifically identifying the potential need for a dedicated full-time Trainer and/or additional Transportation Supervisors.
        i. HTA has already hired one full-time Trainer and one Transportation Supervisor. Additional staffing needs are under consideration and will be evaluated against budgetary constraints.

<u>Fixed-Route Performance</u>
One of the most positive findings in the audit is the growth in fixed-route ridership and service. During the audit period, fixed-route ridership increased approximately 35.6 percent, while vehicle service hours increased approximately 39.1 percent. Despite this significant expansion, HTA's operating cost per passenger decreased approximately 3.3 percent, and operating cost per service hour decreased approximately 5.8 percent. Fixed-route ridership exceeded pre-covid ridership in FY 2019/20.

<u>Service Planning</u>
The auditor also reviewed HTA's ongoing service planning efforts and recognized the challenges associated with operating long-distance routes throughout Humboldt County. HTA is evaluating opportunities to streamline Redwood Transit System service, including reducing certain stops and moving portions of the system toward a more intercity or express-oriented model. These changes are intended to improve travel times and better match service design with the needs of the communities HTA serves.

<u>Maintenance and Facilities</u>
The audit identified the existing maintenance facility as an area requiring significant long-term attention. The auditor found that the current facility has limitations related to maintenance bays and lifts, office and records space, vehicle circulation, fueling and washing operations, and parking capacity. These limitations become increasingly significant as HTA's fleet and service levels grow. The auditor noted that HTA estimates the cost of desired facility improvements could be approximately $60–70 million, demonstrating the scale of the long-term capital investment that may be necessary to accommodate the agency's current and future operations.

The audit also identified challenges associated with vehicle manufacturers, parts availability, warranty work, and access to specialized repair services outside the region. These issues can affect fleet availability and place additional demands on HTA's maintenance operation. Despite these challenges, the auditor found that HTA has established appropriate processes for identifying and removing unsafe vehicles from service and maintaining communication between maintenance and operations.

Action Recommended: Receive and File.

Humboldt Transit Authority
Special Board Meeting

August 5, 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
Alex Stillman - City of Arcata
Councilmember Jack Tuttle - City of Trinidad
Councilmember Tami Trent – City of Fortuna

Absent:
Councilmember Leslie Castellano, City of Eureka
Supervisor Mike Wilson – County of Humboldt

Staff
Katie Collender – General Manager
Nancy Diamond – HTA Legal Counsel
Consuelo Espinosa- Secretary to the Board
Andi Evans – Finance and Administration Assistant
Seth Beres – Project Manager
Jerome Qiriazi – 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 –
Kimberly White, Arcata City Mayor; HCAOG; Stevie Luther, HCAOG; Joanne McGarry, Member of the Public; Bethany Gilden, Acting Chief of Staff, CalPoly Humboldt; Cris Koczera, Associate Vice President Campus Resilience & Response, CalPoly Humboldt; Via Teams – Saskia Rymer-Burnett, Caltrans District; Oona Smith, HCAOG; and Colin Fiske, CRTP.

1, CALL TO ORDER

- Chairperson Natalie Aroyo called the meeting to order at 9:00 am.

2. Public Comment on Non-Agenda Items

- **Joanne McGarry**

  - Shared that she regularly rides HTA and has had very positive experiences, especially with the bus drivers.
  - Raised concerns about coordination between regional transit agencies, including differences in schedules, connections, and fares, and suggested clearer information for riders.

- Noted that some bus stop signs and schedules are difficult to read and do not clearly show destinations, creating challenges for riders who may not use smartphone apps.
- Suggested creating a Friends of Humboldt Transit Authority (FOTA) group to help promote transit and make riding the bus easier and more accessible.

- **Colin Fiske, CRTP**

- Encouraged participation in Week Without Driving, October 1–8, noting that people can participate for as much or as little of the week as they are able.
- Highlighted Transit Month activities in September, including a public transit talk and a meet-and-greet with HTA drivers, co-sponsored with AFSCME Local 1684.
- Shared plans for a regional transit riding challenge with badges and prizes to encourage people to try new routes and ride the bus more.
- Encouraged everyone to visit transportationpriority.org for event information and invited elected officials and decision-makers to join ride-alongs to better understand riders' experiences firsthand.

3. Special Presentations

None

4. Consent Calendar

- June 3, 2026 Regular Board Meeting Minutes — Recommended approval of the prepared meeting minutes.
- July 1, 2026 Special Board Meeting Minutes — Recommended approval of the prepared meeting minutes.
- General Manager Employment Contract — Recommended approval of the employment agreement with Katie Collender.
- Conflict of Interest Code Amendment — Recommended adoption of Resolution 26-12 to update HTA’s Conflict of Interest Code as required by state law.
- Whitchurch Engineering Contract – Project 2504, Amendment No. 1 — Recommended approval of the amended agreement to add additional project work and authorization for the General Manager to execute the updated agreement.
- Drug and Alcohol Policy Amendment — Recommended approval of changes required to keep HTA’s policy in compliance with updated Federal Transit Administration regulations through adoption of Resolution 26-13.

  - ❖ Motion by Vice Chair Debra Garnes and second by Councilmember Alex Stillman to approve the Consent Calendar.

  Motion Approved Unanimously.

No Public Comment in the room or online.

5. Items Removed From Consent Calendar

None

6. Reports

Caltrans District 1 – Saskia Rymer-Burnett

- Provided an update on the District Transit Plan, noting that the recent Community and Partner Meeting included transit partners and user groups from Del Norte, Humboldt, and Mendocino counties and generated helpful feedback.
- Shared that the next major engagement will be with tribal government partners on August 7, with public review of the draft plan anticipated in November–December.
- Mentioned several upcoming transit events, including the Transit Research to Practice Symposium (October 20–22), which is online and free to attend, and the North State Transit Symposium in Redding (September 29–October 1).
- Reminded the Board that the FTA FY 2026 Section 5339 grant applications are due September 17.
- Noted that TIRCP award announcements are also expected on September 17.

No Public Comment in the room or online.

<u>7. HTA Projects Update – Seth Beres</u>:

HTA's Project Manager provided an update on the TIRCP Cycle 5 projects:

- The office remodel and Cedar House demolition are nearly complete, with only a few remaining items.
- The hydrogen fueling station is nearing 90% design, with civil plans being submitted to the City of Eureka for review. A groundbreaking event is expected to be scheduled soon.
- Financing for the Eureka Transit Center closed last month, with a groundbreaking event planned for later this month on August 26th.
- Nine of the ten fuel cell electric buses have been received, with eight successfully tested and validated to date.
- The maintenance facility retrofit bid is expected to be released by the end of the week, with the fire alarm control unit work scheduled first.
- Staff are still working with Linde on an interim fueling solution to keep the new buses operating while the permanent fueling station is completed.
- W Street resurfacing is progressing quickly, with substantial completion expected by the end of the month.
- The Next Generation Facility project is nearing completion of staff review before being sent to the architect for incorporation.

Board Comments: The Board discussed concerns about temporary fueling and the availability of diesel buses if an interim fueling solution is delayed. Staff noted that diesel bus capacity, particularly for 40-foot buses, is currently very limited, with additional diesel buses not expected to enter service until mid-2027.

No Public Comments in the room or online.

<u>8. Draft April and May 2026 Statistics and Financial Statements for all Systems Operated by HTA– Carolann Aggeler, HTA Finance Manager</u>

Carolann Aggeler was absent and General Manager Katie Collender gave the board an update:

- Reported strong ridership growth, with overall passengers up 36% and service miles up 8% to more than 1.25 million miles.
- Service hours increased 11%, with ridership up 23% on RTS, 53% on SoHum, and 68% on North State Express.

- Noted that farebox recovery remains just over 1%, particularly on longer regional routes such as North State Express, where there are fewer stops and limited fare turnover.
- Provided an update on Amtrak service, noting that a complete withdrawal from Arcata is not currently expected, although Amtrak is considering ways to reduce costs, including possibly reducing service on lower-performing days. HTA has submitted letters supporting the importance of the service and will continue discussions with Amtrak.
- Discussed Cal Poly Humboldt's decision to discontinue the Green and Gold route due to budget constraints. Staff expect little to no impact on the general public because the service largely duplicated an existing HTA route.
- Also noted that HTA currently has limited 40-foot bus capacity, creating additional logistical challenges if new service were added.

No Public Comment in the room or online.

9. New Business

Discontinuation of Cal Poly Funded Arcata Services

General Manager Katie Collender gave the board an update:

Cal Poly Humboldt (CPH)
- The HHM shuttle service is desired by CPH to meet the needs of their new dormitory, but it is not public transit.
- The Green and Gold service is being discontinued due to low ridership as the route mirrors other Arcata service. This had been planned for some months.
- Late-night service has been funded by CPH for years but they decided in June to no longer fund it after seeing lower than expected ridership data. This was told to HTA staff on June 16.
- At the June 16 meeting, HTA staff informed CPH that the dormitory shuttle is a specialized service and could put the agency at odds with Federal Transit Administration charter protections.
- The HHM shuttle was the interest of CPH, but it was agreed they would continue late-night service through December to get HHM shuttle service alongside public transit for the short term while they explore other solutions for their needs.

Action Items
- Discontinue the Green/Gold late-night service.
- Continue operating the HHM shuttle service through December 19, contingent upon HTA having both:
    - an available vehicle to operate the service, and
    - sufficient staffing/resources to physically provide the service.
- HTA to incorporate these service changes into the FY budget and operating plan.
- Cal Poly Humboldt to explore solutions to their growing campus transportation needs.

Board Comments:

- Board members discussed concerns regarding service reductions, funding limitations, federal charter requirements, and HTA's vehicle and staff capacity.

Public Comments:

- Public commenters expressed concern about Cal Poly Humboldt reducing its contribution to transit services, particularly evening and Valley West Service. Comments emphasized equity, reliability, and the need for continued transit funding and alternative transportation solutions.

- ❖ Motioned by Councilmember Stillman, seconded by Councilmember Trent, to enter into a contract with Cal Poly Humboldt that will discontinue the Green/Gold service; replace the late-night Red and Gold Route service with Orange Route service operating from 7:00 p.m. to 10:00 p.m.; and operate a modified HHM service to the Cal Poly Humboldt campus through December 19, contingent upon HTA having available vehicles to operate the service, and the operational capacity to provide it.

  Motion Approved Unanimously.

Adoption of the Fiscal Year 2026/2027 Final Budget for Humboldt Transit Authority
Staff Katie Collender:

- Katie Collender presented a revised budget removing anticipated Cal Poly Humboldt contributions and noted that further adjustments will be needed for continued evening service.
- The budget continues to rely heavily on fiscal cliff funding (SB125) and projects future deficits as those funds are depleted. Measure O could help if it continues.

Public Hearing:

1. At 10:31 a.m., the public hearing opened to provide an opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2026/27.
2. Public Comment: Colin Fiske expressed appreciation for HTA's work and emphasized the need for increased transit funding.
3. At 10:36 a.m., the public hearing was closed.

- ❖ Motion by Chair Natalie Arroyo and second by Vice Chair Debra Garnes to continue the public hearing on the budget to the next Board meeting on September 2, 2026, allowing staff time to incorporate the discussed changes with the Cal Poly Humboldt service.

Motion Approved Unanimously.

10. Board Communications

- Councilmember Alex Stillman announced that Colin Fisk will represent HTA at Cal Poly Humboldt's new student open house this year. Also shared positive feedback about HTA's service and drivers.
- Councilmember Jack Tuttle asked about the status of proposed microtransit service to Trinidad Airport. Staff reported the project remains under development as part of the larger 30-minute headway project.
- Board: Expressed appreciation for HTA staff and positive community feedback regarding HTA service.

11. Staff Communications

Katie Collender provided updates on ongoing airport coordination, including a new transit information banner and QR code. She also reported progress with Fortuna Transit, upcoming driver bid changes, and the launch of HTA's redesigned website with improved route, schedule, and service alert features.

12. Closed Session

None

13. Meeting Adjourned at 10:45 a.m.

133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: September 2, 2026

SUBJECT: Rejection of Claim

A claim was submitted to HTA on July 14, 2026 by Pamela Miller due to a collision between her vehicle and bus 67 on July 2, 2026.

Sedgwick, HTA's claims administrator has advised staff to send a notice of rejection to Ms. Miller. The notice is included in your packet.

Action Recommended: Direct Staff to Send a Notice of Rejection to Pamela Miller.

RIDE THE BUS
HTA
HUMBOLDT TRANSIT AUTHORITY

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

September 2, 2026

TO: Pamela Miller
4354 Excelsior Road
Eureka, CA 95503

CLAIM OF: Pamela Miller

SUBJECT: NOTICE OF REJECTION

NOTICE IS HEREBY GIVEN that the Claim which was received by the Transit Authority on July 14, 2026, was rejected September 2, 2026, and the undersigned hereby gives you notice to this effect.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was deposited in the mail to file a lawsuit on this claim. See California Government Code Section 945.6.

This time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act, Government Code sections 900 et. seq. Other causes of action, including those arising under federal law, may have shorter time limitations for filing.

If you choose to bring your case to court and the court should determine that the proceeding was not brought in good faith and with reasonable cause, the City will seek defense costs reasonably and necessarily incurred by the Transportation Authority. See Code of Civil Procedure Section 1038.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

Katie Collender, General Manager

Humboldt Transit Authority

133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: September 2, 2026

SUBJECT: Service Agreement with Cal Poly Humboldt

Staff has negotiated with representatives from Cal Poly Humboldt (CPH) per Board direction at the prior Board meeting. This Second Amendment, effective July 1, 2026, extends the JackPass and paratransit portions of the agreement through June 30, 2027. However, the parties agreed to a shorter term for routes that are fully funded by CPH for their semester only, extending those services only from August 24, 2026, through December 19, 2026.

For the current short-term agreement, CPH has identified a need for additional fixed-route service for the benefit of its students and will pay the agreed-upon cost of designated routes rather than HTA charging fares for JackPass usage on those services. In addition, HTA will continue to provide the “HHM” dormitory shuttle. The current Exhibit A identifies the Evening Orange Route (7pm to 10pm) and the HHM shuttle as continuing for the 17-week period beginning August 24, 2026, and ending December 19, 2026. The contract identifies costs of $60,588 for the Evening Orange Route and $148,410 for HHM.

This short-term arrangement provides CPH with an opportunity to continue supporting transit access for its students while also allowing the university time to pursue other providers for the HHM dormitory shuttle. HTA staff have connected CPH with turnkey transit providers that may be able to provide the dormitory shuttle service for them, including drivers, vehicles and maintenance. Staff is aware of four turnkey transit providers that have responded with interest in providing the service. This gives CPH a solution for its HHM shuttle while allowing HTA to focus its resources after December on services that are supported through its regular funding structure and align with long-term agency goals.

The attached amendment has been developed collaboratively, but may see nonmaterial changes between now and contract signature as CPH staff finalize their review.

Action Recommended: Approve the material terms of the second amendment to the contract subject to General Counsel’s approval of the final form and authorize the General Manager to execute the agreement.

AMENDMENT NO. 2 TO
AGREEMENT FOR
PURCHASE OF GOODS, SOFTWARE, OR SERVICES

This is a second amendment to that CONTRACT FOR PURCHASE OF GOODS, SOFTWARE, OR SERVICES, dated August 11, 2022, and first amended on December 10, 2025, by and between the Trustees of the California State University, which is the State of California acting in its higher education capacity ("CSU" or "University"), on behalf of Cal Poly Humboldt ("CPH"), through CSU's duly appointed and acting officer, and Humboldt Transit Authority, a California joint powers agency ("Contractor"). The initial agreement and its first amendment are collectively referred to herein as the "Agreement," and this second amendment is referred to herein as the "Second Amendment". This Second Amendment is effective on **July 1, 2026**.

RECITALS

WHEREAS, under the Agreement, HTA public transit services are provided to CPH students, faculty and staff consisting of Fixed Route JackPass Usage, Paratransit Fare Payment, Routes Paid in Full, and Supplemental Service as specified therein;

WHEREAS, the Agreement expires on June 30, 2027, and contains the option to extend for additional one-year periods not to exceed four (4) more extensions.

WHEREAS, the Parties desire to exercise the second option to extend the Agreement for certain Routes Paid in Full services through the CPH Fall academic semester only, and to extend Fixed Route JackPass Usage and Paratransit Fare Payment services until June 30, 2027;

WHEREAS, Supplemental Service will not be extended.

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 of the Agreement**.

    a. Fixed Route JackPass Usage and Paratransit Fare Payment. The term of the Agreement for Fixed Route JackPass Usage and Paratransit Fare Payment, as set forth herein, shall extend from July 1, 2026, through June 30, 2027.

    b. Routes Paid in Full Service. The term of the Agreement for Route Paid in Full service, as set forth herein, shall extend from August 24, 2026, through December 19, 2026.

2. **Scope of Services**. The Scope of Services under the Agreement as set out in Exhibit A is hereby replaced in its entirety by Exhibit "A- Second Amendment," attached hereto and incorporated herein.

3. **Ratification of Agreement.** The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Second Amendment shall control.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be signed by the duly authorized officials below effective as of the day and year first above written.

TRUSTEES OS THE STATE OF CALIFORNIA

____

Name:
Title:

Dated: ____________________

HUMBOLDT TRANSIT AUTHORITY

____

Name:
Title:

Dated: ____________________

EXHIBIT A- SECOND AMENDMENT
SCOPE OF SERVICES

1. Fixed Route JackPass Usage
    a. Humboldt Transit Authority (HTA) drivers will use Genfare Farebox to record rides obtained through use of the Student ID, also known as "JackPass" bus passes. HTA will bill Cal Poly Humboldt (CPH) for these on a "per ride" basis, as shown below.

    b. HTA's transportation systems included under this Agreement and fares charged per ride are as follow:
        i. $2.00 Redwood Transit System
        ii. $2.00 Eureka Transit Service
        iii. $2.00 Arcata & Mad River Transit System
        iv. $2.00 North State Express 299 (formerly Willow Creek)
        v. $2.00 Southern Humboldt Intercity System
        vi. $2.00 North State Express 101

    c. If additional routes are added during the term of this contract, CPH can opt into allowing Jackpass use on those services as well at their established rate.

2. Paratransit Fare Payment
    a. Individuals interested in utilizing paratransit, AKA "Dial-A-Ride," must be registered and certified eligible by HTA before using the services.

    b. CPH will be issued a unique coupon code for distribution to enrolled students who qualify for paratransit services, this code can be changed as needed. This coupon code will allow students to access approved paratransit rides through the System in accordance with HTA fare structure and usage parameters. CPH shall be responsible for managing the distribution of the coupon code and ensuring it is used solely by eligible students.

3. Routes Paid in Full
    a. CPH has determined that there is a need for additional fixed route transit service for the benefit of its students. In lieu of fare revenue, CPH shall pay the cost of service, as agreed upon between the parties. For all fixed routes designated as "fully funded", HTA will not charge for JackPass usage. Any passenger fares collected during fully funded service shall be credited to CPH.

    b. Routes: The following costs include 17 weeks of service starting on August 24, 2026 and terminate on December 19, 2026.

        i. Evening Orange Route: $60,588.00
        ii. HHM $148,410.00

4. Supplemental Service
    a. This Agreement will no longer cover supplemental or other services directly paid for by CPH.

5. Invoicing
    a. HTA shall invoice CPH quarterly for Fixed Route JackPass Usage and Paratransit Fare Payment services in accordance with this contract. HTA shall invoice CPH on December 19, 2026, or within 30 days thereafter, for Routes Paid in Full. Any cash passenger fares collected during fully funded service shall be credited to CPH on the invoice for Routes Paid in Full.

133 V Street
Eureka, CA 95501

RIDE THE BUS
HTA
HUMBOLDT TRANSIT AUTHORITY

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:	Seth Beres, Project Manager
Date:	September 2, 2026
Subject:	Increase Budget for Project 26-02: W Street Resurfacing

The resurfacing of W street will provide much-needed additional on-site parking for HTA's growing fleet. Phase 1 (of 2) work is nearing completion.

Several changes in project design have brought additional costs, specifically: required alterations to stormwater drainage infrastructure and widening of the new automatic gate to accommodate additional buses. These costs are broken out in Table 1 below.

Table 1: Changes Breakdown

Change	Description	Cost
Stormwater Infrastructure	Involves rerouting stormwater drainage pipe and adding a 140ft cross-street culvert to avoid additional HTA water quality reporting requirements.	$38,847.00
Automatic Gate	Fabrication and installation of new 70ft long automatic gate to accommodate additional buses.	$64,000.00

HTA staff believe these changes are necessary to complete the project and recommend an increased project budget to cover these costs. Staff also advise adopting a contingency to ensure any further changes through completion are covered. A summary table of recommended budget changes, including contingency, is included below. HTA has funds available for these changes under STA.

Table 2: Changes & Contingency

Change	Cost
Stormwater Infrastructure	$38,847.00
Automatic Gate	$64,000.00
Contingency	$47,153.00
Total:	**$150,000**

Recommended action: Approve increasing the budget for necessary project changes and a recommended contingency, increasing the overall budget to $581,000.

133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Carolann Aggeler, Finance Manager

DATE: September 2, 2026

SUBJECT: Adoption of the Fiscal Year 2026/27 Final Budget for Humboldt Transit Authority

Included in this agenda packet are Draft Budgets for the Humboldt Transit Authority. The original budget was reviewed by the HTA Finance & Operations Committee by the Board during its special July 1, 2026, meeting. The revised final version reflects last minute changes due to a changes in funding from Cal Poly Humboldt for service in Arcata.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public, nor have any changes made by the Board or the Finance & Operations committee or the Board at the prior meeting.

Members of the public may still make comments regarding this budget during the public hearing portion of the September 2, 2026 Board meeting. At that time, the Board may also make changes to the budget as they see fit.

Action Necessary:

1. *Continue the public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2026/27.*
2. *After hearing comments, close the public hearing.*
3. *Make changes if necessary & approve the final budget by adopting Resolution 26-14.*

Introduction

Staff have completed the annual budget for the upcoming fiscal year. Through the budgeting process, HTA closely reviews its transactions, identifies service changes, develops funding estimates, and considers economic forecasts to produce a balanced budget draft that anticipates how the agency will meet its financial obligations in the coming year while advancing its operational goals. The included five-year financial forecast and expanded narrative strengthen HTA's ability to plan for future needs.

HTA is improving transit efficiency through a planned RTS overhaul aligned with the 2023–2028 Humboldt County Transit Development Plan. Changes include removing low use stops that contribute to significant delays and increasing bus frequency at other stops, supplemented with microtransit. Flex, HTA's microtransit service, is now running until 10:00 PM Monday through Saturday to increase options for riders across coverage areas. This approach may serve as a model for other outlying areas with lower ridership that still require service.

Current Services:

Redwood Transit System (RTS)
Eureka Transit Service (ETS)
Arcata & Mad River Transit System (A&MRTS)
Southern Humboldt Intercity (SHI)
North State Express 299 (NSE 299)
North State Express 101 (NSE 101)
Paratransit or Dial-a-Ride (DAR)
Flex Microtransit (Flex)

Key Items:

Funding Updates

Funding Trends

Local Transportation Funds (LTF) are a component of Transportation Development Act (TDA) funding that is derived from a ¼ cent of the general sales tax collected statewide. The Humboldt County Auditor Controller's estimate of LTF funds for Fiscal Year 2025-26 is $5,416,531 which is a decrease of $481,869 from the 2025-26 estimate. The estimate is calculated using a 1% increase to revenues while also factoring in the difference between the estimate and actual revenues from FY 2024-25, which is why the current year projections are lower (despite 1% projected revenue growth).

The California Air Resources Board (CARB) administers the state's Cap-and-Trade program, now renamed Cap-and-Invest. Under the program, major emitters purchase allowances for their greenhouse gas emissions, and auction proceeds are deposited into the Greenhouse Gas Reduction Fund (GGRF), which supports essential programs for HTA, such as LCTOP. On May 29, 2026, CARB voted to adopt amendments to the Cap-and-Invest program. It is projected that quarterly auction revenue for state climate programs will drop from roughly $4 billion a year to about $2 billion under the new overhaul. This would decrease funding for AHSC, TIRCP, and LCTOP. Additionally, LCTOP funding was lowered in priority in its pool, and for that reason LCTOP could be unfunded in future years.

Transit and Intercity Rail Capital Program Cycle 5

HTA has made significant progress under the Transit and Intercity Rail Capital Program (TIRCP) Cycle 5, advancing its commitment to zero-emission transit and regional connectivity. With this $38.7 million grant awarded in 2022, HTA is deploying 11 New Flyer fuel cell electric buses (FCEBs), constructing a hydrogen fueling station, retrofitting service bays to safely work on hydrogen buses, and building an intermodal transit center in downtown Eureka. The station will also offer public fueling options, supporting the broader adoption of hydrogen vehicles on California's North Coast. These initiatives align with HTA's Zero Emission Bus Rollout Plan, targeting a 100% zero emissions fleet by 2040, and reflect a concerted effort to reduce emissions, improve transit accessibility, and foster sustainable transportation solutions in the region. At the time this budget was prepared, HTA received the pilot bus and five production buses. Construction is set to begin on the transit center in August 2026 and the hydrogen station in October 2026.

Transit and Intercity Rail Capital Program Cycle 7

Staff applied for the TIRCP Cycle 7 competitive grant in July of 2024 and were awarded their full request of $18.7 million. This grant will support a range of transformative transit projects across the North State region. It will enable the launch of a new 15-minute headway express service to address an identified Unmet Transit Need and boost ridership. The grant also supports new standardized bus stop designs to improve the passenger experience, safety, and enhance Ride Humboldt brand recognition. At the Eureka Intermodal Transit Center, additional indoor and outdoor infrastructure improvements include interactive lighting, art, and additional sitework. Public art installations at bus stops and the Transit Center will further foster community pride and engagement with transit. The grant will also fund Phase 1 of the North Coast Zero Emission Training Center, which will support regional workforce development, enhance systemwide safety through better operator and mechanic training, and reduce training-related travel and other costs. Lastly, the continued expansion of HTA's hydrogen fleet will increase the number of zero-emission miles operated and hopefully reduce fuel prices by leveraging a greater volume of hydrogen fuel.

Senate Bill (SB) 125

Senate Bill (SB) 125 will distribute $4 billion from the Transit and Intercity Rail Capital Program to regional transportation planning agencies over the next few fiscal years. This money is highly flexible and can be used for operations or capital improvements. It is serving as an essential resource for balancing HTA's budget in the upcoming years, advocates of the transit industry are hoping the State establishes ongoing funding to fill this need. The Humboldt County Association of Governments (HCAOG) is administering these funds for Humboldt County. SB 125 also establishes a Transit Transformation Task Force led by the California State Transportation Agency to develop policy recommendations on how to grow transit ridership, improve the transit experience, and address the long-term operational needs agencies face.

Measure O

The citizens of Humboldt County have memorialized their support for public transportation with a new sales tax. On November 6, 2024, Humboldt County voters passed a 1% sales tax known as "Measure O" to bring local funds to road repair and bus services. This new tax is estimated to bring over $24 million to the county each year to improve road infrastructure and to maintain and enhance local public transit. Encouragingly revenue has been coming in over projections. On April 22, 2025, the Humboldt County Board of Supervisors adopted a resolution that named HTA as the appropriate agency to represent local transit and receive 15% of the total amount collected starting on July 1, 2025, until June 30, 2030. Each year, HTA will bring its Work Plan to the Social Services Transportation Advisory Council for review and input. HTA will then finalize the plan as they deem appropriate and bring it before the HTA Board of Directors for adoption. Staff will then submit quarterly reports to the County Administrative Office to receive payment. An annual report will be submitted to the Humboldt County Audit Committee by the end of December following each fiscal year.

Measure O priorities for the upcoming fiscal year include but are not limited to support for Southern Humboldt Intercity, North State Express 299, and North State Express 101, Eureka Transit System, Dial-a-Ride, and Redwood Transit System. Although HTA is committed to the transition to zero emissions, with no local redundancy for hydrogen fuel, it is essential to retain a diversified fleet. With 76.4% of the RTS fleet past its useful life, as defined by the FTA and Caltrans, HTA plans to purchase one diesel bus to strengthen its ability to provide reliable transportation to the county.

Regional Early Action Planning (REAP) 2.0 Grant

The HCAOG applied for the California Department of Housing and Community Development Regional Early Action Planning (REAP) 2.0 grant on behalf of HTA and "We are Up" in late 2022. The original grant amount for HTA was $2.19 million, but it was reduced to $1.47 million with a delayed start date. Due to changes to the grant term and award, services will now only be available for the first half of this fiscal year ending on December 31, 2026. This initiative aims to provide on-demand transportation options that connect residents to essential services and fixed route transit, serving as a model for other rural communities with similar needs. The REAP 2.0 program supports sustainable, equitable, and climate-friendly infrastructure projects in underserved communities.

Affordable Housing and Sustainable Communities (AHSC)

HTA has been a corecipient of two AHSC grants with the City of Eureka and has applied with them for a third. The first grant, the "Eureka Scattered Site Project," is a three-site development located on city-owned parking lots within the City of Eureka. Collectively, these three communities will provide ninety apartment homes for low-income families throughout the city. Construction is scheduled to begin in 2025 and be completed in 2026. In partnership with the City of Eureka, the secured AHSC funding provides just over $30 million for affordable housing, programmatic support, and substantial investments in public transportation, bicycle and pedestrian improvements, and critical infrastructure throughout the city. Transit-related funding includes ten years of transit vehicle operations for microtransit, resident bus passes, the purchase of microtransit vehicles, and a Transit Signal Priority System. Construction is set to be completed in Q2 of fiscal year 2026-27, and HTA will start receiving operational revenue then.

The second awarded grant, the "Sunset Heights Phase I" project, will develop forty-three units of affordable housing for households earning 30 – 60% AMI in addition to improved pedestrian, bicycle, and transit infrastructure. The infill site is situated on the bluff overlooking Humboldt Bay and the Broadway/Highway 101 Commercial Corridor below. New and improved walkways will make it easier for residents to access transit service that will be doubled in frequency. A new bicycle boulevard will improve east-west connectivity within an existing multimodal network throughout the city that encourages mode shift, improves safe access to bicycle facilities and walkways, and connects bicyclists to transit services. The project will provide residents with bus passes and operational funding for HTA to operate ETS to better serve the area.

Service Changes

Redwood Transit System (RTS)

Staff are working to refine RTS service by eliminating infrequently used stops that require substantial time deviation. In addition, buses will now follow a more streamlined route with higher frequency. This aligns with the 2023–2028 Humboldt County Transit Development Plan, and requirements for bus routes that are classified as commuter lines. The stops will be serviced by microtransit service. These changes, together with the fare simplification implemented in October 2024, represent significant improvements to the rider experience. More frequent RTS service has been an objective of HTA for some time, with 15-minute headways identified as a commitment under the Transit and Intercity Rail Capital Program (TIRCP) Cycle 7 grant. This service concept represents the first step toward scaling operations to achieve even greater frequency. The current RTS schedule requires eighteen employees to operate, whereas this concept requires twenty-five. It is not anticipated that this will start within the 2026-27 fiscal year.

Arcata & Mad River Transit System (A&MRTS)

For many years, Cal Poly Humboldt provided funding to support transit service in Arcata, first through the City of Arcata, when they operated the Arcata & Mad River Transit System (A&MRTS). Then, following the consolidation of A&MRTS operations with Humboldt Transit Authority (HTA), they continued to fund late night and Green and Gold operation. This funding helped extend evening service beyond what other revenues alone could support, providing safe and reliable transportation during late-night hours and on an additional route. However, beginning this year, Cal Poly Humboldt discontinued its funding for the Green & Gold and evening Red routes. As a result, HTA was forced to reduce the university-funded late-night and eliminate Green and Gold service, reducing transit availability for both the campus and the broader Arcata community. Funding for light night Orange route has been negotiated though December 2026.

Ride Humboldt Flex Microtransit

Ride Humboldt Flex is an on-demand shared-ride service that operates between bus stops, including both existing stops and newly designated virtual stops. In fiscal year 2024–25, the program transitioned from a soft launch that relied on time available between paratransit trips to dedicated vehicles and assigned shifts. As of May 26, 2026, microtransit hours have been extended in Eureka to 10:00 pm to serve passengers after the conclusion of fixed-route ETS and A&MRTS service hours. AHSC funding from the Eureka Scattered Site project will support the acquisition of additional microtransit vehicles and the expansion of service in the Eureka area. The REAP 2.0 grant has been supporting the expansion of transit options by funding the pilot program and ongoing microtransit service already.

Other Items

Employee Benefits

Employee benefit costs continue to represent a significant area of budget growth for FY 2026–27. AUAL expenditures are projected to increase from $307,542.96 in FY 2025–26 to $349,567.00 in FY 2026–27, reflecting an overall increase of 13.7%. Health insurance costs remain the primary driver of this increase. Employer-covered health insurance plans experienced a 6% increase in the prior year, consistent with national trends in employer-sponsored healthcare coverage. Industry surveys continue to report annual premium growth in the 5%–7% range due to rising healthcare utilization, prescription drug costs, and overall medical inflation.

Staffing and Recruitment

Ongoing challenges with driver recruitment across the transit industry have required HTA to implement additional measures to attract qualified applicants and retain valued employees. In January, HTA adopted a 34-hour work week to support improved work-life balance. Each quarter, refinements are made to driver bid schedules to reduce the number of split shifts and provide as many drivers as possible with multiple consecutive days off. The planned updates to RTS and the expansion of microtransit service will also require a significant increase in driver allocations.

Insurance

HTA is a member of the California Transit Indemnity Pool (CalTIP), a Joint Powers Authority insurance pool. By joining with other agencies to establish a pooled program layer and to purchase reinsurance, members are slightly insulated from the volatile insurance industry. CalTIP provides general liability, and vehicle physical damage. For the next fiscal year, there were changes to the lowest starting amount of what reinsurance partners were willing to offer in the general liability program. This meant that CalTIP was required to fund its self-funded layer at $2.75 million rather than $2.25 million per incident. The cost share between pool members is based on loss history and revenue miles. This year’s change equates to an $865,628 contribution to the general liability program. This is 57.33% higher than the prior year.

Grant Funded Projects

Special projects were not included in this operationally focused budget, which is centered on the annual costs related to sustaining transit services and assets. Including large projects in the operating budget would create inconsistencies from year to year, as these one-time or infrequent expenses can significantly skew annual comparisons and planning. While funding for major infrastructure investments falls outside the scope of that budget, HTA remains committed to long-term improvements and upgrades and actively pursues competitive grant funding to achieve these outcomes. A list of large projects both planned and underway is provided below. These funding sources are earmarked for each capital project and cannot be transferred into the operating budget in the event of a shortfall. These projects reflect total project cost, some have project partners contributing.

Projects

Project	Cost	Funding
Hydrogen Fueling Station	$18,179,522	- Transit Intercity Rail Capital Program Cycle 5 - Federal Highway Infrastructure Program - Carbon Reduction Funds - STA - LCTOP
10 Hydrogen Fuel Cell Buses	$15,151,000	- Transit Intercity Rail Capital Program Cycle 5 - Federal Highway Infrastructure Program
Maintenance Bay Hydrogen Retrofit	$1,401,155	- Transit Intercity Rail Capital Program Cycle 5 - STA - LCTOP
Eureka Intermodal Transit Center	$35,669,081	- Transit Intercity Rail Capital Program Cycle 5 - Transit Intercity Rail Capital Program Cycle 7 - Private Funding
5 Hydrogen Fuel Cell Buses	$7,959,000	- Transit Intercity Rail Capital Program Cycle 7 - Federal Highway Infrastructure Program
Real-Time Signage Pilot	$209,000 (Estimated)	- Unfunded, likely STA
Bus Stop Redesign and Branding Pilot	$2,440,000	- Transit Intercity Rail Capital Program Cycle 7 - Federal Highway Infrastructure Program
North Coast Zero Emission Training Center	$846,000	- Transit Intercity Rail Capital Program Cycle 7
Facility Redesign and Replacement	$65,000,000 (Estimated)	- Unfunded
TOTAL PROJECTS	$146,854,758	

DRAFT 2026-27 OPERATING BUDGET AND FORECAST

	FY 24-25 Actual	FY 25-26 Budget	FY 26-27 Budget	FY 27-28 Forecast	FY 28-29 Forecast	FY 29-30 Forecast	FY 30-31 Forecast
Resources							
Service Revenue							
Fares & Passes	$ 1,110,397	$ 1,179,500	$ 1,353,833	$ 1,421,525	$ 1,492,601	$ 1,567,231	$ 1,645,593
Contract Transportation	$ 2,048,445	$ 1,431,906	$ 229,122	$ 235,996	$ 243,076	$ 250,368	$ 257,879
Service Total	$ 3,158,842	$ 2,611,406	$ 1,582,955	$ 1,657,521	$ 1,735,677	$ 1,817,599	$ 1,903,472
Supplementary Resources							
Advertising	$ 134,514	$ 190,000	$ 150,000	$ 154,500	$ 159,135	$ 163,909	$ 168,826
Interest/Miscellaneous	$ 456,104	$ 45,000	$ 50,000	$ 22,000	$ 22,440	$ 22,889	$ 23,347
Federal Formula 5311	$ 2,063,001	$ 1,782,857	$ 1,863,739	$ 1,901,014	$ 1,939,034	$ 1,977,815	$ 2,017,371
JPA Member Assesment	$ 3,311,308	$ 3,639,095	$ 5,279,996	$ 5,438,396	$ 5,601,548	$ 5,769,594	$ 5,942,682
State Transit Assistance	$ 1,508,433	$ 1,581,673	$ 1,422,791	$ 1,451,247	$ 1,480,272	$ 1,509,877	$ 1,540,075
State of Good Repair	$ 240,140	$ 274,308	$ 232,308	$ 236,954	$ 241,693	$ 246,527	$ 251,458
Low Carbon Transit Ops Prgm	$ 385,676	$ 402,198	$ 136,786	$ 69,761	$ -	$ -	$ -
Transit Intercity Rail Capital Prgm	$ 1,310,319	$ 325,000	$ 365,138	$ 383,395	$ 319,333	$ 335,300	$ 352,065
SB125 Formula Transit Intercity	$ -	$ 1,194,413	$ 1,933,140	$ 1,535,993	$ 2,277,777	$ 2,951,846	$ 6,488,946
Measure O	$ -	$ 3,600,000	$ 3,600,000	$ 3,600,000	$ 3,600,000	$ 3,600,000	$ -
Regional Early Action Planning 2.0	$ 208,793	$ 1,190,250	$ 87,551	$ -	$ -	$ -	$ -
Affordable Housing & Sustainable Communities			$ 689,149	$ 403,267	$ 420,820	$ 404,451	$ 406,404
Supplementary Total	$ 9,618,288	$ 14,224,794	$ 15,810,598	$ 15,196,527	$ 16,062,052	$ 16,982,208	$ 17,191,174
TOTAL RESOURCES	$ 12,777,130	$ 16,836,200	$ 17,393,553	$ 16,854,048	$ 17,797,729	$ 18,799,807	$ 19,094,646
Requirements							
Service Requirements							
Payroll	$ 4,222,060	$ 5,967,000	$ 6,405,920	$ 6,726,216	$ 7,062,527	$ 7,415,653	$ 7,786,436
Employee Costs	$ 1,154,698	$ 1,526,000	$ 1,935,518	$ 2,032,294	$ 2,133,909	$ 2,240,604	$ 2,352,634
Retirement	$ 908,283	$ 974,000	$ 1,339,382	$ 1,406,351	$ 1,476,669	$ 1,550,502	$ 1,628,027
Contract Transportation	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 825,155	$ 1,188,000	$ 1,136,512	$ 1,181,972	$ 1,229,251	$ 1,278,421	$ 1,329,558
General Operating	$ 1,167,055	$ 633,000	$ 657,330	$ 683,623	$ 710,968	$ 739,407	$ 768,983
Facilities	$ 846,969	$ 315,000	$ 337,707	$ 354,592	$ 372,322	$ 390,938	$ 410,485
Technology	$ 351,458	$ 440,000	$ 254,010	$ 266,711	$ 280,047	$ 294,049	$ 308,751
Vehicles	$ 1,695,299	$ 2,050,000	$ 2,175,124	$ 2,392,636	$ 2,631,900	$ 2,895,090	$ 3,184,599
Service Total	$ 11,170,977	$ 13,093,000	$ 14,241,503	$ 15,044,395	$ 15,897,593	$ 16,804,664	$ 17,769,473
Asset Management							
Equipment Purchases	$ 346,191	$ 270,000	$ 262,650	$ 275,783	$ 289,572	$ 304,051	$ 319,254
Facility Maintenance	$ 492,759	$ 583,200	$ 473,400	$ 497,070	$ 521,924	$ 548,020	$ 575,421
Vehicle Replacement	$ 1,573,839	$ 2,890,000	$ 2,416,000	$ 1,036,800	$ 1,088,640	$ 1,143,072	$ 1,200,226
Asset Total	$ 2,412,789	$ 3,743,200	$ 3,152,050	$ 1,809,653	$ 1,900,136	$ 1,995,143	$ 2,094,901
TOTAL REQUIREMENTS	$ 13,583,766	$ 16,836,200	$ 17,393,553	$ 16,854,048	$ 17,797,729	$ 18,799,807	$ 19,864,374
Resources Less Requirements	$ (806,636)	$ -	$ -	$ -	$ -	$ -	$ (769,728)

Note: Special projects and associated funding not eligible for operating use on Grant Funded Projects sheet

DRAFT 2026-27 OPERATING BUDGET BY SERVICE

	Redwood Transit System	Eureka Transit Service	Arcata & Mad River Transit System	Southern Humboldt Intercity	North State Express 299	North State Express 101	Dial a Ride Paratransit	Flex Microtransit	Total
Planned Miles	51%	8%	8%	11%	7%	6%	6%	3%	100%
Planned Hours	42%	15%	12%	5%	4%	3%	13%	6%	100%
Resources									
Service Revenue									
Fares & Passes	$ 689,644	$ 269,622	$ 203,484	$ 46,483	$ 73,822	$ 5,530	$ 45,673	$ 19,575	$ 1,353,833
Contract Transportation	$ 168,338	$ 19,008	$ 214,826	$ 3,348	$ 32,932	$ 80	$ 200	$ -	$ 438,732
Service Total	$ 857,982	$ 288,630	$ 418,310	$ 49,831	$ 106,754	$ 5,610	$ 45,873	$ 19,575	$ 1,792,565
Supplementary Resources									
Advertising	$ 62,322	$ 22,855	$ 17,972	$ 6,853	$ 6,497	$ 4,274	$ 20,073	$ 9,154	$ 150,000
Interest/Miscellaneous	$ 20,774	$ 7,618	$ 5,991	$ 2,284	$ 2,166	$ 1,425	$ 6,691	$ 3,051	$ 50,000
Federal Formula 5311	$ 855,859	$ 124,010	$ 108,509	$ 300,000	$ 255,964	$ 219,397	$ -	$ -	$ 1,863,739
JPA Member Assessment	$ 2,162,955	$ 224,538	$ 656,728	$ 635,702	$ 322,454	$ -	$ 1,277,619	$ -	$ 5,279,996
State Transit Assistance	$ 781,460	$ 169,847	$ 121,289	$ 158,636	$ 97,771	$ 84,596	$ 9,192	$ -	$ 1,422,791
State of Good Repair	$ 125,533	$ 27,423	$ 17,836	$ 16,872	$ 15,964	$ 13,813	$ 14,867	$ -	$ 232,308
Low Carbon Transit Ops Prgm	$ 74,076	$ 24,838	$ 13,445	$ 10,750	$ 7,662	$ 6,015	$ -	$ -	$ 136,786
Transit Intercity Rail Capital Prgm	$ 228,980	$ 55,634	$ 43,747	$ 16,683	$ 9,691	$ 10,403	$ -	$ -	$ 365,138
SB125 Formula Transit Intercity	$ 964,994	$ 892,172	$ 25,254	$ 40,903	$ -	$ 9,817	$ -	$ -	$ 1,933,140
Measure O	$ 2,165,319	$ 234,000	$ -	$ 197,242	$ 189,353	$ 445,536	$ 368,550	$ -	$ 3,600,000
Regional Early Action Planning 2.0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 87,551	$ 87,551
Affordable Housing & Sustainable Communities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 689,149	$ 689,149
Supplementary Total	$ 7,442,272	$ 1,782,935	$ 1,010,771	$ 1,385,925	$ 907,522	$ 795,276	$ 1,696,992	$ 788,905	$ 15,810,598
TOTAL RESOURCES	$ 8,300,254	$ 2,071,565	$ 1,429,081	$ 1,435,756	$ 1,014,276	$ 800,886	$ 1,742,865	$ 808,480	$ 17,603,163
Requirements									
Service Requirements									
Payroll	$ 2,901,893	$ 914,331	$ 581,358	$ 400,856	$ 325,797	$ 235,209	$ 789,208	$ 359,923	$ 6,508,575
Employee Costs	$ 876,793	$ 276,261	$ 175,654	$ 121,116	$ 98,438	$ 71,067	$ 238,455	$ 108,750	$ 1,966,534
Retirement	$ 606,741	$ 191,173	$ 121,553	$ 83,813	$ 68,119	$ 49,179	$ 165,012	$ 75,255	$ 1,360,845
Contract Transportation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 591,785	$ 97,635	$ 70,903	$ 130,204	$ 80,247	$ 69,434	$ 74,733	$ 34,091	$ 1,149,032
General Operation	$ 285,023	$ 104,522	$ 64,997	$ 31,343	$ 29,712	$ 19,545	$ 91,800	$ 41,865	$ 668,807
Facility Operation	$ 175,844	$ 29,012	$ 21,068	$ 38,689	$ 23,845	$ 20,632	$ 22,207	$ 10,130	$ 341,427
Technology	$ 132,263	$ 21,821	$ 15,847	$ 29,101	$ 17,935	$ 15,519	$ 16,703	$ 7,619	$ 256,808
Vehicle Operation	$ 1,132,591	$ 186,860	$ 135,698	$ 249,192	$ 153,582	$ 132,887	$ 143,029	$ 65,246	$ 2,199,085
Service Total	$ 6,702,933	$ 1,821,615	$ 1,187,078	$ 1,084,314	$ 797,675	$ 613,472	$ 1,541,147	$ 702,879	$ 14,451,113
Asset Management									
Equipment Purchases	$ 133,099	$ 21,959	$ 20,165	$ 29,285	$ 18,049	$ 15,617	$ 16,808	$ 7,668	$ 262,650
Facility Maintenance	$ 239,898	$ 39,580	$ 36,346	$ 52,782	$ 32,531	$ 28,147	$ 30,296	$ 13,820	$ 473,400
Vehicle Replacement	$ 1,224,324	$ 188,411	$ 185,492	$ 269,375	$ 166,021	$ 143,650	$ 154,614	$ 84,113	$ 2,416,000
Asset Total	$ 1,597,321	$ 249,950	$ 242,003	$ 351,442	$ 216,601	$ 187,414	$ 201,718	$ 105,601	$ 3,152,050
TOTAL REQUIREMENTS	$ 8,300,254	$ 2,071,565	$ 1,429,081	$ 1,435,756	$ 1,014,276	$ 800,886	$ 1,742,865	$ 808,480	$ 17,603,163
Resources Less Requirements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Note: Special projects and associated funding not eligible for operating use on Grant Funded Projects sheet

RESOLUTION 26-14
HUMBOLDT TRANSIT AUTHORITY BUDGET ADOPTION
FOR FISCAL YEAR 2026-2027

WHEREAS, on June 10, 2026 the Finance and Operations Committee met to review the fiscal year 2026-2027 draft budget and directed staff to bring the draft to the next Board of Directors meeting; and

WHEREAS, on July 1, 2026 the Board of Directors discussed the draft, directing staff to return for public comment and potential adoption at a regular meeting on September 2, 2026; and

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for fiscal year 2026-2027 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, be, and the same hereby is, approved and adopted.

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

RESOURCES	
Transit Fares	$1,353,833
JPA Member Assessment	$5,279,996
State Operating Grants	$4,090,163
Federal Operating Grants	$1,863,739
Other	$4,805,822
Total Resources	$17,393,553

REQUIREMENTS	
Payroll & Benefits	$9,680,820
Insurance & General	$1,793,842
Facilities	$811,107
Technology	$254,010
Vehicles	$4,591,124
Equipment	$262,650
Total Requirements	$17,393,553

PASSED, APPROVED AND ADOPTED this second day of September, 2026, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing Board of Directors	ATTEST: HTA Secretary to the Board

LAW OFFICES OF
NANCY DIAMOND

Nancy Diamond
ndiamond@ndiamondlaw.com

822 G Street, Suite 3
Arcata, California 95521
Telephone: 707-826-8540
Facsimile: 707-826-8541

Memorandum

To: The Honorable Chair and Members of the HTA Board of Directors
Cc: Katie Collender, General Manager
From: Nancy Diamond, HTA General Counsel ND
Date: August 21, 2026
Re: Regional Climate Action Plan (RCAP) Implementation, Waiver of Potential Conflict of Interest of Counsel

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In December 2025, the Humboldt County Board of Supervisors adopted the Regional Climate Action Plan (RCAP) to provide a collaborative mechanism for addressing climate change at a regional level across Humboldt County. A cornerstone strategy of the RCAP is the creation of a Regional Climate Committee comprised of representatives from each Humboldt County municipal jurisdiction, the Humboldt County Association of Governments (HCAOG), Humboldt Transit Authority (HTA), the Humboldt Waste Management Authority (HWMA), and the Redwood Coast Energy Authority (RCEA) to oversee implementation of the RCAP. Earlier this year, the RCEA Board of Directors approved RCEA to act as the RCAP host and provide support staff and services to the Regional Climate Committee in order to facilitate the regional climate action collaboration. Although not expressly identified in the RCAP, the North Coast Unified Air Quality Management District (NCUAQMD) has specialized expertise in and knowledge of relevant subjects such as emission verification, air pollution control technology, and pollution regulations, all of which could support the collaborative regional effort.

Under the California Supreme Court Rules of Professional Conduct applicable to attorneys licensed to practice law in California, an attorney has a conflict of interest and may not represent a client if the representation is directly adverse to the interests of another client unless informed written consent is obtained from each client. Such a potential conflict of interest exists in regard to my legal representation of HTA and its potential involvement with the Regional Climate Committee and RCAP collaboration because I also provide ongoing legal services to several of the joint powers authorities (JPAs) who might participate in the Regional Climate Committee, including RCEA, HWMA, and the NCUAQMD. As envisioned by the RCAP, the JPAs will provide technical assistance to the regional municipal jurisdictions as each jurisdiction develops appropriate planning, building, zoning, and other regulations to address climate change.

It is my belief that although I represent many of the JPAs who may collaborate in RCAP implementation, none of my clients have directly adverse interests regarding this matter, and I will be able to provide competent and diligent representation to each of them. Participation by the JPAs in the RCAP Committee and general RCAP collaboration is at their discretion and based on the unique expertise of each JPA: for HTA, its technical knowledge of public transit, zero emission transit vehicles, and the public transit regulatory framework; for HWMA, its technical knowledge of waste systems management, emissions from solid waste, and the municipal waste regulatory framework; for the NCUAQMD, its technical knowledge of emissions verification, air pollution control technologies, and the air pollution regulatory framework; and for RCEA, its technical knowledge of energy systems, energy efficiency, and the energy efficiency regulatory framework. Furthermore, with the exception of RCEA's host commitment, none of the other JPAs are expected to provide financial contributions to the RCAP collaboration other than existing staff time.

Accordingly, it is my belief that the HTA Board of Directors can appropriately waive any potential conflict of interest that my simultaneous representation of multiple JPAs involved in RCAP implementation may cause and provide informed consent for my representation of HTA on RCAP matters. If the Board chooses to not provide such informed consent, I will assist the General Manager in obtaining conflict counsel if needed.

WAIVER OF POTENTIAL CONFLICT OF INTEREST AND INFORMED CONSENT REGARDING COUNSEL REPRESENTATION ON REGIONAL CLIMATE ACTION PLAN (RCAP)

Under the California Supreme Court Rules of Professional Conduct applicable to attorneys licensed to practice law in California, an attorney has a conflict of interest and may not represent a client if the representation is directly adverse to another client without obtaining the informed written consent from each client. A potential for such a conflict of interest exists for the Law Offices of Nancy Diamond ("Attorney") to provide legal services to the Humboldt Transit Authority ("HTA") regarding HTA's participation in the Humboldt County Regional Climate Action Plan ("RCAP") implementation due to the Attorney's simultaneous representation of some of the regional jurisdictions who may also participate in the RCAP implementation; specifically, the Humboldt Waste Management Authority ("HWMA"), North Coast Unified Air Quality Management District ("NCUAQMD"), and the Redwood Coast Energy Authority ("RCEA"), collectively the "Joint Powers Authorities," each of whom is an ongoing client of Attorney. In particular, HTA may seek to become a member of the Regional Climate Committee to oversee RCAP implementation, and may additionally provide technical support services.

No directly adverse interest or other conflict of interest currently exists between or among HTA and the Joint Powers Authorities, and no directly adverse interest is expected to develop, because of the nature of the Joint Powers Authorities' discretionary participation in the RCAP Committee and lack of financial obligation to participate. Nevertheless, best and prudent professional practices dictate that Attorney obtain the informed consent from the HTA Board of Directors and each of the entities identified herein in order to provide legal representation to HTA on this matter.

Attorney hereby advises HTA that Attorney will be able to provide competent and diligent representation to HTA and each affected client, that such representation is not prohibited by law, and that such representation does not involve the assertion of a claim by one client against another client in a litigation matter or other proceeding before a tribunal.

PASSED BY MOTION of the Humboldt Transit Authority Board of Directors, Humboldt County, California, made at a regular meeting of said Board on September 2, 2026.

AYES:
NOES:
ABSENT:

By: ___________________________________
Natalie Arroyo, Chair of the Board

ATTEST:

____
Consuelo Espinosa, Secretary to the Board

133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: September 2, 2026

SUBJECT: Regional Climate Action Plan MOU

The Humboldt County Regional Climate Action Plan (RCAP) is a regional effort to coordinate strategies for reducing greenhouse gas (GHG) emissions throughout Humboldt County. The RCAP establishes a goal of reducing regional GHG emissions 40 percent by 2030 and achieving carbon neutrality by 2045.

A primary strategy of the RCAP is establishing a Regional Climate Committee ("Committee") consisting of representatives from participating jurisdictions and agencies. The Committee will coordinate implementation of RCAP measures, pursue funding opportunities, develop regional initiatives, and promote consistent climate-related policies and practices throughout the region.

The proposed MOU establishes the framework for the Regional Climate Committee and a Regional Climate Program Manager. Each Committee member would have one vote. Under the proposed MOU, HTA would be represented on the Regional Climate Committee by an elected official appointed by the HTA Board. Redwood Coast Energy Authority (RCEA) would host the Program Manager and provide administrative support to the Committee. The MOU also allows participating agencies to designate staff to a Regional Climate Technical Advisory Committee (TAC), which would provide technical input to the Program Manager and Committee.

The current draft establishes population-based funding commitments for the participating municipal jurisdictions to support the Climate Program Manager. HTA is identified separately as a JPA, and there is no annual financial contribution from HTA. The MOU would remain in effect through December 31, 2030. Any party may withdraw with at least 90 days' written notice, subject to remaining responsible for funding commitments made prior to withdrawal.

Action Recommended: Discuss participation in the RCAP MOU and direct Staff to bring to the October Board Meeting for adoption.

MEMORANDUM OF UNDERSTANDING BETWEEN RCAP LOCAL AGENCIES AND PARTNER JPA'S REGARDING ESTABLISHMENT OF THE REGIONAL CLIMATE COMMITTEE AND CLIMATE PROGRAM MANAGER

This Memorandum of Understanding ("MOU") is entered into and made effective as of _________, 2026 ("Effective Date") by and among some or all of the local agencies identified below. Each of the agencies referenced below is referred to herein individually as an "Agency" and collectively as the "Agencies." Each of the signatories to this Agreement is referred to herein as a "Party" and collectively as the "Parties".

Municipal Jurisdictions:
City of Arcata ("Arcata")
City of Blue Lake ("Blue Lake")
City of Eureka ("Eureka")
City of Ferndale ("Ferndale")
City of Fortuna ("Fortuna")
City of Rio Dell ("Rio Dell")
City of Trinidad ("Trinidad")
County of Humboldt ("County")

Joint Powers Authorities (JPAs):
Humboldt County Association of Governments ("HCAOG")
Humboldt County Transit Authority ("HTA")
Humboldt Waste Management Authority ("HWMA")
Redwood Coast Energy Authority ("RCEA")

BACKGROUND RECITALS AND SHARED GOALS

A. The Agencies have collaborated in development of a comprehensive Regional Climate Action Plan ("RCAP") to address greenhouse gas ("GHG") emissions generated within the Humboldt County region. The RCAP and final environmental impact report were completed by the County and adopted by its Board of Supervisors on December 16th, 2025, and adopted by the other Municipal Jurisdictions on the following dates:

Arcata:
Blue Lake:
Eureka:
Ferndale:
Fortuna:
Rio Dell:
Trinidad:

B. The RCAP establishes a regional goal to reduce GHG emissions 40 percent by 2030 in line with Statewide targets of Senate Bill 32 and provides measures and actions to achieve this goal. In addition, the RCAP establishes a longer-term regional goal of achieving carbon neutrality by 2045, consistent with the Statewide goals of Assembly Bill 1279; and quantitative efficiency thresholds for use in evaluating whether the GHG emissions of an individual plan or project would result in a potentially significant environmental impact under the California Environmental Quality Act ("CEQA") for plans or projects with pre-2030 buildout or initial operation years ("GHG Emissions

Thresholds"). The overall purpose of the RCAP and CEQA GHG Emissions Thresholds is to prepare, adopt, and implement a qualified GHG reduction plan that may be utilized for mitigating and tracking Countywide GHG emissions as well as for streamlining CEQA GHG analyses for future projects within the Humboldt County region that are required to undergo CEQA review.

C. A cornerstone strategy of the RCAP is the establishment of a coalition between jurisdictions and key organizations to guide a regional approach to climate-related challenges through coordinated efforts. Based on this, creation of a Regional Climate Committee ("Committee") comprised of elected officials from each of the Municipal Jurisdictions and JPA's to be responsible for implementing RCAP measures and actions is the first RCAP strategy to be implemented. The purpose of the Committee is to foster collaboration and coordination among the region to address climate-related challenges and implement effective climate action strategies by leveraging collective expertise, resources, and efficiencies to tackle climate change at a regional level. The Committee will support RCAP implementation through information sharing, coordination of RCAP efforts, development of joint initiatives to reduce GHG emissions, support and pursue funding, and promote sustainable development practices. Additionally, the Committee will develop and provide models, pilot programs, and template policies or ordinances that enable each jurisdiction in the region to implement uniform changes and facilitate local communities in making the necessary structural adjustments to reduce GHG emissions.

D. The RCAP also calls for the creation of a Climate Program Manager ("Manager" or "Program Manager") to lead the coordination efforts of the Committee, and to coordinate with staff of the participating jurisdictions and agencies to undertake the work of the Committee. Under the RCAP, the Program Manager is intended to represent a larger staff need to fulfill the mission of the Committee to obtain funding to support several staff in implementing and tracking the RCAP. Additionally, the RCAP charges the Manager with developing annual progress reports on RCAP implementation for City Councils and County Supervisors to measure progress and establish accountability in achieving RCAP emissions reduction goals.

E. This MOU seeks to establish the framework for establishing the Committee and funding the Regional Climate Program Manager.

NOW THEREFORE, based on these Background Recitals and Shared Goals, the Parties enter into the following Memorandum of Understanding:

1. **Purpose.** The purposes of this MOU are to collaborate in the following endeavors:

    i. Establishing an operational framework for the Regional Climate Committee;
    ii. Developing a sustainable funding mechanism for the Regional Climate Committee and the Climate Program Manager.

2. **Host Agency**. To facilitate the successful outcome of the RCAP, RCEA agrees to host the Climate Program Manager ("Manager"), and provide administrative support to the Regional Climate Committee ("Committee") and advisory committees created by the Committee. The Manager shall be an employee of RCEA and no other Party to this MOU when acting in the capacity of Regional Climate Manager. The RCEA Board shall serve as the final decision maker for any RCAP grants, contracts, or other agreements where RCEA is the prime applicant or party to the contract or agreement. RCEA's funding commitment as the RCAP host Agency is set forth in the Funding Commitment Schedule, attached hereto as Exhibit A and incorporated herein.

3. Regional Climate Committee. The Committee will be responsible for implementing RCAP measures and actions. The Committee structure shall be as follows:

a. Committee Membership. The RCEA Board of Directors, which includes representation from the County and each City as well Tribal nations, together with an elected official appointed from and by each of the Boards of Directors of HWMA, HTA and HCAOG shall be the acting Regional Climate Committee. Each official appointed to the Regional Climate Committee (a "Member", or "Committee Member") is charged with addressing climate change at a coordinated regional level to implement the RCAP.

b. Quorum. A majority of the total number of Committee Members shall constitute a quorum for conducting business.

c. Voting. Each Committee Member shall have one equal vote. Alternate representatives may only vote in the absence of the primary representative from that Agency. Completion of any action of the Committee shall require the affirmative vote of the Members present.

4. Committee Operational Rules, Bylaws. The Committee may establish by unanimous vote any additional, non-conflicting operational protocols, guidelines, or procedures as necessary to facilitate its operations (the "Bylaws"). The Committee shall function in accordance this MOU and any Bylaws. Bylaws shall be amended only upon approval by a unanimous vote of the Committee.

5. Regional Climate Program Manager.

a. Sustainable Funding of Position. The Manager is a cornerstone strategy of the RCAP. Establishing sustainable funding for the Manager shall be a priority of the Committee. Funding can occur as direct annual financial contributions from the Municipal Jurisdictions and/or commitments of matching contributions on grant applications that may include funding for all or a portion of the manager position.

b. Primary Duties. Using the RCAP as a strategic planning document the Manager will generally:

i. Plan, organize, oversee, coordinate, and manage the RCAP programs, projects, and activities including facilitating RCAP Committee activities;
ii. Identify and pursue external funding opportunities;
iii. Serve as administrative manager of multi-agency programs;
iv. Serve as a liaison and foster cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers;
v. Coordinate with staff of the participating jurisdictions and agencies to undertake the work directed by the Committee.
vi. Deliver annual progress reports to City Councils and County Supervisors to measure progress and establish accountability in achieving RCAP emissions reduction goals

c. Interaction with Committee. The Manager will provide staff support to the Committee including ensuring compliance with the California Ralph M. Brown Act and other applicable laws.

6. **<u>Regional Climate Technical Advisory Committee</u>**. Each Agency may choose to designate staff to participate in a Regional Climate Technical Advisory Committee ("TAC"). The purpose of the TAC is to provide input to the Manager and Committee.

7. **<u>Shared Funding Commitments to Support RCAP and the Climate Program Manager</u>**.

   a. <u>Principles of Shared Commitment to Sustainably Fund the Regional Climate Program Manager</u>:

      i. The Regional Climate Action Plan calls for the creation of a regional Climate Program Manager position to lead and coordinate the implementation of the Regional Climate Action Plan;

      ii. A Regional Climate Program Manager position would provide for regional efficiencies and cost-savings in completing the work outlined in the Regional Climate Action Plan;

      iii. The successful region-wide implementation of the RCAP is a shared responsibility;

      iv. Shared financial responsibility is most equitably determined using the total population of the County and the percentage residing within each Municipal Jurisdiction.

      v. RCEA created a Regional Climate Program Manager position within RCEA with the understanding that Municipal Jurisdiction contributions would be required to sustainably fund the position.

   b. <u>Municipal Jurisdiction Commitments</u>. Municipal Jurisdictions agree to contribute funds to support the Program Manager in the amounts set out in Exhibit A, Funding Commitments.

   c. Fiscal Year Commitments. Proportional funding contributions by each Municipal Jurisdiction prorated by population are set out in Exhibit A, Funding Commitments. Any Party seeking to reduce its proportionate funding commitment for fiscal years 2027-2028 through 2029-2030, shall notify RCEA and the other Parties no later than March 15 before the start of the following fiscal year to allow the other Parties adequate time for budget planning. In such event, the other Municipal Jurisdictions shall increase their annual commitments in total amount equal to the reduced commitment, with each Municipal Jurisdiction's increased contribution prorated based on population.

8. **<u>MOU Term, Early Withdrawal</u>**. This MOU shall terminate on December 31, 2030, unless extended by mutual written agreement of the Parties. Any Party may withdraw from this MOU and participation in the Regional Climate Committee at any time by providing at least ninety (90) days' advance written notice to the Program Manager and the Regional Climate Committee. A Party electing to withdraw from this MOU shall remain responsible for all funding commitments such Party made prior to delivering notice of withdrawal from the MOU. RCEA may withdraw from the MOU, and withdraw its support as host, for any reason whatsoever upon written notice from RCEA by providing at least at ninety (90) days advance written notice explaining the reasons for early withdrawal.

9. **MOU Modifications**. This MOU may only be modified by a written amendment executed by the Parties. Notwithstanding the foregoing, Exhibit A, Funding Commitments may be amended by simple majority of the Regional Climate Committee. Any such amendments shall automatically replace the Funding Commitments attached to this Agreement. RCEA shall distribute the Amended Contribution Schedule to all Parties.

10. **Effective Date**. This MOU shall become effective on the date that it is executed by a sufficient number of Municipal Jurisdictions whose respective populations together represent at least 85% of the overall population of Humboldt County as determined by the April 1, 2020 Population Census for Humboldt County .

WITNESSETH, each Agency signing below has duly approved and adopted this Memorandum of Understanding in accordance with its respective requirements and duly authorized its execution.

Signatures on following pages

City of Arcata:
By: ____________________________
Title: ___________________________
Date: ___________________________

City of Blue Lake:
By: ____________________________
Title: ___________________________
Date: ___________________________

City of Eureka:
By: ____________________________
Title: ___________________________
Date: ___________________________

City of Ferndale:
By: ____________________________
Title: ___________________________
Date: ___________________________

City of Fortuna:
By: ____________________________
Title: ___________________________
Date: ___________________________

City of Rio Dell:
By: ____________________________
Title: ___________________________
Date: ___________________________

City of Trinidad:
By: ____________________________
Title: ___________________________
Date: ___________________________

County of Humboldt:
By: ____________________________
Title: ___________________________
Date: ___________________________

Humboldt County Association of Governments:
By: ____________________________
Title: ___________________________
Date: ___________________________

Humboldt County Transit Authority:
By: ____________________________
Title: ___________________________
Date: ___________________________

Humboldt Waste Management Authority:

By: ______________________________
Title: ____________________________
Date: ____________________________

Redwood Coast Energy Authority:
By: ______________________________
Title: ____________________________
Date: ____________________________

Exhibit A
Funding Commitments

This schedule of Funding Commitments identifies the individual funding commitments made by the Parties.

RCEA Commitment to Host Regional Climate Committee and Climate Program Manager:

RCEA commits to host the Regional Climate Committee and by providing the following support (% refers to % of hours devoted to :

- Executive Director- 5%- Participate in high-level RCAP activities with internal staff and regional partners.
- Department Director- up to 40% - Lead launch of Regional Climate Committee and Technical Advisory Committee, engage with regional partners, lead initial grant efforts, supervise RCAP program manager.
- Community Strategies team- 5-10% - Support educational events, regional convenings, and outreach activities related to the RCAP.
- Clerk- 15%- Provide Clerk functions for Regional Climate Committee and RCAP Technical Advisory Committee.
- Miscellaneous: Climate Program Manager office and computer equipment, printing, outreach supplies.

Estimated value: $144,443 annually.

Note: % refers to percent of hours estimated to be spent on RCAP activities for the varying job classifications. Miscellaneous costs are estimated to be $5,000.

Regional Climate Program Manager to be funded through Contributions. Cost Breakdown:

Estimated Salary Range: $105,367 - $128,075 (FY 25/26 dollars, five 5% salary steps) + 40% annual salary for benefits.

Assumes position starts at Step 1.

Year	Salary +Benefits	
FY 26/27	98,342.53	Assumes a start date of November 1, 2026, or 8 months of FY.
FY 27/28	154,889	
FY 28/29	162,634	
FY 29/30	170,766	

Year 1: FY 26/27

For Fiscal Year 26/27, the Cities of Arcata and Eureka, and the County of Humboldt shall contribute the amounts set forth below. Year 1 has reduced staffing costs because it assumes only 8 months of the position being filled but has the added cost of $25,000 for climate tracking software. RCEA will invoice quarterly once position is hired.

FY 26/27 total cost $123,342.50.

Breakdown by population:

Arcata	19,001	16%	$ 20,274.68
Eureka	26,122	23%	$ 27,873.01
County	70,471	61%	$ 75,194.81
Total	115,594	100%	$ 123,342.50

Years 2 – 4: FY 27/28 through 29/30

Agency	Population	Percent	FY 27/28	FY 28/29	FY 29/30
Arcata	19,001	14.2%	$ 21,993.13	$23,092.79	$ 24,247.43
Blue Lake	1,136	0.8%	$ 1,314.89	$1,380.63	$ 1,449.66
Eureka	26,122	19.5%	$ 30,235.50	$31,747.27	$ 33,334.63
Ferndale	1,361	1.0%	$ 1,575.32	$1,654.09	$ 1,736.79
Fortuna	12,198	9.1%	$ 14,118.85	$14,824.79	$ 15,566.03
Rio Dell	3,232	2.4%	$ 3,740.95	$3,928.00	$ 4,124.40
Trinidad	296	0.2%	$ 342.61	$359.74	$ 377.73
Unincorporated Area	70,471	52.7%	$ 81,568.24	$85,646.65	$ 89,928.99
	133,817	100%	$ 154,889.49	$162,633.96	$ 170,765.66