

**MINUTES  
REDWOOD COAST TRANSIT AUTHORITY  
MONDAY, AUGUST 30, 2021, AT 5:15 P.M.**

**PRESENT: DARRIN SHORT (CHAIRMAN), RAY ALTMAN, VALERIE STARKEY, BEAU SMITH**

**ABSENT: VIDETTE ROBERTS**

**ALSO PRESENT: JOE RYE, DAN HERRON, FERNANDO HERNANDEZ, LORA MALLORY, NICOLE BURSHEM**

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**1. CALL MEETING TO ORDER. ROLL CALL**

Chairman Short called the meeting to order at 5:15 p.m. and Nicole Burshem conducted roll call.

**2. PLEDGE OF ALLEGIANCE**

Chairman Short led the Pledge of Allegiance.

**3. PUBLIC COMMENT**

The following person(s) addressed the Board: None

**4. CONSENT CALENDAR**

**4A. NONE**

**5. APPROVE THE MINUTES OF THE JUNE 28, 2021 RCTA BOARD MEETING**

On a motion by Director Starkey, seconded by Director Altman, and unanimously carried on a polled vote the Redwood Coast Board of Directors approved the minutes of June 28, 2021, as presented.

**6. DISCUSSION AND APPROVAL OF TEMPORARY INCREASE IN COVID-19 HAZARD PAY**

Discussion was held regarding an increase in hazard pay. Mr. Rye reported since the beginning of the pandemic RCTA has struggled to maintain and recruit drivers. If this continues, RCTA will not be able to reinstate earlier cuts, and may have to reduce services even further. On March 25, 2020, the US Senate announced the first of several stimulus measures that cumulatively will add more than \$1.22 million to RCTA that can be used to pay for COVID-related operations expenses during this emergency. These funds are limited to operations only. Staff will continue to seek flexibility from Caltrans to use some of these funds for capital shortfalls, but for now, its limited to operations, including for pay increases. On April 8, 2020, the Board approved \$2/hour crisis pay for hourly employees. This was added to what First Transit pays employees under the current bid contract with RCTA. First Transit has been active in helping by creating a signing bonus of \$500 for successful applicants. That bonus is now increased to \$1,000, but RCTA is still not attracting new drivers. RCTA needs to elevate itself to attract more

drivers. Many service sector employers in our area have increased their starting wages to \$18/hour.

On a motion by Director Starkey, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved an additional \$2/hour temporary Increase in COVID-19 Hazard Pay, raising the total Hazard Pay to \$4/hour that RCTA is paying each hourly employee on top of their First Transit bid contract wages.

**7. TRANSIT MAINTENANCE AND OPERATIONS CONTRACT – DISCUSSION OF DRAFT RFP & TIMELINES**

Discussion was held regarding Draft RFP & Timelines. Mr. Rye discussed the issues that will be addressed and presented the 2021 tentative RFP schedule.

**8. APPROVE MEMORANDUM OF UNDERSTANDING FOR CAL-ITP FAR NORTH TRANSIT PROVIDERS GROUP**

Discussion was held regarding CAL-ITP Far North Transit Providers Group, and specifically the upcoming IT Projects. Mr. Rye reported the scope of the MOU is to establish working relationships between FAR North Group Transit Providers to facilitate the planning and execution of standardized fares and contactless fare collection (credit/debit card boardings). The goals of the memorandum are to describe the general working relationship between Far North Group Transit Providers to Fare Modernization and Integration Project Initiatives; Establish processes for route coordination, planning, designing, and implanting the fare rules and contact fare collection system; and create a framework for subsequent agreements pertaining to Far North Group Transit Providers.

On a motion by Director Starkey, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Memorandum of Understanding for the CAL-ITP Far North Transit Provider Group.

**9. ADOPT RESOLUTION 2021-22-01 APPROVING RCTA'S STATE OF GOOD REPAIR PROJECT FOR FY 2021-22 – BUS STOP IMPROVEMENTS**

Discussion was held regarding Resolution 2021-22-01. Mr. Rye reported staff would like the Board to approve RCTA's Fiscal Year 2021-22 project list for \$42,221 for SB-1 State of Good Repair Funding for further bus stop improvements. RCTA has been dedicating these funds to bus stop project for several years, although Mr. Rye warned that this is likely to change soon, as these funds will be needed for bus replacements.

On a motion by Director Starkey, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2021-22-01 approving RCTA's State of Good Repair Project List for FY-2021-22, Bus Stop Improvements.

**10. UPDATE PROJECT TIMETABLES – SRTP “MINI” UPDATE, ELECTRIC BUS YARD DESIGN, CULTURAL CTR TRANSIT HUB**

Mr. Rye reported regarding a “Mini” SRTP Update. Staff would like to refresh the following elements of the 2+ year old 2019 SRTP: evaluation of RCTA services against adopted performance standards, update the service plan, update CTSA chapter, and update financial plan. A mid-cycle “mini” SRTP is unusual for RCTA but the pandemic has changed the operating environment in ways never imagined, and the next full SRTP update is not going to be available until 2024. Mr. Rye reported the next step for the electric bus project is to engage an engineering firm to evaluate the electrical needs of the full build-out project, coordinate with Pacific Power to identify upgrades, design the layout of the parking, and design the optimal configuration, quality, and location of charging equipment. Mr. Rye reported on the challenges of creating a staffed Transit Hub at the Cultural Center. Staff and the City, along with DNLTC staff, have brainstormed 2 or 3 options, with the preferred alternative being a permanent location for a portable kiosk. Portable is key due to challenges permitting any new permanent structure in the Front Street (tsunami inundation) area. DNLTC programmed funding to support this project in FY 2021-22. A consultant will be engaged with engineering background to evaluate the potential locations and design the utility and civil connections and improvements needed at a preferred location. The mobile kiosk will provide in person customer support, sell tickets, provide security at the transfer point, and perform dispatching functions. The locations to be considered will be near Cultural Center. Staff is excited about these projects and seeks input from the Board on feasibility and priority of each. SRTP update can occur as soon as November and staff is talking to a local vendor for the transit hub project, which is also slated for winter.

**11. OPERATIONS REPORT – FIRST TRANSIT**

Fernando Hernandez reported on driver situation, facility updates, and fleet updates.

**12. GENERAL MANAGER’S REPORT**

None.

**13. ANNOUNCEMENTS**

The following Directors commented: Director Starkey announced that this would probably be the last meeting she attends as the Alternate for Bob Berkowitz, who is thought to be able to return to the Board by next meeting. Staff and everyone thanked Valerie for her energy and effort during her months on the Board.

**14. ADJOURN –**

Redwood Coast Transit Board of Directors adjourn the meeting at 6:10 p.m. The next RCTA board meeting will be on Monday, September 27, 2021 at 5:15 p.m.

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Joseph Rye, General Manager  
Redwood Coast Transit/TMTP/Herron Consulting