

BOARD OF DIRECTORS MEETING AND ANNUAL WORKSHOP AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, April 25, 2022

TIME: 5:30pm

PLACE: RCTA Operations Facility, 140 Williams Drive, Crescent City, CA plus Zoom Online Meeting:

<https://dnco.zoom.us/j/82869372937> Meeting ID: 828 6937 2937

Due to the ongoing COVID-19 issues, the Governor of the State of California has issued Executive Orders N-29-20 and Order N-25-20 establishing social distancing measures and suspending provisions of the Brown Act.

PLEASE SUBMIT ANY PUBLIC COMMENTS AHEAD OF TIME IF AT ALL POSSIBLE. Please visit <https://media.co.del-norte.ca.us/> for a public comment form. Your comment will be limited to 3000 characters. Your comment will be read aloud during the public comment period.

1. Teleconferencing determination pursuant to Government Code 54953(e). By a majority vote, determine that, as a result of a proclaimed state of emergency related to Covid-19, meeting in person would present imminent risks to the health or safety of attendees.
2. Call Meeting to Order. Roll Call. Pledge of Allegiance
3. Public Comment
4. Approve the Minutes of January 31, 2022
5. Consent Calendar
 - 5a. Adopt Resolution 2021-22-05 Approving LCTOP Funding for Electric Bus Infrastructure Project, Certifications and Assurances, and Designating the General Manager as Authorized Agent.
 - 5b. Adopt Resolution 2021-22-06 Approving Application for Volkswagen Settlement Funding for one Electric Replacement Bus and Charging Infrastructure, and Designating the General Manager as Authorized Agent to Accept the Grant and Deliver the Project.
6. Receive Presentation on Short Range Transit Plan Mini Update
7. Receive Presentation on Update on Cultural Center Hub Planning Project
8. 2022 RCTA Annual Strategic Planning Workshop—
 - o RCTA Financial Outlook – Higher Labor Costs, Ongoing Capital Fund Shortfall
 - o CARB ICT (Innovative Clean Transit – Zero Emission Buses) Compliance Planning
 - o Preview FY 2022-23 Service Change Concepts, Summer Schedule Concept
 - o CTSA Project Discussion – 2 Year Update, Possible Future Projects
9. Discussion of FY 2021-22 Year-to-Date Budget and Draft FY 2022-23 RCTA Budget
10. Announcements
11. Adjourn – Next RCTA Board Meeting will be Monday, May 23rd, 2022 at 5:30pm

Any member of the public may speak on any agenda item for a time period, not to exceed 3 minutes, prior to the Public Agency taking action on that agenda item.

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
JANUARY 31, 2022 AT 5:30 P.M.

PRESENT: Darrin Short (Chairman), Vidette Roberts, Beau Smith (Vice-Chairman)(ENTERED 5:40 P.M.), Valerie Starkey, Ray Altman

ABSENT: Bob Berkowitz

ALSO PRESENT: Joseph Rye, Nicole Burshem (entered 6:01)

-
1. TELECONFERENCING DETERMINATION PURSUANT TO GOVERNMENT CODE 54953(e). BY A MAJORITY VOTE, DETERMINE THAT, AS A RESULT OF PROCLAIMED STATE OF EMERGENCY RELATED TO COVID-19, MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES.
Director Starkey suggested that Mr. Rye find out if the Board will need a Resolution to conduct business through Teleconferencing every time. Staff will converse with Autumn Luna to find out if a Resolution will be needed for each meeting.
On a motion by Director Roberts, seconded by Director Starkey, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved item 1, as presented.
 2. CALL MEETING TO ORDER. ROLL CALL.
Chairman Short called the meeting to order. Joseph Rye conducted Roll Call.
 3. PLEDGE OF ALLEGIANCE
Director Altman led the Pledge of Allegiance.
 4. PUBLIC COMMENT
The following person(s) addressed the Board: None
 5. CONSENT CALENDAR
5A. NONE
 6. APPROVE THE MINUTES OF NOVEMBER 22, 2021 RCTA BOARD MEETING
On a motion by Director Starkey, seconded by Director Roberts, and unanimously carried on a polled vote, the Redwood Coast Transit Board of Directors approved the minutes of November 22, 2021, as presented.

7. REVIEW AND ACCEPT FISCAL YEAR 2020-21 RCTA FINANCIAL AUDIT FROM RJ RICCIARDI CPAs

Discussion was held regarding the Fiscal Year 2020-21 RCTA Financial Audit. Mr. Rye reported there were no issues flagged for correction. RCTA staff will work with RJ Ricciardi to finalize the audit and submit to the State Controller by December 31st. This allows RCTA to remain eligible for various state transit funding.

On a motion by Director Altman, seconded by Director Starkey, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved the Fiscal Year 2020-21 RCTA Financial Audit from RJ Ricciardi CPAs, as presented.

8. REVIEW AND APPROVE RCTA FISCAL YEAR 2020-21 RCTA ANNUAL REPORT

Discussion was held regarding the Fiscal Year 2020-21 RCTA Annual Report. Mr. Rye reported RCTA's service was proactively cut in late FY 2019-20 as the pandemic began. This helped prop up productivity numbers and save the agency significant money. Overall system revenue hours in FY 2020-21 were down 30%, DAR hours were down 37%. Dial-a-Ride activity was slightly less impacted than fixed routes. DAR ridership declined by 34.5%, while RCTA lost 50.7% of its prior fixed route ridership. Crescent City Local Routes lost 50.2% of prior year ridership. Routes 20 and 199 were impacted slightly more and were down 52.3%. As a whole, RCTA has experienced a staggering ridership loss since early 2020 due to the COVID-19 pandemic. Chairman Short asked about the rejected bus purchase of April 2021. Mr. Rye responded that the grant funds were executed in late April 2021, and staff worked with CalACT and Creative Bus Sales to rapidly put an order of three buses together. However, the CalACT purchasing cooperative contract expired on April 30, 2021, and RCTA submitted a packet of procurement docs to Caltrans on April 27th. Caltrans responded that they did not have enough time to go over the package and denied our procurement request. This denial set RCTA back by at least 9 months as RCTA had to wait for a new CalACT purchasing contract before another order could be placed. This re-order of three buses occurred in December 2021. Director Smith asked regarding morale has been with the increase of wages. Fernando Hernandez responded morale been good regarding the pay. We lost three drivers due to other circumstances.

On a motion by Director Smith, seconded by Director Altman, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the RCTA Fiscal Year 2020-21 RCTA Annual Report.

9. APPROVE PURCHASE ORDERS WITH CARAHSOFT INC FOR SWIFTLY AVL/CAD FIXED ROUTE SOFTWARE FOR GTFS-RT AND APPROVE EXPANSION OF EXISTING RELATIONSHIP WITH TRILLIUM TRANSIT FOR PROVISION OF GTFS FEEDS/INTEGRATION AND UPGRADED WEBPAGE MAPS IN SUPPORT OF RCTA'S FAR NORTH CONTACTLESS FARE PAYMENT PROJECT.

Discussion was held regarding purchase orders for GTFS-RT software that will be required as part of the Contactless Fare Payment Project. Mr. Rye reported out on the

following: Swiftly Transit Data AVL/CAD Dashboard software, and Expanding the existing partnership with Trillium for integration of GTFS-RT and new interactive website maps. Staff recommendation is to approve the purchase orders, with Trillium for updated rider-facing interactive website maps, and with Swiftly for their dashboard that also produces GTFS-RT data for export. Both elements assist RCTA in preparation for the Far North Group contactless Fares Project (accepting debit/credit cards). Director Starkey asked if this will be simple for the staff to learn and operate. Mr. Rye responded yes, just a little more training and emphasis that embracing this technology is mandatory to hoe RCTA does business in 2022. Director Altman asked if we get this technology for staff to monitor daily service? Mr. Rye responded yes; the dispatchers should be able to monitor constantly, but First Transit supervisors and RCTA staff can also monitor the system from near or afar. Director Altman asked if it was effective as a planning tool? Mr. Rye responded it is great for research and planning, especially with the RCTA tablets that providing spatial ridership data.

On a motion by Director Starkey, seconded by Director Altman, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved Purchase Orders with Carahsoft Inc. for Swiftly AVL/CAD fixed Route software for GTFS-RT and Expansion of existing relationship with Trillium Transit for provision of GTFS feeds/integration and upgraded webpage maps in support of RCTA's Far North Contactless Fare Payment project.

10. DISCUSSION OF 2024 GROUND LEASE EXTENSION – 140 WILLIAMS DRIVE RCTA OPERATIONS & MAINTENANCE FACILITY

Discussion was held regarding RCTA's existing Ground Lease. The original ground lease between the Fairgrounds and RCTA was executed in 2004 and good for 20 years with a 20-year extension option set for 2024. This is the ground upon which RCTA's 140 Williams Drive RCTA Operations & Maintenance Facility sits. Mr. Rye reported that he felt that it was intended that the ground lease between RCTA and the Fairgrounds would extend for another 20 years to maximize the major investment that RCTA made to build the current building. RCTA wishes to start extension discussions early for maximum flexibility. Staff is seeking Board input on this situation in case an opportunity may rise from RCTA's concurrent "Cultural Center Hub" project that could include a facility for both transfer of passengers AND operations and maintenance at some type of staffed downtown transit transfer hub. In theory RCTA could perhaps find a location big enough to house an office/kiosk that would better oversee daily operations. This facility is a longshot, but no harm in having a discussion. Director Smith asked if we get advice from a realtor about having another option for a building that we may be able to lease option to buy. Mr. Hernandez responded we have reached out to a realtor we just don't have to funds assembled to buy an existing building nor to build a new building. Director Roberts asked if we were to purchase a property and relocate would property tax be exempt. Mr. Rye responded we would have to research that.

11. OPERATIONS REPORT – FIRST TRANSIT

Fernando Hernandez reported four new drivers were hired and coming into training starting tomorrow. The sign-on bonus has been upgraded for current CDL owners to \$2500 and \$2,000 for applicants that do not yet possess a CDL. RCTA is having more problems with vandalism of our bus shelters. Several incidents of someone shattering glass have occurred. Calls for police assistance with homeless activity have increased.

12. GENERAL Manager's REPORT

Mr. Rye reported that both the Cultural Center Hub and SRTP Mini-Update projects are proceeding and both should be presented to the Board at the next meeting. We have looked at 5 or more potential hub sites and are discussing these options with the City and our consultants at Green Dot Transportation.

13. ANNOUNCEMENTS

The following Directors commented on the following: None

14. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:48 P.M. The next meeting will be on Monday March 28, 2022 at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast Transit Authority

April 25, 2022

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Adopt Resolution 2021-22-05 Authorizing RCTA Application to Caltrans for RCTA's FY 2021-22 Allocation of LCTOP Funds



RECOMMENDATION:

That the Board adopt Resolution 2021-22-05 authorizing an RCTA application to Caltrans for RCTA's FY 2021-22 allocation of LCTOP funds.

BACKGROUND:

LCTOP is a cap-and-trade program initiated by the CA State Legislature in 2014. LCTOP is allocated to transit agencies based on population and the percentage of local transit fare revenues. While LCTOP is distributed based on formula funding, CalTrans and the Air Resources Board have jurisdiction over the scoring and funding of all projects, and applications are required and can be rejected should those two regulatory agencies not support a project. So, while fund targets are formula based, RCTA cannot just fund whatever it wishes, all projects must be supported by Caltrans and CARB and are scored based on air quality benefits.

For 2021-22, the LCTOP allocation for Del Norte County totals \$69,084, up 134% compared with FY 2020-21. The prior year drop was COVID-19 related, and the FY 2021-22 allocation is closer to what RCTA projected to receive annually pre-pandemic. Of this amount, RCTA is directly eligible for \$3,451 that is allocated based on fare revenue and the remaining population-based funds are programmed through the Del Norte Local Transportation Commission (DNLTC). The DNLTC will program the remaining \$65,633 to RCTA as the only public transit agency in the county. RCTA will be responsible for program requirements and reporting. Applications were due by March 25, 2022 for FY 2021-22 funds, and RCTA staff filed the application prior to the deadline.

RCTA first utilized LCTOP for the purchase and installation of bus shelters in FY 15-16, then for the next three fiscal years switched the funding to support the student Free Bus farebox subsidy program (in FY 16-17, 17-18 and 18-19). The \$150k+ in LCTOP funding received during these three FY were greater than the growth rate of the Free Bus Program, leaving a balance entering FY 2021-22 of approximately \$45,196. These \$45,196 are programmed to the Free Bus Program and should be enough to sustain the program into and through FY 2022-23. After FY 2022-23 a new source of funds will be required to sustain the Free Bus Program, or perhaps it can be delivered at a smaller scale until new funding materializes.

DISCUSSION

A bit surprisingly, prior to RCTA submitting its FY 2019-20 LCTOP application, Caltrans provided feedback to RCTA that it would not prefer to fund a fourth year of the Free Bus Program. In general, it was explained, that Caltrans sees this fund as good to start, but not permanently sustain, new operational and capital projects. Caltrans requested that RCTA submit a different project for FY 2019-20 LCTOP funding.

Fleet Electrification

One of the other high-scoring uses of LCTOP is to help California to move toward zero-emission fuels for transit, including electric vehicles and charging infrastructure. At Caltrans direction LCTOP funds would be used to support funding construction of a charging station capable of serving 1-10 buses, pay for the price differential between the purchase of a traditional fueled bus and an electric bus, and support project reporting. The cost of the differential upgrade to electric bus would be a LCTOP project expense, as would the power system upgrades and installation of charging equipment in the yard. The project scored highly Caltrans has indicated, with the carbon emission reduction in the second year resulting from 3,800 miles of ZEV service (RCTA average local bus usage). RCTA now seeks to submit a third year application for the FY 2021-22 LCTOP funding for the Electric Bus Program, in the amount of \$69,084. This will add to the project balance of \$81,618 (FY 2019-20, and FY 2020-21 apportionments, unspent so far) giving RCTA \$150,702 (plus interest) for the project. RCTA intends to apply for a fourth year of LCTOP in FY 2022-23 to allow further implementation of the Electric Bus Program. However, Caltrans may reject a fourth year application regardless of merit. Since planning and engineering are NOT allowable projects under LCTOP, RCTA has to concurrently find other funding sources for these key phases of the project, while banking LCTOP for implementation.

RCTA was fortunate to apply for and receive some free Electric Bus planning assistance through the Community Transportation Association of America (CTAA) in 2020, and the planning document was completed. However, this major yard infrastructure project requires a set of engineered plans to ensure RCTA's electric infrastructure is properly upgraded to support the charging of up to 10 buses at buildout. Staff is talking with engineering firms and hopes to bring a contract to the Board early in FY 2022-23 to deliver the needed design work by early 2023.

RECOMMENDATION

That the Board approve Resolution 2021-22-05 Authorizing \$69,084 in FY 2021-22 LCTOP funding for the Electric Bus Infrastructure Program, identifying the General Manager as the Authorized Agent, and directing the General Manager to execute all LCTOP documents.

Attached 1) Resolution 2021-22-05
 2) Authorized Agent Form and Certifications and Assurances

REDWOOD COAST TRANSIT AUTHORITY (RCTA)

RCTA RESOLUTION #2021-22-05

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):
ELECTRIC BUS INFRASTRUCTURE PROJECT PHASE 3--\$69,084

WHEREAS, the Redwood Coast Transit Authority (RCTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the RCTA wishes to delegate authorization to execute these documents and any amendments thereto to Joseph Rye, General Manager; and

WHEREAS, the RCTA wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the RCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Joseph Rye, General Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the RCTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2021-2022 LCTOP funds:

(Continued to next page)

List project(s), including the following information:

Project Name: Electric Bus Infrastructure Project Phase 3

Amount of LCTOP funds requested: \$69,084

Short description of project: Installation and use of charging facility for buses

Benefit to a Priority Populations: Health benefits to low-income and general public from use of electric buses

Amount to benefit Priority Populations: Reduce total GHG by 154 MTCO₂e per bus/yr

Contributing Sponsors (if applicable): Del Norte Local Transportation Commission (\$65,633), Redwood Coast Transit Authority (\$3,451)

AGENCY BOARD DESIGNEE: Darrin Short, Chair

BY: _____
Darrin Short, Chair



FY 2021-2022 LCTOP
Authorized Agent

AS THE Chair
(Chief Executive Officer/Director/President/Secretary)

OF THE Redwood Coast Transit Authority
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached. Draft until April meeting.

Tamera Leighton, DNLTC Executive Director OR
(Name and Title of Authorized Agent)

Joseph Rye, RCTA General Manager OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Darrin Short RCTA Chair
(Title)

Approved this 25 day of April, 2022



FY 2021-2022 LCTOP Certifications and Assurances

Lead Agency: Redwood Coast Transit Authority

Project Title: LCTOP Fleet Electrification Project

Prepared by: Dan Herron, RCTA

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).



FY 2021-2022 LCTOP

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 28th each year.**
 - b. **A Close Out Report within six months of project completion.**
 - c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with



FY 2021-2022 LCTOP

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs subject to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times



FY 2021-2022 LCTOP

during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Joseph Rye

(Print Authorized Agent)

(Signature)

RCTA General Manager

(Title)

3/23/2022

(Date)

April 25, 2022

MEMO TO: Board of Directors

FROM: Joe Rye, RCTA General Manager



SUBJECT: Potential Grant Funding – Volkswagen Settlement Fund Grant – Resolution 2021-22-06
Authorizing General Manager to Submit Phase II Application and Implement the Bus Purchase Project

RECOMMENDATION

Approve Resolution 2021-22-06 authorizing the General Manager to submit RCTA's Volkswagen Settlement Fund Phase 2 application and to implement the bus purchase project if funds are allocated.

BACKGROUND

The Mitigation Trust has \$130 Million in funds to replace older, high-polluting transit, school and shuttle buses with new, battery-electric or fuel-cell buses. Replacing an older bus with a zero-emissions bus eliminates particulate matter and other pollutants that impact people riding the buses, as well as children and residents in communities throughout California communities.

At the Board's direction, staff submitted an application in 2020 for the VW funds that requested funding to purchase one new electric bus (a vehicle to use on the Crescent City Local/DAR fleet) and funds to upgrade the electrical infrastructure and install additional charging equipment in the RCTA Williams Drive Maintenance and Operations Center yard. The application requested \$221,000 in funding, enough to fund a portion of one new electric bus plus \$60,000 for charging infrastructure at Williams Drive.

After a long period of silence, the VW Settlement Fund contacted RCTA in early April informing the agency that RCTA has been approved to move from Phase 1 to Phase 2, and requesting further data on the project. Included in this request for additional data is the requirement that the RCTA Board adopt a resolution supporting the application for the funding, and designating an authorized agent to deliver the project should VW extend the funds to RCTA.

There remains no certainty that RCTA will obtain these VW Settlement funds, but it is good news that RCTA has advanced to Phase 2. Any outside funding that can be used to 1) invest in replacement buses and alleviate RCTA's institutional capital funding shortfall will be advantageous, and 2) this funding can help add a second electric bus to the RCTA fleet in the near future, adding to the initial small electric vehicle that was partially funded by a 2020 Caltrans 5310 Grant. That vehicle has been held up waiting on Altoona Testing (federal bus testing facility certification, required for any purchase of buses using federal funding) and for RCTA to design and upgrade the electric charging infrastructure at its Williams Drive bus yard in advance of ordering the vehicle. It is anticipated that by the time this VW funding is received, if it materializes, RCTA should have completed the charging infrastructure project and be ready to add EVs to its fleet.

Attachment: Resolution 2021-22-06 Authorizing the VW Settlement Fund Application and Designating the RCTA General Manager as Authority to Deliver the Electric Bus Purchase Project

REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
#2021-22-06

AUTHORIZATION RESOLUTION AUTHORIZING FINANCIAL ASSISTANCE UNDER THE
CALIFORNIA VOLKSWAGEN MITIGATION TRUST FUND

WHEREAS, the **Volkswagen (VW) Mitigation Trust Fund** has made grant funding available to qualifying entities for electric battery powered buses to replacement diesel transit buses, and

WHEREAS, the Redwood Coast Transit Authority (RCTA) desires to apply for said financial assistance to assist with purchase of capital equipment in Del Norte County; and

WHEREAS, Redwood Coast Transit Authority desires to replace one of its aging diesel buses with a new all-electric zero emission vehicle and install associated electric vehicle charging infrastructure at its Crescent City Operations and Maintenance Facility; and

WHEREAS, the RCTA wishes to delegate authorization to execute these documents and any amendments thereto to Joseph Rye, General Manager; and

WHEREAS, the RCTA wishes to continue to pursue the Replacement Electric Bus Project described above by submittal of a Phase 2 application materials, including this resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the RCTA that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations and guidelines for all VW Settlement Fund funded transit projects.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority does hereby Authorize the RCTA General Manager to file and execute applications on behalf of with the Trust Fund to aid in the financing of capital projects.

That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Trust Fund.

That the General Manager is authorized to provide additional information as the Trust Fund may require in connection with Trust Fund projects.

PASSED AND ADOPTED by the Redwood Coast Transit Authority of the County of Del Norte, State of California, at a regular meeting of said Commission or Board Meeting held on the 25th of April, 2022, by the following vote:

AYES:

NOES:

ABSENT:

BY: _____
Darrin Short, Chairperson

Attest: _____
Joseph Rye, General Manager

April 25, 2022

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager



SUBJECT: Update on FY 2021-22 Budget and Discuss Preliminary Fiscal Year 2022-23 Budget

RECOMMENDATION:

Discussion only.

BACKGROUND:

The RCTA Fiscal Year 2021-22 Budget is tracking under budget through the first 9 months of the fiscal year. Fuel costs are running higher, while other costs are coming in lower, such as marketing (pandemic) and operations contract (lower service hours). RCTA will do a comprehensive Budget Amendment to move money around at the May 23rd Board Meeting, most likely the last meeting of FY 2021-22.

RCTA faces a fiscal year 2022-23 that appears to be favorable with RCTA's projected operating funding at higher levels than ever before. This is mostly due to robust estimates projected for state and local transit operating funds, specifically TDA (Transportation Development Act) Local Transportation Funds (LTF), which has risen dramatically in recent years, in spite of the pandemic. Research points towards more effective capture of online e-commerce activity. RCTA continues to enjoy the State Transit Assistance (STA) funds that were increased a few years ago as part of SB-1. RCTA still lacks sufficient capital-specific funding, so in all likelihood RCTA will need to annually set aside some of its operating funds for capital going forward.

Due primarily to TDA LTF increases and one-time COVID relief funding, but also agile maneuvering and decisive cutting of unproductive service at the onset of COVID-19, RCTA has emerged from the pandemic with more money in reserves than before. RCTA finished FY 20-21 with \$509,976 in verified cash reserves, and expects to add to that total as it draws down \$1.7M in one-time pandemic relief funding from the federal government in the next few years.

DISCUSSION:

DNLTC obtained LTF funding projections for FY 2022-23 that are very positive. The sum available to RCTA (\$1,005,486) includes a "one-time" allocation of surplus funds that accrued to DNLTC in FY 2020-21 and were verified in the DNLTC audit of 2020-21.

These funds materialize as follows:

1. DNLTC is provided annual TDA LTF estimates by Del Norte County Auditors Office each spring.
2. From these estimates (of the following fiscal years sales tax proceeds) RCTA stakes its annual TDA claim and builds its annual budgets.
3. Should sales tax proceeds (actuals) come in OVER the County Auditor's estimate, a surplus is formed that once verified in the subsequent DNLTC audit, becomes available to program for "one-time" claiming by RCTA (and others such as the City and County for Bike and Pedestrian projects) one full year after the surplus fiscal year. The surplus is added to the projected next year's base LTF and both are available to claim 2 years later.

Fortunately, the economy performed better than anticipated throughout the pandemic year of FY 2021-22, creating a \$149k surplus for RCTA to claim in FY 22-23. While I call these "one time" funds, they can and do reoccur whenever LTF sales tax revenues come in significantly higher than estimated. For example, the economy has been strong again in FY 2021-22, leading to a possible surplus. Should the end of FY 2021-22 LTF figures come in *higher* than estimated, another "bonus" year could occur for RCTA to claim in FY 2023-24. However, as economies slow, the opposite can happen, and DNLTC might have to rescind funding thought to be available if the economy tanks and LTF actuals come in under initial projections. This is another reason to build and maintain a healthy amount of TDA reserves, as the year in which an economic downturn occurs is almost surely to result in LTF proceeds coming in UNDER projected amounts causing a shortfall/rescinding scenario.

Highlights of the Preliminary FY 2022-23 Budget include:

- Includes increased labor costs contained in 2022 Operations and Maintenance Contract
- Assumes lower annual revenue (service) hours based on lower baseline hours – RCTA has not reinstated all pre-pandemic services and may not to set aside capital funds
- Projects a notable revenue increase – TDA LTF growing 10%/year – online commerce
- FY 22-23 will be active year of capital project expenditures – 5 bus replacements & more
- Includes slight increase in revenue hours over Spring 2022, piloting of higher seasonal summer service on regional routes, restoration of 7am local services
- Assumes a full academic year of Route 300 school tripper service
- Assumes 6 days per week service year round, expect Routes 1, 3, and 199
- Maintains stable advertising revenue and transit manager line items w3% inflate
- Assumes fuel prices remain sky high – incremental increase in this line item
- Includes funds for Engineering/Final Design for EV charging equip for electric buses
- Includes funds for bus stop improvements – post mounted seats, schedule holders
- Includes funds for mobile kiosk or vehicle purchase/conversion for Cultural Center Hub

	FY 21-22 Adopted Budget	FY 21-22 Actuals thru 22-Mar	FY 21-22 year-end Projected	Notes	draft comments
REVENUE					
<i>Local Transportation Revenues</i>					
Passenger Fares	\$90,000	\$40,000	\$53,333		projections based on end of January 2021 actuals
5311(f) Route 20 Passenger Fares	\$60,250	\$13,233	\$17,644		1 pandemic ridership loss still remains
Auxiliary Transportation (Advertising) Revenue	\$15,000	\$ 7,500	\$10,000		1 pandemic ridership loss still remains 2 should exceed projections, annual large buy from DNHHS not shown here yet
<i>Local Cash Grants & Reimbursements</i>					
TDA Article 4 Local Transportation Fund	\$860,722	\$645,542	\$860,723		3 assumes funds coming in at target, won't know until after FY ends
TDA Article 4.5 Local Transportation Fund CTSA	\$45,301	\$33,976	\$45,301		4 assumes funds coming in at target, won't know until after FY ends
<i>State Cash Grants & Reimbursements</i>					
State Transit Assistance	\$198,330	\$165,500	\$220,667		5 STA dropped, as would be expected, due to the pandemic, unlike other sources
Proposition 1B PTMISEA (carryover balance)	\$553,942	\$ -	\$243,000		6 large encumbrance for 3 buses ordered Feb 2022, wont arrive until FY 22-23, plus interest
SB-1 State of Good Repair (carryover balance)	\$114,506	\$ 114,506	\$114,506		7 this will drop some, bus stop amenities w/b ordered May 2022
Low Carbon Transit Operations Program (LCTOP)	\$29,552	\$29,552	\$15,000		8 this is the free bus program only, other LCTOP is capital (EV Project)
<i>Federal Cash Grants and Reimbursements</i>					
Section 5311 -Operating	\$179,831	\$173,199	\$173,199		these funds grew recently, unclear why
Section 5311 - CARES Act/CRRSSA Operating	\$251,300	\$0	\$231,000		9 first COVID CARES reimbursement submitted Feb 2022, likely only funds to land in 21-22 FY 21-22 project (Route 20) application pending for \$160k
Section 5311-F Operating	\$160,000	\$173,199	\$173,199		9 CARES can be spent on capital after ops needs met, project increase in COVID capital going forward
Section 5311 - CARES Act/CRRSSA Capital	\$0	\$0	\$0		10 do not get until after purchase made and RFR submitted, likely will not get any in FY 21-22
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$0		10 do not get until after purchase made and RFR submitted, likely will not get any in FY 21-22
Section 5310 Capital (discretionary)	\$158,000	\$0	\$0		16
TDA Reserves Allocation (RCTA Reserves)	\$ -	\$ -	\$0		fed bus money won't arrive in FY 21-22 as buses will not either
TOTAL REVENUE	\$2,976,734	\$1,396,207	\$2,157,572		
TOTAL OPERATIONS REVENUE	\$1,860,734	\$1,252,149	\$1,785,066		
TOTAL CAPITAL REVENUE	\$1,116,000	\$144,058	\$372,506		
OPERATING EXPENSE					
20200 Memberships & Dues	\$ 1,000	\$ 744	\$992		new categories to match DN County Auditor Line Items
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$ 3,500	\$ -	\$1,000		CalACT Coop fees wont hit because bus order delivery is delayed
20221 Printing	\$ 3,000	\$ 37	\$49		new categories to match DN County Auditor Line Items
20235 Accounting Services and Audits	\$ 9,000	\$8,900	\$8,900		should not have any more charges this FY
20239 CTSA Program Expenses	\$ 35,000	\$23,802	\$25,000		CTSA programs running under budget due to pandemic
20237 Marketing & Planning Expenses	\$ 20,000	\$6,728	\$33,000		this does NOT include final billings Cultural Center Hub and SRTP Update - will run high
20236 Legal Services	\$ 5,000	\$0	\$2,500		will talk to Auditor, there should have been some interdepartmental billings here
20170 Bus Stop Maintenance and Repair	\$ -	\$0	\$0		First Transit performs routine vandalism repairs under contract - what got charged here?
20233 Management Contract	\$ 99,000	\$58,215	\$77,620		coming in under
20242 Operations and Maintenance Contract	\$ 725,272	\$352,175	\$603,763		includes only 7 months of billings, coming in a bit under budget, lower service levels
20243 O&M Contract - Smith River/ Arcata Intercity Route	\$ 529,248	\$327,465	\$561,401		includes only 7 months of billings, coming in high even w/reduced service levels
20230 Misc/Other Services Expenses	\$ 6,000	\$0	\$0		running low, this line overlaps w 20231, which is running high
20244 Advertising, Brochures, Printing	\$ 15,000	\$5,916	\$7,888		running far under approved limits, pandemic deferring most marketing
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$ 5,000	\$7,003	\$9,337		running high, this line overlaps w 20231, which is running way low
20297 Fuel	\$ 90,000	\$51,276	\$68,368		way higher fuel costs offset some by lower service levels, driving less miles
20297 Fuel - Smith River/Arcata Intercity Route	\$ 70,000	\$30,625	\$40,833		way higher fuel costs offset some by lower service levels, driving less miles
30410 Lease Expense	\$ 36,000	\$22,289	\$29,719		coming in a bit under budget - lease expenses up notably over past years
TOTAL OPERATING EXPENSE	\$ 1,652,020	\$ 895,175	\$1,193,567		overall trending under budget, reduced service due to pandemic and staffing issues
CAPITAL EXPENSE					
40620-001 Electric Bus Project (engineering, pilot bus charger)	\$40,000	\$0	\$0		11 included \$20k for engineering and \$20k for charger, project delayed, likely won't spend any until early FY 22-23
40620-001 Replace 2 Buses - Rehab 2 buses (5339+ PTMISEA)	\$520,000	\$ -	\$0		2 rehabs + 2 new buses, \$290k over match, buses delayed to FY 22-23
40620-001 Replace Buses - (5310+ PTMISEA)	\$257,000	\$ -	\$0		1 new small (electric?) bus (\$67k) but infrastructure and altoona testing not ready yet, will defer to FY 22-23
40621 Security Improvements	\$ -	\$0	\$ 219		found \$219 residual in account, spend soon
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 38,115	\$ -	\$ 38,115		12 working up order for pole-mount seats, schedule holder for posts, order in May 2022
40620-418 Radio System Improvements	\$ 1,800	\$0	\$ -		new radios for 3 new buses delayed due to bus delivery delays
40610-200 Facility Improvements (TBD)	\$ 20,000	\$23,220	\$ 30,000		gravel for lot, corner I-beam, bay door replacement - bldg repairs/upgrades coming in high
40610-200 Mobile Transit Center Kiosk (eng and purchase)	\$ 66,000	\$0	\$ -		13 project delayed, planning work nearly complete - kiosk/vehicle renovate will not push to FY 22-23
30411 PTMISEA Capital Balance after FY (balance - expends)	\$ 97,493	\$243,000	\$ 243,000		14 projected unencumbered end of FY 21-22 PTMISEA balance. Additional \$290k encumbered for 3 bus order in progress
TOTAL CAPITAL EXPENSE	\$ 1,040,408	\$266,220	\$ 311,334		
TOTAL EXPENDITURES	\$ 2,692,428	\$1,161,395	\$ 1,504,901		
Increase for TDA Reserves	\$ 284,306	\$ 234,812	\$ 652,671		15 may come in lower than this, but large amount of reserves increase due to delayed buses, and CARES funds

OPERATING COSTS						
OPERATING COSTS - BASELINE						
	General Admin, Accounting, Legal Services		\$ 42,500	\$ 43,775	\$ 45,088	
20200	Memberships & Dues		\$ 1,000	\$ 1,030	\$ 1,061	From adopted budget 3% inflation
20280	Special Dept Expenses (CalACT Coop Purchase Fees)		\$ 3,500	\$ 3,605	\$ 3,713	From adopted budget 3% inflation
20221	Printing		\$ 3,000	\$ 3,090	\$ 3,183	From adopted budget 3% inflation
20235	Accounting Services and Audits		\$ 9,000	\$ 9,270	\$ 9,548	From adopted budget 3% inflation
20236	Legal Services		\$ 5,000	\$ 5,150	\$ 5,305	From adopted budget 3% inflation
20230	Misc/Other Services Expenses		\$ 1,000	\$ 1,030	\$ 1,061	Only for audit printing 3% inflation
20244	Advertising, Brochures, Printing		\$ 15,000	\$ 15,450	\$ 15,914	Direct costs 3% inflation
20231	Misc Dept Services (website, GTF5, Alarm Svcs)		\$ 5,000	\$ 5,150	\$ 5,305	Direct costs 3% inflation
30410	Lease Expense		\$ 36,000	\$ 37,080	\$ 38,192	From adopted budget 3% inflation
	Management Contract		\$ 98,761	\$ 101,724	\$ 104,776	Actual total contract amt, plus direct 3% annual increase per hourly rate
20233	RCTA Administration		\$ 75,761	\$ 78,034	\$ 80,375	Contract amt minus marketing & CTSA
20237	Marketing		\$ 20,000	\$ 20,600	\$ 21,218	From adopted budget 3% inflation per contract
20239	CTSA Administration - All programs		\$ 3,000	\$ 9,017	\$ 9,288	Lowered per actual estimated hours spent Maximum hours in contract
	Operations and Maintenance Contract		\$ 1,169,846	\$ 1,432,960	\$ 1,489,553	
20233	Variable Costs - All services, except Route 20		\$ 289,894	\$ 373,560	\$ 381,775	Total service hours based on FT contract per Joe Total service hours based on FT con
20243	Variable - Route 20		\$ 150,216	\$ 172,361	\$ 178,352	Based on Nov 2021 rev hrs per Joe Nov 2021 rev. hours x blended FT h
20239	CTSA Operations - Travel Training & DAR Eligibility		\$ 18,095	\$ 18,437	\$ 23,847	\$1504 in Jul-Dec 2021 FT Bills. 40hrs/mo. for Jan-Jun 2022 40 hrs/month, increased to 50 in FY
20233	Annual Fixed Costs (incl. insurance)		\$ 711,642	\$ 868,602	\$ 905,580	2021 based on Nov billing file
	Planning Studies: Transit Hub & SRTP		\$ 32,000	\$ -	\$ 45,000	
20237	Transit hub study		\$ 32,000			Transit hub study
20237	SRTP				\$ 45,000	Normal SRTP 5-year update
	Fuel		\$ 138,316	\$ 145,232	\$ 152,494	
20297	Variable Costs - All, except Route 20		\$ 65,075	\$ 68,329	\$ 71,745	Based on Nov 2021 Service Miles, Dec cost/mile, +5% deadhead 5% inflation
20297	Variable - Route 20		\$ 73,241	\$ 76,903	\$ 80,748	Based on Nov 2021 Service Miles, Dec cost/mile, +5% deadhead 5% inflation
	TOTAL OPERATING COSTS - BASELINE		\$ 1,517,423	\$ 1,760,771	\$ 1,875,103	
REVENUE - OPERATING & FLEXIBLE						
OPERATING						
OPS	Local Fares and Contributions					
	Passenger Fares		\$ 50,000	\$ 55,000	\$ 60,000	Adjusted from adopted budget per joe's estimate
	Passenger Fares - 5311(f) Route 20		\$ 20,000	\$ 25,000	\$ 30,000	Adjusted from adopted budget per joe's estimate
	Advertising		\$ 15,000	\$ 16,000	\$ 17,000	Confirmed accurate by Joe Increase \$1k/yr
OPS	State Revenue Sources					
	DNLTC State Planning Assistance		\$ 32,000	\$ -	\$ 45,000	\$32k for transit hub & \$45k For SRTP update
	Low Carbon Transit Operations Program (LCTOP)		\$ 15,000	\$ 30,000		Per joe in doc for free fare program through 23/24 total = \$45k
	LTF 4.5 CTSA Baseline (TT&DAR Eligibility)		\$ 21,095	\$ 18,437	\$ 23,847	Base
OPS	Federal Revenue Sources					
	Section 5311 (f) (Rt 20 only)		\$ 175,000	\$ 175,000	\$ 175,000	
OPS	COVID Recovery					
	CARES/CRRSAA/ARP - 5311		\$ 178,339	\$ 300,000	\$ 300,000	RFRs submitted 3.22.22 under review
	CARES/CRRSAA/ARP - 5311(f) (Rt 20 only)		\$ 52,868	\$ 74,264	\$ 84,100	RFRs submitted 3.22.22 under review Cost of Route 20 Hours & Fuel, mir
	CRRSAA/ARP - 5310					
	TOTAL OPERATING REVENUES - BASELINE		\$ 559,302	\$ 693,701	\$ 734,947	
	Flexible Revenues Needed to Balance Operating		\$ 958,121	\$ 1,067,070	\$ 1,140,156	
FLEX	Federal Revenue Sources					
	Section 5311		\$ 179,831	\$ 179,831	\$ 179,831	From adopted budget Expected to stay stable
FLEX	TDA LTF & STA					
	State Transit Assistance		\$ 240,477	\$ 240,477	\$ 240,477	From revised estimate 7.30.21 Expected to stay stable
	Local Transportation Fund Article 8		\$ 537,813	\$ 646,762	\$ 719,848	Calculated to balance costs
	TOTAL FLEXIBLE REVENUES USED FOR OPERATING		\$ 958,121	\$ 1,067,070	\$ 1,140,156	
	dif		\$ -	\$ -	\$ -	
	TOTAL OPERATING REVENUES		\$ 1,517,423	\$ 1,760,771	\$ 1,875,103	