

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 IMMINENT 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 31<sup>st</sup>. 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