

MINUTES  
REDWOOD COAST TRANSIT AUTHORITY  
MONDAY APRIL 25, 2022, AT 5:30 P.M.

PRESENT: DARRIN SHORT (CHAIRMAN), VIDETTE ROBERTS, BEAU SMITH (VICE-CHAIRMAN),  
SUSAN MASTEN

ABSENT: RAY ALTMAN

ALSO PRESENT: JOSEPH RYE, DAN HERRON, RONNY KRAFT, NICOLE BURSHAM, FERNANDO  
HERNANDEZ, TAMERA LEIGHTON, JEFF SCHWEIN, NICHOLAS WEST

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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 IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES. There were no Board Members participating in the meeting remotely.
2. CALL MEETING TO ORDER. ROLL CALL. PLEDGE OF ALLEGIANCE  
Chairman Short called the meeting to order at 5:30 p.m.  
Nicole Bursham conducted Roll Call.  
Chairman Short Led the Pledge of Allegiance.
3. PUBLIC COMMENT  
The following person(s) addressed the board: NONE
4. APPROVE THE MINUTES OF JANUARY 31, 2022  
On a motion by Director Smith, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of January 31, 2022, as presented.
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.  
On a motion by Director Smith, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved items 5A and 5B, as presented.

6. RECEIVE PRESENTATION ON SHORT RANGE TRANSIT PLAN MINI UPDATE

Discussion was held regarding Short Range Transit Plan. Mr. Rye introduced Ronny Kraft. Ronny Kraft presented the following in a presentation: Mini SRTP Update Purpose and Timeline; Context – Key changes; Financial Changes; Capital projects and service Changes; and CTSA Options. The overall themes of the update are that RCTA has been fortunate in that its main funding source, TDA LTF funding (locally generated sales taxes collected statewide), has risen dramatically in recent years. This is attributed to improved capture of internet e-commerce transactions by the State of California. The CTSA Chapter update includes an analysis of the maximum funding RCTA can claim under CTSA (about \$50k/year currently) and how much the two current CTSA programs are consuming, and if there might be enough remaining CTSA funds to take on a third program? Director Smith asked if the funding was from Social Services. Mr. Rye responded no, LTF is sales tax on durable goods. Mr. Rye added that he has been approached by the Healthcare District to consider partnering on a potential project that could develop some type of medical/shopping shuttle to Southern Oregon. No action was taken on this item today.

7. RECEIVE PRESENTATION UPDATING CULTURAL CENTER HUB PLANNING PROJECT

Discussion was held regarding the Cultural Center Hub Planning Project. Mr. Rye introduced Jeff Schwein of Green Dot Transportation, RCTA's planning consultant on the project. Jeff Schwein presented the following in a presentation. Mr. Schwein reported that his team took a look at six different locations that could become host sites for a transit center/hub, then looked at different options on how to construct a hub at each location in order for it to be effective.

Jeff Schwein presented 6 different locations where the project could be developed. The current RCTA transit hub location was identified as Site #1.

Site #1 is on Front Street between K & L. This lacks the convenient of nearby access to restrooms for patrons and drivers and any space for ticket and information booth. In addition, due to one-way nature of the curb space, and the proximity to US 101, the current site doesn't work well with RCTA's Route 2, which serves the west side, due to multiple signals and stop signs before Route 2 reaches its first bus stop. Site #1, flawed as it is, technically could work if Front Street improvements in the future could include an improved circulation design and more room for amenities at this location.

Site #2 on the southwest corner of 4<sup>th</sup> and I, would require a small reconfiguration and loss of several parking spaces. An advantage of this City-owned lot would include access from either 4<sup>th</sup> or I Streets, a close proximity to a future public restroom planned by the City for the property. Director Smith suggested using a building located on 3<sup>rd</sup> Street

nearby that is currently available for lease. Chairman Short commented that the restrooms planned for this site are a Downtown Divas project that is in the works.

Site #3 is on the northwest corner of K and Front Street. This City-owned lot is the parking lot for the library and the location of the Farmers Market. Recent Investments to parking lot include several new electric vehicle charging stations. Reconfigurations of lot would result in loss of parking spaces, which are well-used today. Even as busy and highly utilized as it is today, it was felt that there could be ample space for daily bus operations. It does not have access to restroom facilities without leasing office space nearby. There is a storefront office that was available for lease recently, which could provide restrooms (indoor, in the office area) and a good spot for ticket sales but it may or may not have line of sight to bus operations.

Site #4 is a City-owned parking lot between H & I Streets. This site is lightly used today, has plenty of space, access from either H or I Streets, and is adjacent to the Surf Senior Apartments. To make the site viable, the site will need tree removal and driveway/lot resurfacing. The restroom access here is better than the current site today, as the City's play land public restrooms are just across Front street, a short walk. Reconfiguration of lot would likely result in loss of parking spaces. Limited hardscape would need to be altered. Potential for increased ridership from adjacent senior and nearby multi-family housing. The island area in the center of this lot could host either a mobile kiosk or a permanent structure. Chairman Short suggested looking into some office space that may be available near that site, to the north.

Site #5 is on Front Street at Play Street and is about a block west of the current hub location. This site is superior to the current location in that it closer to the City public restrooms by the play area and it would allow buses direct access in all three directions, as westside serving buses could turn left on K Street and avoid US 101 delays. Disadvantages include potential coastal commission development challenges, and pedestrian crossings would need to be improved. RCTA could work with City to integrate its needs into the upcoming design of major improvements to Front Street. This site would be similar to the current site (Site #1) in that it would not require City to lose many parking spaces, as the improvements would be primarily in the street ROW.

Site #6 is located on the southeast corner of Stamps Way and Play Street. Site #6 is similar to Sites 1 and 5, located mostly in street ROW, but also is located a block off of Front Street. Design here can cut into south side curb and develop either a mobile kiosk or a permanent structure in the park area adjacent to the Play Street ROW. This site is the closest to the City public restrooms next to the play area and has plenty of room assuming City would support use of some of Beachfront Park. Even if no space outside Play Street ROW were made available, it is possible this site could host a mobile kiosk.

Director Roberts asked if these would all be leased properties. Mr. Rye responded no, that only the City lots would require leases/agreements, Sites 1, 5, and 6 are located in

the public right of way (ROW). Director Smith asked what the worst issues with the current site are? Mr. Rye responded the one-way nature forces buses to exit east and for one of RCTA's current routes, that is a negative. Distance to public restrooms is an even bigger problem with the current site. There are no restrooms for drivers or patrons within a quick walk. There is no room for a structure or mobile kiosk to provide the desired onsite staff to improve customer service and security. Director Smith asked if there were any issues with security now. Fernando Hernandez responded that its fairly common for drunk and homeless to harass the drivers (and passengers) at this location. Director Smith wanted to know what is the next step? Mr. Schwein responded we would need to get identify a preferred location and then obtain City support for using the site. RCTA will need to program some funding to the project to perform the design and engineering on whatever is lacking at the selected site, and decide whether a mobile kiosk will be desired (at least initially) or if RCTA would want to skip that phase and focus on building something more permanent, like a coffee kiosk building.

Discussion was brief on the approach of staffing the new location, centering mostly on a mobile kiosk setup versus building a brick and mortar coffee shop-style kiosk. One option is a mobile unit, a movable kiosk that would drive to/from the site each morning and return to the RCTA yard each night. This would accomplish the hub staffing goal, as First Transit would station an employee there all day to monitor service and answer any customer questions. Within this option are possibilities such as a food truck style vehicle, or as frugal as retrofitting a retired RCTA bus to become the mobile kiosk. Cost ranges on the mobile kiosk ranged from under \$100k (retrofit RCTA bus) to nearly \$580k should RCTA purchase an RV Style bus. There would also likely be some civil improvements required for whichever type vehicle is selected, in order to provide ADA access to the ticket windows. The second option for developing the hub at whatever location selected was to plan for and eventually build a permanent structure (like a coffee shop), which could range in cost between \$500,000 and \$625,000 excluding any land costs. Mr. Schwein presented photos of a transit center/hub in Chico as an example of what a permanent structure could look like. RCTA may want to pursue both, initially a mobile kiosk with ADA improvements, then ultimately, as funding allows, a brick and mortar permanent building with ticket booth and public restrooms.

By unanimous vote the Redwood Coast Transit Authority Board of Directors agreed to move forward with site #4 as Preferred Site, and directed staff to initiate further discussions with the City about use of that property as a transit center site, and identify a minimum package of improvements (including mobile kiosk options) that would be needed to allow RCTA to move its current Cultural Center hub to this location.

8. 2022 RCTA ANNUAL STRATEGIC PLANNING WORKSHOP
  - RCTA FINANCIAL OUTLOOK – HIGHER LABOR COSTS, ONGOING CAPITAL FUND SHORTFALL
  - CARB INNOVATIVE CLEAN TRANSIT – ZERO EMISSION BUSES) COMPLIANCE PLANNING

- PREVIEW FY 2022-23 SERVICE CHANGE CONCEPTS, SUMMER SCHEDULE CONCEPT
- CTSA PROJECT DISCUSSION – 2 YEAR UPDATE, POSSIBLE FUTURE PROJECTS

Dan Herron gave the Board an orientation on the following: Sources of RCTA Funding; RCTA Funding Trends; Trends in RCTA's Various Funding Sources; Where RCTA Spends its Money; How we are doing financially in FY 21-22; and preliminary budget Issues for FY 22-23. In general, RCTA has maneuvered through the pandemic and strengthened its position financially, thanks to proactive service downsizing plus significant one-time federal pandemic assistance. RCTA continues to struggle with inadequate capital project funding, forcing RCTA to dedicate funding every year to reserves which are then used not only as operating reserves, but also for local funds on major capital projects. RCTA has successfully elevated its contractor wages over the last couple years but First Transit is still struggling to hire and retain employees in this tough labor market.

Mr. Rye reported out on the following: RCTA's CTSA Programs – 2 - Year Report Card; RCTA CTSA Funding Situation 2 Years In; Potential Projects that RCTA CTSA could pursue; and future CTSA program expansion opportunities. Mr. Rye reported on RCTA's plan to comply with CARB (California Air Resources Board) ICT Zero Emission Bus Rule, which will eventually require RCTA to purchase only Zero Emission Buses (ZEBs). RCTA is considering whether to report and comply with CARB ICT alone, as a single agency, or as a partner with the Far North Transit Operators on a joint reporting/compliance effort.

9. DISCUSSION OF FY 2021-22 YEAR-TO-DATE BUDGET AND DRAFT FY 2022-23 RCTA BUDGET

Discussion was held in regard to FY 2021-22 Year-To-Date Budget and Draft FY 2022-23 RCTA Budget. Mr. Rye reported the Fiscal Year 2021-22 Budget is running under budget through the first nine months. The fuel cost has grown to be very high but fortunately other costs have come in lower than budgeted. We will have a budget amendment to move money around at the May 23, 2022, Board meeting to better capture the capital project activity that has occurred, or has not occurred, in FY 21-22.

Mr. Rye reported the highlights of the Preliminary FY 2022-23 Budget include: Increased labor costs as contained in the 2022 Operations and Maintenance Contract; Assumes lower annual revenue hours based on lower baseline hours; Projects a notable revenue increase (especially TDA LTF funding); FY 22-23 will be active year of capital projects expenditures, including engineering on the electric bus charging infrastructure, planning and engineering for the transit hub project, and potentially some kind of procurement of a mobile kiosk. The service plan for FY 22-23 includes a small increase in revenue hours over current (Spring 2022) service levels, including a new robust summer service schedule that reinstates most of the services cut at the start of the pandemic. The service plan also assumes a full academic year of Route 300 School tripper service; 6 days per week service year round (on select routes); assumes stable advertising revenue; assumes fuel prices remain sky high; includes residual rollover funds for bus stop improvements; and will budget for the maximum potential bus replacement

funding, including buses ordered in late 2021 that are delayed due to supply chain issues in the bus manufacturing industry.

#### 10. ANNOUNCEMENTS

The following Board members commented on the following: Director Smith asked if the Cultural Center building belongs to the Chamber of Commerce? Mr. Rye responded yes. Director Smith mentioned Two Guys will be up for sale very soon. Mr. Rye commented that Autumn Luna has left the County and no longer is available to perform RCTA legal assistance work. This is a big loss as Autumn has been RCTA's assigned attorney for nearly 10 years, and RCTA switched to engaging the County for legal services due to the fact that Autumn took a position in the County Attorney's Office a year ago and RCTA desired to continue working with her. For now, RCTA will be utilizing the County Attorney and will likely return to the Board in the future with options for either staying with the County or engaging a different law firm.

#### 11. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 8:16 P.M. The next meeting will be on Monday, May 23, 2022, at 5:30 p.m.

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Joseph Rye, General Manager  
Redwood Coast Transit Authority