

BOARD OF DIRECTORS MEETING AGENDA  
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, May 23, 2022

Time: 5:30pm

PLACE: 981 H Street – Flynn Bldg, Zoom Option: <https://dnco.zoom.us/j/82869372937> Meeting ID: 828 6937 2937

**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. A link to view the meeting will be posted on <https://media.co.del-norte.ca.us/>. Comment on ALL agenda items as well as general public comment will be taken at the prescribed time for public comment via instructions provided on the website.

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1. Call Meeting to Order. Roll Call. Pledge of Allegiance
2. Public Comment
3. Election of Officers
4. Consent Calendar
  - 4A. Adopt Resolution 2021-22-07 Approving RCTA 2022 Consolidated Funding Application to Caltrans and Authorizing the General Manager to Execute all Grant Documents
  - 4B. Approve the Minutes of the April 25, 2022 RCTA Board Annual Workshop and Meeting
  - 4C. Approve Submittal of RCTA 2022 Federal Transit Administration Certifications and Assurances
5. Discussion and Approval of 2022 Short Range Transit Plan Mini Update
6. Discussion and Approval of June 2022 Summer Service Schedule
7. Adopt Resolution 2021-22-08 Approving Amendment 1 to RCTA FY 2021-22 Budget
8. Adopt Resolution 2021-22-09 Adopting RCTA Fiscal Year 2022-23 Budget
9. Adopt Resolution 2021-22-10 Approving Submission of Fiscal Year 2022-23 RCTA TDA Claim
10. Approve Purchase Orders with SC Soft for Validators, Day Wireless for Routers, and Agreements with SC Soft and Elevon/Littlepay for Fulfillment Services for RCTA's Far North Contactless Fare Payment Project
11. Approve Purchase Orders with Simme Seats, Inc. and Brasco International for Bus Stop Amenities
12. Operations Report – First Transit,
13. General Manager's Report
14. Announcements
15. Adjourn – Next RCTA Board Meeting will be on Monday, July 25<sup>th</sup>, 2022 at 5:30pm

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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.

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**Authorizing Resolution for FTA Funds through Caltrans Consolidated  
Grant Application for Redwood Coast Transit Authority  
RESOLUTION 2021-22-07**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), and Section 5339 of the Federal Transit Act (**FTA C 5100.1**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, the Redwood Coast Transit Authority (RCTA) desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Del Norte County, and

**WHEREAS**, the Redwood Coast Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**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 Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended, and pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), as amended.

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

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

**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 23<sup>rd</sup> of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

Name: \_\_\_\_\_

Title: Chair \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

May 23, 2022



**MEMO TO:** Board of Directors

**FROM:** Joe Rye, General Manager

**SUBJECT:** Authorize County Attorney to Sign 2022 Federal Transit Administration (FTA) Certifications and Assurances

**RECOMMENDATION:**

That the Board authorize the County Attorney to sign the 2022 FTA Certifications and Assurances and the RCTA General Manager to submit the annual Certifications and Assurances to Caltrans.

**BACKGROUND:**

RCTA is required by FTA law to annually certify that the transit agency follows all of the FTA rules and regulations that may apply to RCTA's operations. While not every certification applies to RCTA (for example, RCTA does not operate ferry services) the FTA requests that all agencies sign off on the overall package of certifications and assurances each year in order to remain eligible for FTA funding.

RCTA uses FTA funding for operating assistance and capital projects, and losing access to FTA funds would be very detrimental to the future of the transit agency.

Prior to the recent loss of RCTA's longtime attorney, Ms. Autumn Luna, this annual Certs and Assurances signature and submittal process was handled administratively by the Attorney and the General Manager. However, with the change of legal duties (Autumn left the County for another position) the County Counsel has asked that the Board authorize and approve the item prior to providing a signature.

Staff and the RCTA Board had enjoyed a long working relationship with the prior attorney, and the primary reason that RCTA switched legal services from Black and Rice LLP to Del Norte County a year ago was to continue working with Autumn Luna as she joined the County. Staff will look into options for future RCTA legal services and will return to the Board at some point in the near future with a recommendation. County Counsel has indicated a willingness to continue providing RCTA with legal services while alternatives are considered. In general, RCTA does not utilize its legal services often, with exception of the years where either its General Manager or Operations and Maintenance Contracts are up for re-bidding. Neither of those is expected to occur again until at least 2024.

Attachment: 2022 RCTA FTA Certifications and Assurances

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

## **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (a) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d). This certification is required by 49 U.S.C. § 5329(d)(1) and 49 CFR § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the State has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

#### **5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:

- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
- (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

#### **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

##### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will

receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

### **CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);

- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### **CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula*

*Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

#### **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

**CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

**CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

#### **CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS  
FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT  
PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
  - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
  - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),

- (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
- (4) Category 09 (Formula Grants for Rural Areas),
- (5) Category 15 (Alcohol and Controlled Substances Testing), and
- (6) Category 17 (Demand Responsive Service).

**CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of all categories: (*check here*) \_\_\_\_\_.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_  
\_\_\_\_\_  
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13 State of Good Repair Grants

\_\_\_\_\_  
\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_  
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15 Alcohol and Controlled Substances Testing

\_\_\_\_\_  
\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_  
\_\_\_\_\_

17 Demand Responsive Service

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18 Interest and Financing Costs

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19 Cybersecurity Certification for Rail Rolling Stock and Operations

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20 Tribal Transit Programs

\_\_\_\_\_  
\_\_\_\_\_

21 Emergency Relief Program

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Redwood Coast Transit Authority

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute



May 23, 2022

**MEMO TO:** Board of Directors  
**FROM:** Joe Rye, General Manager RCTA  
**SUBJECT:** Approve 2022 Mini-SRTP Update



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**RECOMMENDATION:**

That the Board approve the Mini Short Range Transit Plan Update.

**BACKGROUND:**

RCTA with assistance from Ronny Kraft Consulting, crafted and adopted a comprehensive five-year Short Range Transit Plan, adopted by the RCTA Board June 2019. In normal times, the SRTP covers a five-year period and is updated every 4-5 years to keep fresh this vital planning document, which guides the agency. Unfortunately, COVID-19 rendered RCTA's 2019 Short Range Transit Plan obsolete very quickly. With this in mind, and facing an uncertain future with changed conditions, RCTA chose to fund a "mini SRTP update" to freshen the document and take a close look at four chapters of the 2019 SRTP most impacted:

- Financial Plan
- Evaluation of Current Services
- Service Plan
- CTSA Chapter

**DISCUSSION:**

**Chapter 3 - Evaluation of Existing Services**

A brief evaluation of proactive service cuts of 2020, devastating ridership loss that followed the lockdowns of 2020 and the struggle since. Includes impacts of unplanned cuts late in 2021 due to driver shortages.

**Chapter 6 – Service Plan**

A look at recent service reinstatements and options for further reinstatement of COVID-cut RCTA services. Recommends reinstating some services and discusses the opportunity that Summer Schedules might offer.

**Chapter 7 – CTSA Plan**

Updates the impacts to RCTA's two 2-year-old CTSA programs: ADA Eligibility and Travel Training. Then evaluates remaining funding (both against current subdued levels of program activity and assuming a pickup in spending as the pandemic recedes) to see if another project, such as limited service to Medford could be funded.

**Chapter 9 – Financial Plan**

The main effort of this mini-SRTP update, to ascertain RCTA's financial health and refresh funding projections for RCTA's array of federal, state, and local funding and its new, higher labor cost business model. In general, RCTA was found to be in good fiscal health. RCTA will still struggle to pay for its capital projects without digging into TDA funds, but with the sustained growth in RCTA's TDA funds RCTA is on firm footing.

**Recommendation**

Approve the 2022 RCTA Mini-SRTP Update.



**REDWOOD COAST TRANSIT AUTHORITY**

# **2022 Mini Short Range Transit Plan Update**

**Draft Final for RCTA Board Adoption**

May 23, 2022

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# I. Introduction & Context

The advent of the COVID-19 health crisis in March 2020 upended public transit ridership and presented unique challenges that will continue to reverberate for decades to come. The 2019 RCTA Short Range Transit Plan was produced to guide the Redwood Coast Transit Authority administrators' decision-making from June 2019 through 2023. But in March 2020, the agency was forced to quickly react to changing health directives, shelter in place orders, workforce fluctuations, new funding sources, and decreased ridership numbers. While RCTA still faces many of the same challenges outlined in the original 2019 SRTP roadmap, a number of new challenges need to be addressed, and solutions updated. RCTA has already proved its ability to adapt in real time. This SRTP Mini Update continues that effort by recalibrating the path forward with an eye toward longevity and success.

## A. Purpose Of Mini SRTP Update

Administrators at RTCA had two primary financial goals before the Covid-19 pandemic arrived in March 2020. The first was the need for capital funds for new buses and facility updates. The second was the need for increased salaries for operations staff, despite no increase in yields or revenue streams. Wage increases were accomplished during the pandemic, but a budget shortfall for capital projects remains a challenge and area for growth. Surprisingly, TDA Local Transportation Funding (LTF) allocations, typically used as a large portion of operating revenue, have increased significantly over the past

Figure 1: Project Area Context



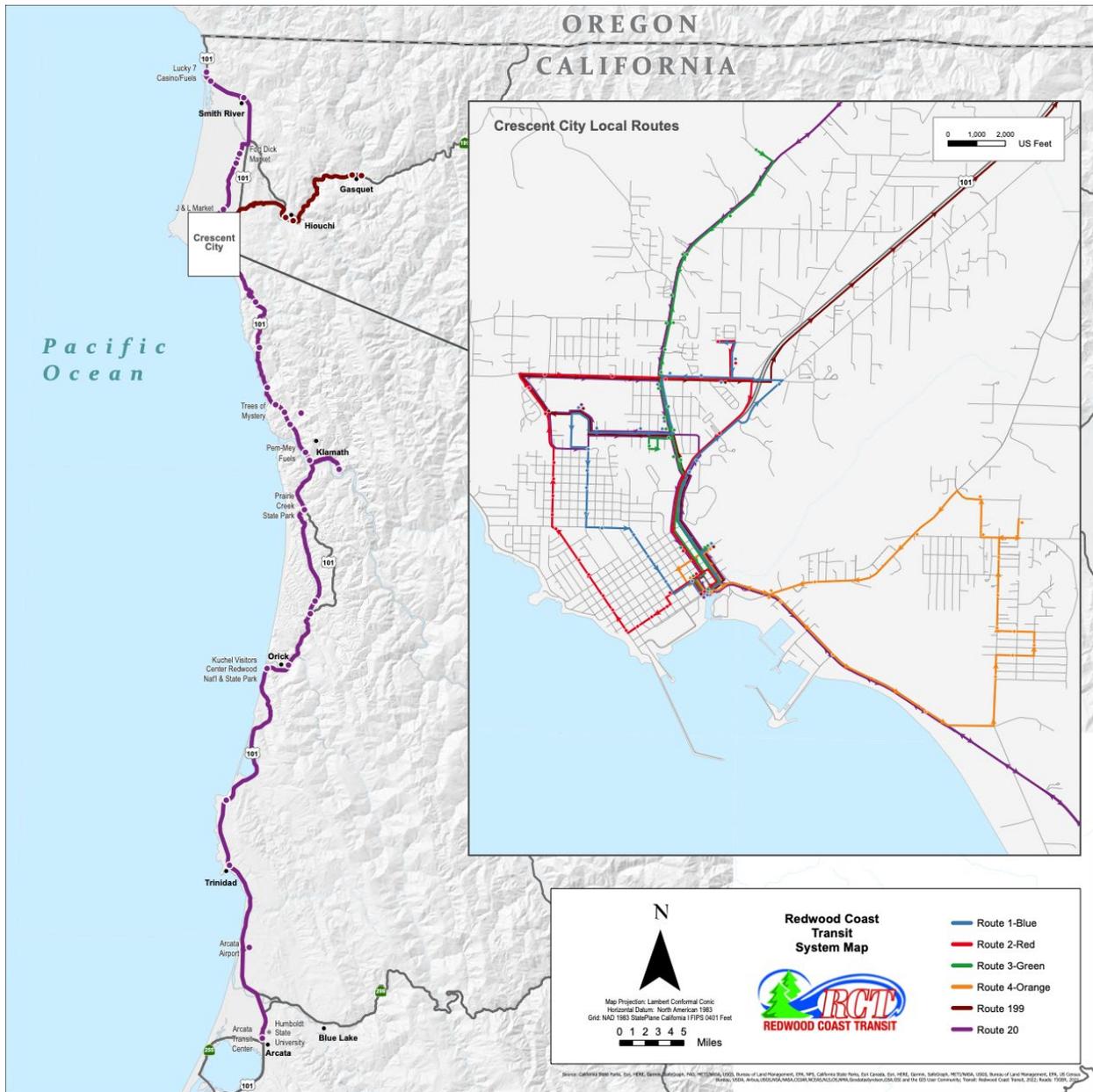
three years. In addition, RCTA has been allocated \$1.7 million dollars in CARES/CRRSAA, plus a yet unknown amount from ARP, emergency one-time pandemic relief funds to be used for operating costs. These significant increases in funding present various opportunities for RCTA to improve services, capital amenities, and funding reserves, which are explored in this report.

The purpose of this *draft* version of the Mini SRTP Update is to aid the RCTA Board in shaping the future of RCTA services over the next two years, in the interim between the larger SRTP processes. The sections include:

- Overview of the effects of the COVID-19 pandemic on RCTA's services and the agency's responses
- Key financial highlights, including increased funding, changes in costs, and the potential to leverage LTF, CARES, CRRSAA, and ARP funds
- Selected system performance trends and potential service improvements
- Coordinated Transportation Services Agency current and potential programs

Following the Board Workshop and discussion of these topics, the financial plan for FY 22/23 and FY 23/24 will be finalized based on the Board's priorities.

Figure 2: RCTA System Map



## B. COVID-19 Context & RCTA's Response

RCTA's immediate response to the pandemic was multifaceted. The agency stepped up cleaning and sanitation protocols, briefly piloted a free fare program, and ultimately made service cuts to match plummeting ridership numbers and deal with staffing shortages. At the writing of this report, most of the RCTA services have been reinstated to pre-pandemic levels.

## 1. Increased Sanitation Measures

Cleanliness has been a top priority for RCTA throughout the pandemic and is crucial to gaining passenger trust and increasing ridership. Before the pandemic, bus drivers were cleaning their own buses at the end of their shifts or when they had time during their schedules. In February 2020, management at First Transit began staying late every night to deep clean the bus interiors. This was a crucial short-term response to the immediate onset of the pandemic but was not sustainable long term. The agency hired a commercial cleaning company, Palm Industries, to take over nightly sanitation of the fleet. Palm Industries was retained for over a year. Management decided to terminate that contract and create a new bus washer position in November 2021. This saved the agency money, and the new position had time built in to do fueling and other janitorial work in addition to its bus cleaning responsibilities.

In addition to cleaning, RCTA has invested in equipment to keep its riders and staff safe. The agency designed and installed clear barriers inside all its buses (except the MV-1) in April/May 2020 to protect drivers from the virus; these remain on the buses today. In March 2021, RCTA deployed air purification systems from United Safety & Survivability Corporation on every bus in its fleet as well as at the Williams Drive M&O Facility. These air purifiers kill 99% of viruses and bacteria in the air. In combination with nightly deep cleanings, the air purifiers have reduced microbe levels within the fleet, as confirmed by recurring lab sample testing of all buses and the M&O Center.

## 2. Far North Group Contactless Fares and Fare Integration Project

The Far North Transit Providers Group aims to collaborate among northern coastal California transit agencies on information sharing, and major projects that may be challenging for the smaller agencies involved on their own. The first major project of the group is to modernize fare collection and align fares among the Far North agencies. This project, led by Caltrans' Cal-ITP program, called the Fare Integration and Modernization Project (FIMP). Goals of the project include publishing the exact location and estimated arrival time of buses, enabling the contactless acceptance of credit/debit cards onboard each bus in the Far North fleets, and implementing a distance-based fare

structure for regional routes that aligns with RCTA's existing fares and the fares of other Far North Transit Providers.

A prerequisite for the FIMP project is that RCTA publish GTFS-RT (real-time) vehicle location data. RCTA's AVL-CAD system, DoubleMap, is not capable of producing GTFS-RT. RCTA will need to replace DoubleMap in the coming year. In the meantime, RCTA can produce GTFS-RT by adding Swiftly to the existing DoubleMap system and working with Trillium to integrate the GTFS-RT feeds with major transit rider apps. RCTA will publish real-time RCTA operations data on its website, Google Maps, Apple Maps, Transit App, and Moovit. RCTA must also obtain the onboard equipment necessary for contactless transactions, including credit/debit card readers, WiFi routers and the operational clearinghouse service that will process the credit/debit card transactions.

### 3. Hazard Pay

In April 2020, in an effort to maintain staffing amid the pandemic, the RCTA Board approved hazard pay for all its hourly First Transit employees in the form of permanent pay increases of \$2/hour. The hazard pay was instituted immediately and significantly improved morale and stopped attrition. The agency increased hazard pay to \$4/hour in September 2021. In partnership with RCTA, First Transit has worked to address the driver shortage, with employees loaned to RCTA from other First Transit properties, increasing the starting wage to \$18/hour and creating a \$500 sign-on and referral bonus (later raised to \$1,000) to help recruit drivers. The sign-on bonus has since increased to \$2000, \$2500 if the applicant already possesses a commercial driver license (CDL), and \$10,000 the applicant has a CDL and a Class B endorsement.

### 4. April 2020 Service Reductions

In April 2020, RCTA took the necessary step of reducing service. All Saturday services were eliminated, along with a number of less productive weekday runs. Service cutbacks included:

1. All Saturday Service
2. Last weekday hour of Crescent City local service
3. Last weekday hour of Dial-a-Ride

4. Afternoon trip of Route 199 (1 of 3 daily trips)
5. Late morning trip of Route 20 to Arcata (1 of 3 daily)
6. Last evening trips of Route 20 between Crescent City and Smith River and Crescent City and Klamath

Transit agencies typically offer robust service during the week and modified service on weekends. Up until April 2020, RCTA was running its Regional Routes at weekday service levels on Saturdays, which is highly unusual. Ridership numbers were only at about half of the weekday levels, even though the same level of service was provided. RCTA proactively reduced Saturday service on the local routes in July 2017.

This information helped management and the RCTA Board of Directors come to the decision that temporarily eliminating Saturday service was necessary to preserve funds and focus on more productive services. The cuts, which also included some low-performing weekday runs, consisted of around 33% of overall service.

RCTA was already considering service cuts to low-performing weekday routes before the pandemic arrived. These cuts were being considered as a way to recoup funds for needed capital projects and employee wage increases, in order to “right size” the operation.

The April 2020 service cuts were in line with the RCTA's pre-pandemic goals and allowed the system to function more efficiently during the pandemic while also building reserves. Cutting service was crucial to the RCTA successfully maintaining an upward trajectory through the many challenges brought on by the pandemic.

## 5. Dial-A-Ride

RCTA continues to offer an ADA-mandated Dial-A-Ride paratransit service and a general public Dial-A-Ride option for persons who do not qualify for paratransit under the ADA. The service area is the Crescent City area, defined by a Board-adopted map that includes some areas outside Crescent City proper. Service hours mirror that of local fixed routes. Fares are \$5.00 per trip for general public riders and youth, and \$1.75 per trip for ADA-eligible riders. Service to both

categories of DAR rider is provided using the same software and vehicles, but ADA trips receive priority. Most DAR trips run on the new low-floor MV-1 sedan and overflow trips ride on cutaway-type mini-buses, all of which are fully accessible to people with disabilities.

Lacking until 2020 was an established ADA Eligibility Determination process to evaluate riders for ADA-eligibility and ensure that proper fares are paid so that service remains available. On January 1, 2020, the ADA Eligibility Determination Program launched as a CTSa program run by RCTA. Under this program, all new prospective ADA paratransit riders fill out an eligibility application, and if needed RCTA staff conduct a follow-up telephone interview. Due to the COVID-19 shelter-in-place directives, the number of new RCTA ADA applications has slowed dramatically, with only 22 applications through June 30, 2021 (21 approved and 1 denied).

## 6. Partial Service Reinstatement

Allocation of CARES Act emergency funding for transit operations allowed RCTA to partially reinstate service in October 2021. Reinstated routes included:

- Saturday service (except Route 199)
- Route 300 with an expanded morning version to both Del Norte High School and Crescent Elk Middle School starting at the beginning of classes in August 2021
- Last hour of Crescent City local (and Dial-a-Ride) services on weekdays

## 7. Driver Shortages and Temporary Service Adjustments

An ongoing effect of the pandemic is a labor shortage across sectors. Reasons offered by economists for this nationwide labor shortage include structural issues, such as an increase in retirement rates and stagnated wages, and pandemic-specific challenges, such as fears about contracting COVID-19 and difficulty securing childcare.<sup>1</sup>

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<sup>1</sup> Lalljee, Jason. "3 reasons the labor shortage could be a 'structural change' in the economy, according to S&P." Business Insider. Dec 3 2021. <https://www.businessinsider.com/reasons-the-labor-shortage-is-a-structural-change-according-to-sp-2021-12>

The labor shortage has created a record number of job openings nationally, leading to a strong candidate's market. In what has been termed the Great Resignation, people are leaving their jobs in droves in search of new or better-paying opportunities or early retirement. 2021 had an average of 3.98 million resignations per month, a new high.<sup>2</sup>

**Figure 3: Historical Job Openings and Labor Turnover Chart**

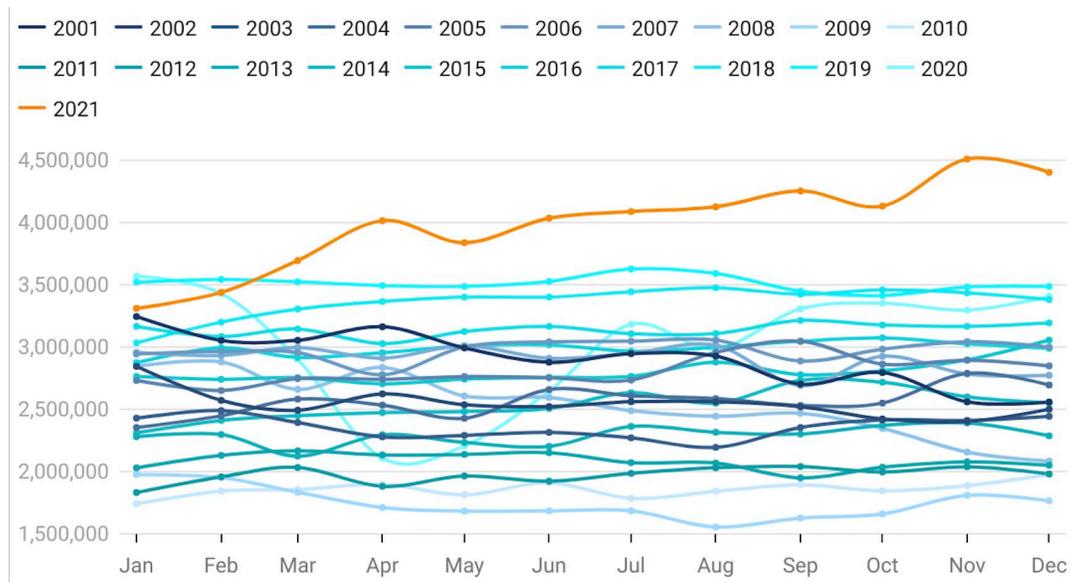


Chart: Mauro Whiteman. Data Source: U.S. Bureau of Labor Statistics, Job Openings and Labor Turnover Survey. Accessed April 1, 2022. <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/interactive-quits-level-by-year.aspx>

The transit industry in particular has experienced major shortages of bus operators and other staff, forcing agencies throughout the country to operate at reduced levels, as drivers often call off or quit at the last minute, making service coverage challenging or impossible. Higher wages and greater flexibility from private competitors and a workforce near retirement have contributed to the shortage.<sup>3</sup> Many agencies are also experiencing worker burnout, fears about exposure to illness and workers out sick.<sup>4</sup>

<sup>2</sup> "Interactive Chart: How Historic Has the Great Resignation Been?" SHRM. March 9 2022. <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/interactive-quits-level-by-year.aspx>

<sup>3</sup> Levin, Matt. "Transit systems struggle to find enough bus drivers." Minnesota Public Radio. January 4 2022. <https://www.marketplace.org/2022/01/04/transit-systems-struggle-find-enough-bus-drivers/>

<sup>4</sup> George, Justin. "Omicron deepens bus driver shortage, frustrating passengers as transit agencies pare back service." Washington Post. January 15 2022. <https://www.washingtonpost.com/transportation/2022/01/15/covid-omicron-bus-transit/>

RCTA experienced ongoing fluctuations in the availability of operations staff prior to the pandemic, largely due the remote location of the region. RCTA has responded through a variety of significant efforts to recruit and retain operations staff through increased wages, referral bonuses, COVID-19 hazard pay, and increased safety measures. Despite these efforts, RCTA experienced a driver shortage in late 2021, which led staff to implement a reduced holiday schedule, which was then extended to May 30<sup>th</sup>, 2022, with some trips reinstated.

## C. Key Demographics

This section highlights selected key demographics of the RCTA service area and some changes that occurred since the development of the 2019 SRTP. They are meant to provide supporting context for the recent challenges and opportunities faced by RCTA and its local community.

- **Population Decline:** From January 2019 to January 2020, the population of Del Norte County decreased by 0.5%. The population of Crescent City decreased by 5%.<sup>5</sup> The total County population includes the declining number of “institutionalized” population of incarcerated inmates of Pelican Bay Prison, who are not generally eligible passengers of RCTA services.
- **Aging Population:** The percentage of the non-institutionalized population that is over the age of 65 has grown since 2019 in both Crescent City and Del Norte County, from 14% to 15% and from 17% to 18%, respectively. The percentage of the population in Crescent City that is over age 75 has risen from 6% to 8% since 2019; it has remained stable at the County level at 7%.<sup>6</sup>
- **High Rates of Disability:** The percentage of the population who report having at least one disability has decreased since 2019 in both Crescent

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<sup>5</sup> California Department of Finance. Demographic Research Unit. Report P-2A: Total Population Projections, California Counties, 2010-2060 (Baseline 2019 Population Projections; Vintage 2020 Release). Sacramento: California. July 2021

<sup>6</sup> U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates, Table S1810

City (from 30% to 25%) and Del Norte County (from 23% to 20%). However, these percentages are still notably higher than in the State overall; a person in Del Norte County is twice as likely to have a disability compared to the statewide average (20% County vs. 11% CA).<sup>7</sup>

- **Older Adults with Disabilities:** Statewide, 24% of residents aged 65 to 74 report having a disability. Comparatively, 37% of this age group in Del Norte County and 42% in Crescent City report having a disability.<sup>8</sup>
- **High Poverty Rates:** Del Norte County and the Crescent City region within it have relatively high proportions of residents living below the Federal Poverty Thresholds (17.1% and 17.5%, respectively), compared to all of California (12.6%). Additionally, due to the higher cost of living in California, poverty status is often calculated at living below 150% or 200% of the Federal Poverty Thresholds, depending on the region within the State. Therefore, it's a reasonable assumption that much of the RCTA service area is living in poverty. An onboard survey of RCTA passengers in 2017 found that respondents had an average annual household income under \$20,000.
- **Pelican Bay Inmate and Staffing Decline:** According to the California Department of Corrections and Rehabilitation, the institutionalized population of Pelican Bay State Prison has decreased steadily, with some minor monthly fluctuations from 2,559 inmates in February 2019 to 1,916 in February 2022.<sup>9</sup> The authorized number of staff positions has held relatively steady from January 2019 to December 2021. However there has been a steep increase in the latter half of 2021 in the number of staffing vacancies. Outreach to staff at Pelican Bay during development of the 2019 SRTP showed that parolees often use RCTA Route 20 at 7am to reach

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<sup>7</sup> U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates, Table S1810

<sup>8</sup> U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates, Table S1810

<sup>9</sup> California Department of Corrections and Rehabilitation Division of Correctional Policy Research and Internal Oversight Office of Research. <https://www.cdcr.ca.gov/research/https-www-cdcr-ca-gov-research-monthly-total-population-report-archive-2019-to-2022>

<https://www.cdcr.ca.gov/research/reports-and-statistics-pbsp/>

regional transfer points to other transit systems, but that the service hours for other Route 20 trips were not conducive for staff commutes.

## II. Financial Plan Adjustments

This section provides key financial updates and updated recommendations since the adoption of the 2019 SRTP. These important considerations are meant to aid the decision-making process for the future of RCTA's services and capital assets. The detailed budget for the current fiscal year (21/22) and projected costs and revenues for the following two fiscal years (22/23 & 23/24) are in the final section of this report.

### A. TDA Local Transportation Fund Increase

Transportation Development Act (TDA) Local Transportation Fund (LTF) revenues are generated from a ¼ cent of the local 8.5% sales tax. Accordingly, LTF revenues rely specifically on the amount of tax revenue collected. TDA funds can be used under Articles 4, 4.5 and 8. Under Article 4.5, up to 5% of remaining LTF funds may be used for support to community transit services for the disabled and those unable to use conventional transit services (CTSA). The amount of LTF Article 8 Funding available for RCTA is a product of what the County Auditor's office provides as an estimate of available LTF projected amounts.

RCTA's TDA LTF allocation revenues have risen substantially since FY 2018/19. Table 1 shows that between FY 20/21 and FY 21/22, the allocations rose by 18.7% equaling an increase of \$135,657. The estimated allocation for 2022/23 is an increase of \$94,440, or 9.9%.

**Table 1: TDA LTF Allocation Increases FY 18/19 to FY 21/22**

FY	LTF	Increase	% Increase
18/19	\$ 545,936		
19/20	\$ 643,466	\$97,530	17.9%
20/21	\$ 725,115	\$81,649	12.7%
21/22 Est.	\$ 860,772	\$135,657	18.7%
22/23 Est.	\$ 955,212	\$94,440	9.9%

Comparatively, statewide, LTF revenue rose by 5% between FY 18/19 and FY 20/21. However, peer counties, such as Humboldt, Mendocino, and Shasta each saw increases of around 20% between FY 19/20 and 20/21.<sup>10</sup>

The potential reasons for these increases were researched and explored in order to determine whether RCTA can expect the level of funding to remain stable, continue to increase, or decrease over the next couple years. Expert staff at the CA Department of Tax and Fee Administrations were conferred with and their resulting data analysis of the tax amounts by category led them to support the hypothesis that the increases are due to the Wayfair law, which was effective as of April 2019. This law “requires retailers selling tangible personal property into the state to “collect tax from the purchaser, file a return and remit the tax to the California Department of Tax and Fee Administration (CDTFA).”<sup>11</sup> The better capture of online sales seems to have counter-balanced the expected losses in tax revenue as a result of the pandemic, especially for the more remote counties.

The key takeaway from this research and analysis is that RCTA can likely depend on the current LTF allocation levels to remain stable, at the least, or continue to grow.

## **B. Pandemic Relief Funding - CARES/CRRSAA/ARP**

The federal government included funding for transit in three of its COVID-19 emergency relief packages, including the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds, and the American Rescue Plan (ARP) Act. All three Acts provide funds for eligible expenses under Sections 5307 and 5311, but only CRRSAA and ARP provide funds for eligible expenses under Section 5310 formula grants for Enhanced Mobility of Seniors and Individuals with Disabilities. Per FTA guidance, funds available under the CARES Act, CRRSAA,

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<sup>10</sup> <https://cdtfa.ca.gov/dataportal/dataset.htm?url=LRBQtrDistCountyLTFTax>

<sup>11</sup> <https://www.cdtfa.ca.gov/industry/wayfair.htm>

and ARP are available for all operating activities (net fare revenues) that occur on or after January 20, 2020.

RCTA has been allocated a combined total of \$1.7 million dollars in CARES and CRRSAA funds, plus a yet unknown amount from the ARP Act, which can be used for operating costs with no local match required. The funds are apportioned to rural areas based on 5311 and 5311(f) formulas.

Originally, the intent of the emergency funding for transit was to sustain jobs and keep service running as much as possible, plus provide for additional costs related to preventing the spread of COVID. Eligible expenses for reimbursement under the CARES act were limited to those related to the effects of the pandemic, reduced by fare revenues. After approximately a year, the Federal Transit Administration officially broadened the eligible operating expenses to include 100% of all operating costs, not only those that were COVID-related, as funds were generated, and the pandemic continued. All CARES and CRRSAA allocated funds do not have a date by which they need to be encumbered. ARP Act funds will have a "spend by" date, which is yet unknown, and so they should be encumbered by RCTA prior to the other fund allocations.

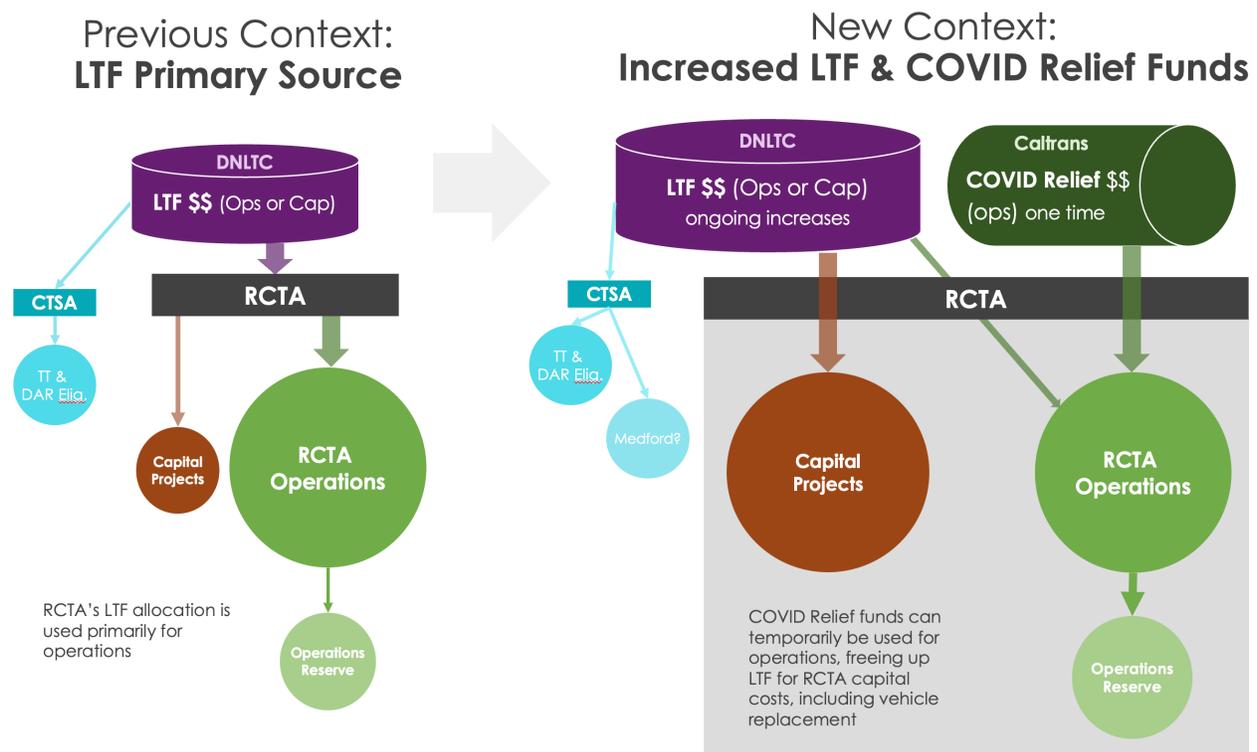
RCTA currently has three requests for reimbursement (RFRs) for CARES Act funds submitted and under review by Caltrans, totaling \$231,207. This is the process by which RCTA must request the pandemic relief funds from Caltrans. It involves submitting RFRs to Caltrans after RCTA incurs the costs. Due to the previously stricter eligibility guidance, the reimbursement requests are all for COVID-related operating expenses.

RCTA's future use of the emergency relief funds can include a broadened array of operating expenses, most of which would have otherwise been paid for by TDA Local Transportation Funding (LTF). LTF apportionments to RCTA have increased significantly in the last few years and can be used for either operating or capital costs, as described above.

The additional emergency relief funds present an opportunity to make use of RCTA's LTF more flexibly, including for vehicle replacements and other capital projects. Figure 4 illustrates how the increases in LTF and the one time COVID Relief funds could be utilized to increase the availability of funding for capital

projects and the operations reserve. Prior to the one-time COVID Relief funding allocations, all or most of RCTA's LTF went towards operations and building the operations reserve. Since the LTF funds can be used for operating or capital projects, the COVID Relief funds can replace the LTF funds for operations and the LTF funds can be used for capital projects. This increase in funding would also enable RCTA to reach its goal of having an operations reserve of approximately 50% of the annual operating budget, or \$750,000.

**Figure 4: Infographic - LTF Increase & COVID Relief Potential Impacts**



### C. Operations and Maintenance Contract

A new contract for operations and maintenance with the current contractor, First Transit, was approved by the RCTA Board and went into effect on January 1<sup>st</sup>, 2022. The contract is for five years through 2026 and includes two additional option years. There are four cost categories in the Operations and Maintenance Contract:

- Variable Costs -All, except Route 20
- Variable - Route 20

- CTSA Operations
- Annual Fixed Costs

The annual variable costs are the number of vehicle revenue hours times the blended fixed route revenue hour rate in the contract. The contract is based on calendar year and so the blended variable hourly rate for each fiscal year is the average of the two calendar years. The fixed costs included in the contract cover on-site supervision, dispatch of all services, maintenance, and other services.

**Table 2: Operations & Maintenance Contract Costs - Baseline by Calendar Year**

Contract Year (CY=January to December)	CY22	CY23	CY24
Fixed Route Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49
Dial A Ride Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49
Special Service Rate for CTSA Service Hours	\$ 37.82	\$ 39.00	\$ 40.49
Monthly Fixed Fee (total cost = x 12 mo.)	\$ 62,613	\$ 66,169	\$ 68,169
Monthly Liability Insurance (total cost = x 12 mo.)	\$ 7,845	\$ 8,140	\$ 8,452
<b>Total Annual Price<sup>12</sup></b>	<b>\$ 1,401,159</b>	<b>\$ 1,464,727</b>	<b>\$ 1,514,379</b>

## D. Increased Fuel Costs

The average retail gas price in California was up 50% in late March 2022 from the average price at the end of March 2021, with 26% of that growth occurring since the beginning of 2022 and 22% of the growth occurring since Russia invaded Ukraine at the end of February 2022.<sup>13</sup> Although gas prices

<sup>12</sup> The Total Annual Price assumes a baseline level of 14,693 combined fixed-route and Dial-a-Ride hours, and does not include any additional driver hours that would be incurred through any new CTSA services, not including the current ADA Eligibility and Travel Training programs, which are now included in the baseline level of service in the First Transit Contract. The First Transit bid is based on a "baseline revenue hour figure" that RCTA established in the RFP, and from which RCTA can adjust hours by up to 10% higher or lower without negotiating with First Transit, which is a range of 13,224 to 16,163 revenue hours.

<sup>13</sup> "Weekly California All Grades All Formulations Retail Gasoline Prices." U.S. Energy Information Administration, U.S. Department of Energy. Accessed March 24 2022.

[https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=pet&s=emm\\_epm0\\_pte\\_sca\\_dpg&f=w](https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=pet&s=emm_epm0_pte_sca_dpg&f=w)

began to go down<sup>14</sup> nationally<sup>15</sup> in the final weeks of March 2022, California's gas prices did not, with reporting from the New York Times<sup>16</sup>, CNN<sup>17</sup> and others pointing to capacity and production issues at the refineries that supply California. Governor Newsom proposed on March 23, 2022, an \$11 billion relief package to address high gas prices that would include a \$400 rebate per vehicle and would pause the gas tax increase scheduled for July 2022.<sup>18</sup>

RCTA should plan for an ongoing increase in fuel costs due to recent and predicted trends of increasing fuel costs. RCTA's cost of fuel per service hour increased 22% from July 2021 to December 2021, from an average of \$8.23 to \$10.02 per vehicle service hour, based on fuel invoice totals. The cost of fuel per revenue mile increased from \$0.43 to \$0.48, an increase of 12%, during that same time period. These jumps predate the spike in fuel prices that began at the end of February 2022, which likely pushed the cost of fuel per service hour and per revenue mile higher. These increased fuel costs affect the cost of all RCTA routes, but the regional long distance routes, 199 and 20, are especially impacted. For example, assuming a baseline of 12,000 revenue miles for Route 20 (not including deadhead miles), the monthly difference in fuel costs between July 2021 and December 2021 would be approximately \$640.

**Table 3: Fuel Costs – July 2021 & December 2021**

Date	Total Fuel Cost	Total Revenue Miles	Cost Per Revenue Mile	Total Revenue Hours	Cost Per Revenue Hour
Jul. 2021	\$8,391.37	19,661	\$ 0.43	1,020	\$ 8.23
Dec. 2021	\$10,897.78	22,700	\$ 0.48	1,088	\$ 10.02
<i>Increase</i>			\$ 0.05		\$ 1.79

<sup>14</sup> "National Average Gas Prices." AAA. Accessed March 24 2022. <https://gasprices.aaa.com/>

<sup>15</sup> Weekly U.S. Regular All Formulations Retail Gasoline Prices." U.S. Energy Information Administration, U.S. Department of Energy. Accessed March 24 2022. [https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=EMM\\_EPMP\\_PTE\\_NUS\\_DPG&f=W](https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=EMM_EPMP_PTE_NUS_DPG&f=W)

<sup>16</sup> Karlamangla, Soumya. "U.S. Gas Prices Are Coming Back Down, but Not in California." The New York Times. March 24 2022. <https://www.nytimes.com/2022/03/24/us/california-gas-prices.html>

<sup>17</sup> Isidore, Chris. "Here's why gas is \$6 a gallon in California, even as prices fall elsewhere." CNN. March 24 2022. <https://www.cnn.com/2022/03/23/business/california-gas-prices-6-dollars/index.html>

<sup>18</sup> "Governor Newsom Proposes \$11 Billion Relief Package for Californians Facing Higher Gas Prices." Office of Governor Gavin Newsom. March 23 2022. <https://www.gov.ca.gov/2022/03/23/governor-newsom-proposes-11-billion-relief-package-for-californians-facing-higher-gas-prices/>

## E. Fleet Replacement & Rehabilitation

RCTA has long pursued a strategy that features pursuing federal grant funds for bus replacements, using PTMISEA (from a 2006 bond measure) as the local match. While this strategy was noble, the distribution of federal funds has not kept up with bus replacement needs for RCTA, and the PTMISEA funds are now nearly expended. RCTA applied for FTA 5339 Bus and Bus Facilities Funding, which is the main source of RCTA bus replacement funds. However, the program as managed through Caltrans is slow in distributing awarded funding. RCTA has been awarded two FTA 5339 grants, both submitted in 2019, and awarded/executed in late 2020. The State 5339 grant was \$165 with a 15% local match. This will be enough to buy one new regional route diesel bus with PTMISEA matching funds. The Federal 5339 was executed in May 2021 and features \$270k but requires a 50% local match, meaning that RCTA will have to provide \$270k in match for a total project cost of \$550k. This purchases (2) of two new replacement buses and rehabilitates two existing regional route buses.

RCTA is in the process of reaching an optimal fleet mix of:

- (5-6) 32-35' Diesel Cutaways for Regional (Route 20 and 199) Route duty
- (5-6) 26' Low-Floor Gasoline & Electric Cutaways for Local Fixed Route and DAR duty
- (2-3) Modified sedans/passenger vans for daily use in Dial-A-Ride duty (includes electric vans)

In 2020, RCTA applied for and was awarded FTA 5310 (Specialized Service for Seniors/Disabled) funds to replace two buses in its Dial-A-Ride/CC Locals fleet. RCTA was approved \$76,700 of these funds to procure one low-floor ARBOC cutaway vehicle in the procurement with Creative Bus Sales, approved by the RCTA Board on 11.22.21. The application for the second vehicle, one small EV sedan or van, was approved, yet RCTA has not ordered the EV van yet due to lack of charging infrastructure and lack of an available Altoona-tested van.

Overall, three new buses have been procured in FY 21/22, but will most likely arrive in late 2022 and effect the capital budget costs in FY 22/23. These include:

- One Large Class E Ford StarCraft Diesel Cutaway to be used for the regional routes, 20 and 199
- Two Medium Class G Low-floor Ford ARBOC to be used for the local Crescent City routes and Dial-A-Ride

A retired 2009 Ford Glaval medium bus was sold Outreach, a local nonprofit organization, to be used for mobile COVID vaccinations.

RCTA holds approximately \$243,000 in unencumbered PTMISEA funds, which are meant for transit rehabilitation, safety or modernization improvement, capital service enhancements, or bus procurements. RCTA's remaining PTMISEA funds are required to be encumbered or invested by June 30<sup>th</sup>, 2023. There are options for using these funds before this deadline, including purchasing a transit vehicle using only or mostly these PTMISEA funds. The best case scenario would be to obtain a federal grant in 2022 and use the last of these PTMISEA funds as local match. Regardless, the buses would need to be ordered by June 2023.

The RCTA fleet of 13 vehicles includes two medium cutaway vehicles which should be prioritized for replacement – a 2012 Chevy ARBOC and a 2015 Ford El Dorado.

Caltrans has encouraged that RCTA's unused LCTOP funds (approx. \$150k) be spent on electrification of the fleet and related infrastructure. Once RCTA is able to fund the construction of its electric bus yard infrastructure and obtain its first electric vehicles, LCTOP should be redirected to other needs, such as bus stops or facilities. RCTA has programmed \$150k in LCTOP to fund the construction of EV charging infrastructure at its Williams Drive bus yard. A planning study was completed using assistance from CTAA to set the stage. However, engineering (Design) is needed to calculate the desired build out capacity of the charging system, needed power upgrades, both before and after the meter, and the optimal layout of the charging stations in the yard, plus the trenching and civil improvements. RCTA will program this engineering work out of LTF in the FY 22-23 Budget. RCTA expects to electrify its local and DAR fleets (6-9 vehicles,) but due to power and range issues, does not expect to replace its regional fleet with EVs.

## F. Free Fare Program for Students & Veterans

RCTA implemented a popular free bus fare program using LCTOP funds in 2019 for students of the College of the Redwoods, Humboldt State University, Del Norte High School, and veterans. Existing LCTOP program funds in the amount of approximately \$45k should sustain the program through FY 22/23. Going forward, a new source of funds will need to be utilized for the free fare program, or the program will need to be downsized given that Caltrans has indicated that remaining LCTOP funds should be used for the electric bus program and that they will not fund the same projects for more than about three consecutive years.

## G. Funding Reserves

At the beginning of this section of financial highlights the significant increase in TDA LTF and the temporary influx of pandemic relief funds are explained. In addition, the following capital funding sources should be considered in the larger discussion of RCTA's spending priorities for the next two fiscal years. It should also be noted that Federal (non-emergency) funding sources 5311 & 5311 (f) have been growing slightly and are expected to continue at a modest rate.

Proposition 1B included the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) for transit rehabilitation, safety or modernization improvement, capital service enhancements, or expansions including bus procurements. This program is ended, but RCTA currently holds approximately \$593k in reserve, \$350k of which is encumbered as local match to federal funds for the three aforementioned transit vehicles currently being procured. The remaining \$243k PTMISEA funds are required to be encumbered or invested by June 30<sup>th</sup>, 2023. There are options for using these funds before this deadline, including purchasing a transit vehicle using only or mostly these PTMISEA funds. One advantage to this situation is that a non-federally funded vehicle could potentially be used for CTSA services.

State of Good Repair (SGR) funding was approved under SB1 and is used to repair and replace transit vehicles, infrastructure, and improve service. There is

currently \$114k in SGR funds in reserve, with an expected approximate allocation of an additional \$42k per fiscal year. RCTA has used this funding for bus stop improvements since the program's inception, but starting in FY 22/23 staff will program these funds to bus replacements going forward.

There is a current reserve of \$150k in LCTOP funds for construction and/or vehicle purchase of electric bus related costs. LCTOP is allocated based on population and percentage of local transit agency fare revenues to all transit fare revenues in the state. RCTA's LCTOP funding allocation declined to only \$28k in FY 20/21, due to the effects of the pandemic on ridership levels. This amount rebounded to an allocation of approximately \$69k in FY 21/22. The table below conservatively estimates that this allocation will remain level. Caltrans has encouraged that RCTA's unused LCTOP funds be spent on electrification of the fleet and related infrastructure. Once RCTA is able to fund the construction of its electric bus yard infrastructure and obtain its first electric vehicles, LCTOP should be redirected to other needs, such as bus stops or facilities.

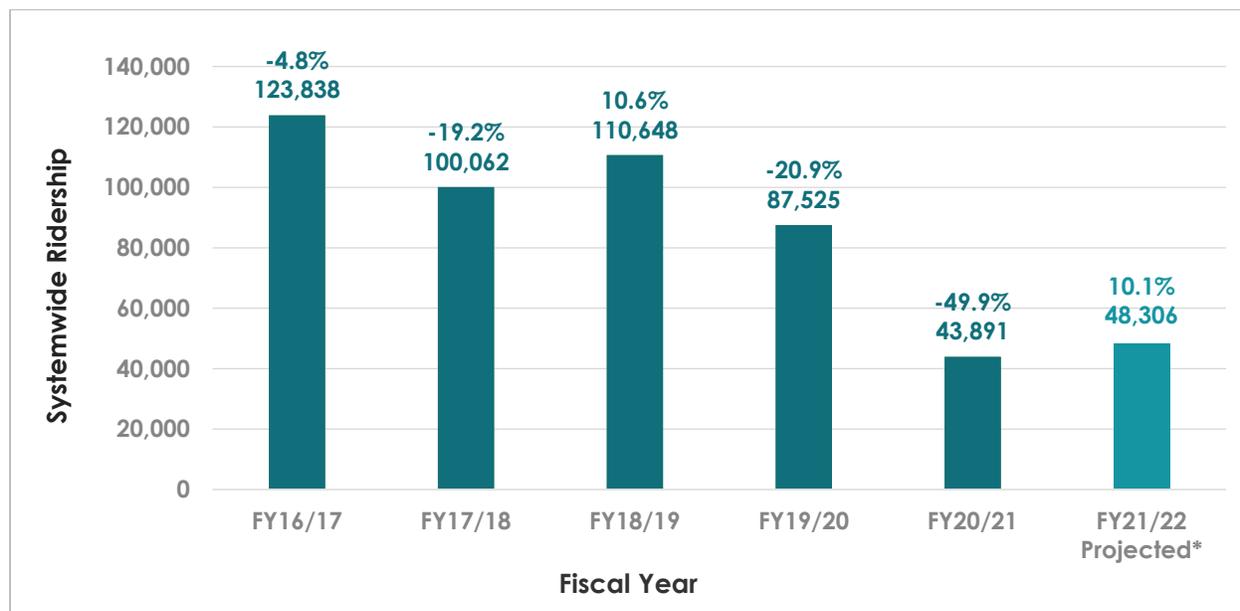
### III. Service Plan

#### A. System Overview & Performance

The RCTA Annual Report for Fiscal Year 2020/21, presented to the Board at the January 2022 meeting, provides detailed system performance data history, including the devastating effects of the pandemic. This section identifies selected relevant highlights from the Annual Report and incorporates high-level systemwide data from the first half of FY 21/22, which are used as a basis for projection of the total fiscal year. Observations taken from these projections include:

- Systemwide ridership rebounded slightly from the previous year, at a projected 10% increase, however this may be an over projection based on the reduced winter schedule.

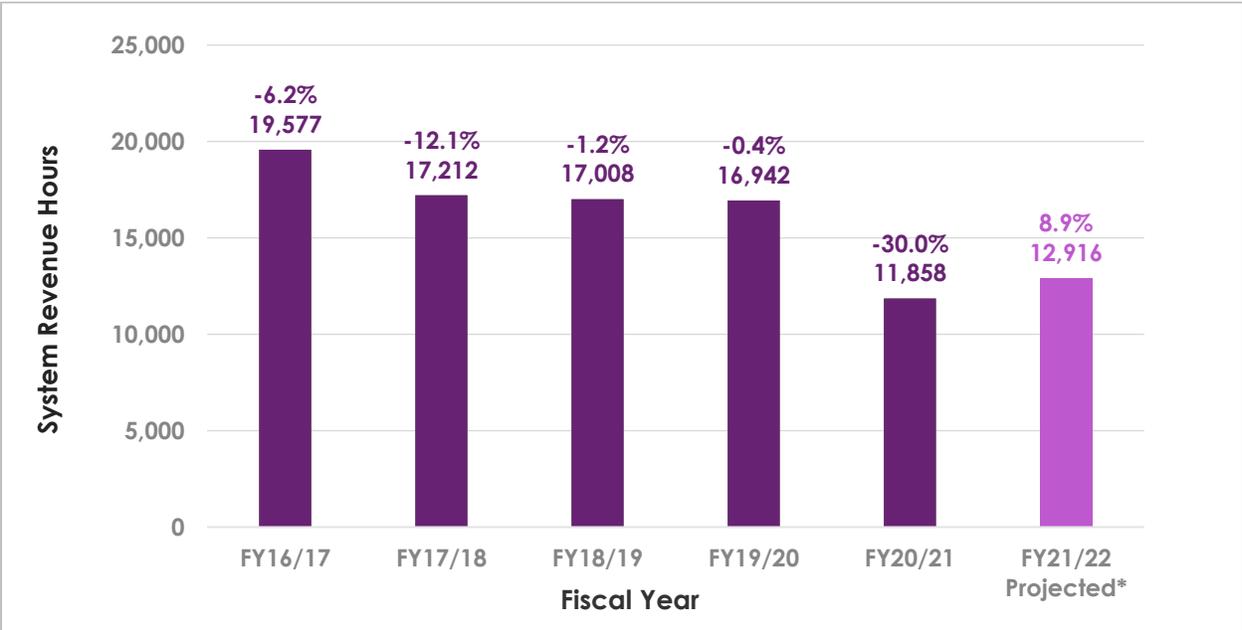
**Figure 5: Systemwide Ridership**



\* Projection for full fiscal year based on actual ridership levels from July through December 2021.

- Systemwide revenue hours increased from the previous year. At this point in time, most of all pre-pandemic service has been reinstated.

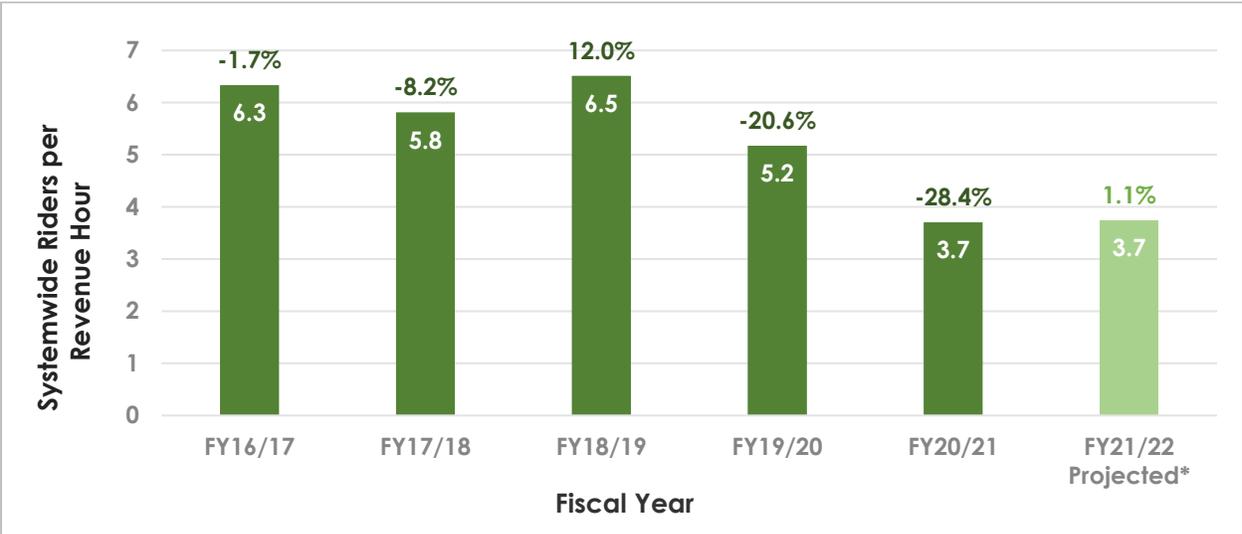
Figure 6: Systemwide Revenue Hours History



\* Projection for full fiscal year based on actual ridership levels from July through December 2021.

- Systemwide riders per revenue hours may hold steady from the previous year.

Figure 7: Systemwide Riders per Revenue Hour History



\* Projection for full fiscal year based on actual ridership levels from July through December 2021.

## B. Potential Service Improvements

This section describes potential improvements to RCTA's fixed route service. The following table provides the approximate additional costs of each service increase. The following costs assume:

- Costs are based on the estimated amount of additional revenue service hours and revenue service miles:
  - Per the First Transit Contract, additional service costs are simply based on a set rate per revenue hour, within a range of 10% of a base number of service hours, which is 14,593 per calendar year. Changes above this range of hours are subject to higher rates per hour via contract renegotiations.
  - Service miles + 5% estimated deadhead miles
- Fuel cost per mile is based on RCTA's fuel invoice from December 2021 for FY21/22, with 5% inflation for each subsequent year
- No additional dispatch hours would be needed since the span of service would not be increased

**Table 4: Potential Service Improvement Costs**

	FY 21/22	FY 22/23	FY 23/24
<b>Summer Service - Regional Routes</b>			
Route 199 - Addl. round trip - Summer	\$ 7,862	\$ 8,149	\$ 8,489
Route 20 - Addl. round trip - Summer	\$29,925	\$ 31,034	\$ 32,335
<b>Full Fiscal Year - Regional Routes</b>			
Route 199 - Addl. round trip - All Year		\$ 25,488	\$ 26,488
Route 20 - Addl. round trip - All Year		\$ 97,102	\$ 100,950
Route 20 - 7pm CC to Klamath - All Year		\$ 27,689	\$ 28,707
<b>Additional Morning Service on Local Routes</b>			
Additional Hour of Morning - All Year		\$ 18,448	\$ 19,195

### 1. Seasonal Summer Service Schedule

The 2019 SRTP explored several options for encouraging increased ridership for recreational destinations since the region is home to many State and National

Park locations, which are served by RCTA regional routes 199 and 20, and are a cause of increased travel and economic activity in the summer. This potential service improvement would add a third round trip per day on RCTA's regional routes 199 and 20 during the summer season. Market research and analysis conducted to inform the 2019 SRTP made a strong case for the potential to attract more recreational riders onboard RCTA buses, especially given the location of the RCTA service area.

Increasing the number of daily round trips on routes 199 and 20 would give locals and visitors more options and thus more flexibility in their schedules for exploring the popular parks. This potential service increase would add a late afternoon round trip on route 199 to Gasquet, allowing visitors the option for longer park exploration before returning to lodgings in Crescent City.

Adding a midday trip to route 20 would enable passengers to travel between destinations midday, instead of waiting for the long interval between the current morning and evening runs.

The costs are based on an assumed span of service from Memorial Day to Labor Day, including holidays and Saturdays, but not Sundays. The cost of providing the three trips per day year round are also provided and are significantly higher.

## 2. Restore Early Morning Service on Local Routes

The first and last hour of service, from 7am-8am and 6pm-7pm, was cut on the four RCTA local routes in response to the pandemic. The evening hour has since been reinstated. The table above shows the marginal cost of reinstating the early morning hour of service as well. This has the potential to increase ridership among students and service workers, which are among the first groups to return to in-person attendance at school and work.

Another option for bringing back service is the evening trip leaving at 7pm from Crescent City south to Klamath Monday to Saturday that was cut due to the pandemic. The trip would serve mainly workers returning to the Klamath, offering more opportunity for employment in the later hours. The route would likely need to deadhead on the return to Crescent City.

## IV. CTSA

### A. Current CTSA Context

The Transportation Development Act (TDA) allows up to 5% of Local Transportation Funds (LTF) to be allocated to a Consolidated Transportation Service Agency (CTSA). The purpose of a CTSA is to provide coordination transportation services, public information about an array of transportation options, and technical assistance to community and specialized transportation providers, especially for the benefit of human service clients including people who are elderly, with disabilities, and with low income. In May 2018, the RCTA Board of Directors approved Resolution 2017-18-12, accepting the designation from the DNLTC as the County's CTSA. The general idea at the time that the Resolution was adopted was that RCTA would use the CTSA funds to develop and implement a sustainable ADA Eligibility Determination program and a complementary transit Travel Training program. These two programs are common CTSA functions across the State but are approached differently in each CTSA based on unique local situations. In Del Norte County these two programs were likely to be the most feasible among the variety of CTSA activities given the rural nature of the County, limited amount of funding, and the chosen remote part time managerial model. In addition, travel training programs work well when deployed with ADA Eligibility Determination, as the determination of both eligibility and non-eligibility is a good source of travel trainees.

#### 1. Current Programs – ADA Eligibility Determination & Travel Training

One of the first two programs implemented under the CTSA in January 2020 is an Americans with Disabilities Act (ADA) Eligibility Determination process, lead by RCTA staff. RCTA Dial-A-Ride (DAR) includes both ADA-mandated paratransit service as a compliment to fixed-route service for people with disabilities that prevent them from using regular fixed-route transit, but also allows the general public to use DAR at a higher fare and based on availability with priority given to ADA-eligible trips.

The program was recommended and detailed in the 2019 SRTP to differentiate current and future passengers as ADA-eligible or general public. The program involves a paper application that all new prospective ADA paratransit riders fill out, which is then entered into specialized software that was built to determine ADA eligibility, followed by a telephone interview (if necessary) conducted by RCTA administration staff.

The second CTSA program, which was developed in detail and recommended for immediate implementation in the 2019 SRTP, was a Travel Training program to assist passengers, especially older adults, in learning to use the RCTA system. RCTA developed travel training materials and incorporated the program into the prior contract with First Transit.

RCTA purchased software to support both programs and hardware for printing the ID cards. However, the effects of the pandemic halted and shelter in place order halted the travel training program was halted and dramatically reduced the number of new RCTA ADA applications, with only 22 applications through June 30, 2021, with 21 approved and 1 denied.

As the pandemic wanes and people begin to travel more, both the ADA Eligibility Determination and Travel Training programs are expected to be utilized more.

## **B. Potential CTSA Programs**

### **1. Service to Medford**

An onboard survey of 149 RCTA passengers, conducted in 2017, found that service to Grants Pass/Medford, Oregon was 12% of respondents' most desired improvement to RCTA service. Since this survey was conducted, RCTA has heard anecdotally that the preferred location for higher level shopping and extensive medical specialty care has shifted from Eureka to Medford/Grants Pass, especially given that Oregon doesn't have sales tax. It is possible to take the Oregon DOT POINT bus system from Crescent City to Medford, but the trip can only be made one-way in a day, requires two transfers, takes 3.5 hours, and costs \$18.

**Table 5: Potential New CTSA Service Costs**

	FY 22/23 Projected	FY 23/24 Projected
<b>Service to Medford</b>		
Round Trip to Medford 1xWeek - All Year	\$ 33,768	\$ 35,046
Round Trip to Medford 2xWeek - All Year	\$ 67,535	\$ 70,093

The service assumptions are that one driver would begin picking up passengers from the Cultural Center in the morning, make a few stops along the way in Crescent City, stop in Grants Pass, then bring passengers to key medical and shopping destinations in Medford. The driver would then wait in Medford for a three to four hour window so that people could complete their activities. Then the driver would begin the trip back in reverse. The one-way distance from the Cultural Center to Medford is about 130 miles and 2.5 hours (without stops). Given the time for a small number of stops and the window for passenger activities in Medford, the round trip in one day would be about 273 miles round trip in fuel costs. Assuming 5% of deadhead miles and a slight addition for stops, equating to about 273 miles round trip in fuel costs. Implementation of this service would incur additional costs under both the First Transit operations contract based on the additional revenue hours and fuel costs under separate contract.

A feasibility study and needs assessment should need to be undertaken to first determine if there is sufficient demand to justify the service costs. The Del Norte Healthcare District is interested in partnering with RCTA and in helping to fund such a study and potentially the service itself. The study would likely cost around \$40k-\$50k total and could occur in FY 22/23. Depending on the results of the study, service to Medford could begin as early as the end of FY 22/23.

## 2. Mobility Management & Increased Coordination

A core purpose of CTSA is to coordinate with local community and specialized transportation providers and to provide technical assistance to these providers. This coordination enables them to present riders with a wider array of mobility options and to improve the quality and utilization of these services.

The 2019 SRTP recommended building on the Social Service Transportation Advisory Council (SSTAC) as a first step to increase coordination among local

mobility service providers. The role of the SSTAC is to represent the needs of older adults, people with disabilities, and people with low incomes regarding transit matters. The members include representatives of social service organizations, community services, the Senior Center, College of the Redwoods, the Yurok Tribe, and RCTA.

The SSTAC has historically met once a year to determine and prioritize the County's unmet transit needs that are reasonable to meet. Recently, the decision was made to meet more frequently on a quarterly basis to enable ongoing information sharing between RCTA, DNLTC and local Social Service agencies, and engagement regarding mobility to better serve shared and new customers. Additional meetings could focus on various topics, including all of the planned and potential CTSA programs described in the CTSA chapter of the 2019 SRTP. Members could share information about their successes and issues they face. In addition, the various Non-Emergency Medical Transportation providers could be invited to the SSTAC meetings on an ongoing basis in order to share information and discuss challenges and opportunities.

A second Mobility Management activity could be for RCTA to offer technical assistance to the handful of other local transportation providers, if there is a need. Technical assistance could be provided for program management and delivery, as well as obtaining funding. The level of technical assistance offered would necessarily be limited by the available staff time budget.

Many counties and jurisdictions have implemented Mobility Management Centers, some through their CTSA's. Mobility management includes many different activities, but a key component of a Mobility Management Center is the gathering and sharing of information about an array of available transportation options in the region. Many counties have done this by establishing a "One Call One Click" program, which enable customers to make one phone call or search one website to receive information about all transportation services available in the community.

As a first step, RCTA would need to gather information about the handful of other available transportation services in the region, including social service transportation and older driver safety resources. This information would need to be updated on a regular basis and would require coordination with other

service providers. This information could be included on the RCTA website and provided over the phone through the existing RCTA dispatch function.

The costs for conducting these Mobility Management activities would consist of staff time and are already included under the operations and management contracts. No additional costs would be incurred unless an outside contractor is needed to build improve on the current website or build an additional one-click website. There is also the potential to use CTSA funds to market the new services locally, which would be nominal.

### C. CTSA Funding

Table 6 shows the actual and estimated maximum allocations from LTF funds for CTSA activities by fiscal year. The assumed CTSA activity costs are split amongst both the Administrative Management contract and the Operations and Maintenance (First Transit) contract.

It should be noted that the allowable allocation of 5% of LTF funds for the CTSA is a maximum amount. Any funds not claimed for new services would simply stay in the larger pot of LTF funds and then be allocated to RCTA for general services.

**Table 6: CTSA Allocation FY 18/19 to FY 21/22**

FY	CTSA
18/19	\$10,000
19/20	\$32,673
20/21	\$38,164
21/22 Est.	\$44,866
22/23 Est.	\$50,274

## V. Financial Plan Detail

The following pages show a draft budget for the current fiscal year estimated costs and revenues (FY 21/22) and projects operating costs and revenues for fiscal years 22/23 and 23/24. The first notes column describes the assumptions for the FY21/22 estimates and the second notes column describes the assumptions for the predicted costs and revenue amounts.

	Avail. entering FY21/22	FY 21/22 Estimated	FY 22/23 Projected	FY 23/24 Projected	Assumptions FY 21/22	Assumptions - Projections
<b>OPS INPUTS</b>						
<b>First Transit Rates per Revenue Hour</b>						
		\$ 29.13				
		\$ 37.82				
			\$ 38.41	\$ 39.75		
<b>Fuel Costs per Revenue Mile</b>						
		\$ 0.48	\$ 0.50	\$ 0.53	Dec 2021 Fuel invoice	5% inflation
<b>OPERATING REVENUE HOURS - BASE</b>						
		<b>13,687</b>	<b>14,693</b>	<b>14,693</b>	14693, based on Joe comment & FT Contract	
<b>Local, Regional, DAR</b>						
		8,660	9,726	9,606	Based on actuals from 07/21-12/21	
		4,487	4,487	4,487	Based on Nov 2021 VSH - per Joe	
<b>CTSA Ops</b>						
		540	480	600	Calculated below	
					40/mo in FY22/23, 50/mo in FY23/24	
<b>OPERATING REVENUE MILES - BASE</b>						
<b>Local, Regional, DAR</b>						
		135,551	135,551	135,551	Based on Nov 2021 VSM - per Joe	
		152,561	152,561	152,561		
<b>OPERATING COSTS</b>						
<b>OPERATING COSTS - BASELINE</b>						
		<b>\$ 42,500</b>	<b>\$ 43,775</b>	<b>\$ 45,088</b>		
		\$ 1,000	\$ 1,030	\$ 1,061	From adopted budget	
		\$ 3,500	\$ 3,605	\$ 3,713	From adopted budget	
		\$ 3,000	\$ 3,090	\$ 3,183	From adopted budget	
		\$ 9,000	\$ 9,270	\$ 9,548	From adopted budget	
		\$ 5,000	\$ 5,150	\$ 5,305	From adopted budget	
		\$ 1,000	\$ 1,030	\$ 1,061	Only for audit printing	
		\$ 15,000	\$ 15,450	\$ 15,914	Direct costs	
		\$ 5,000	\$ 5,150	\$ 5,305	Direct costs	
		\$ 36,000	\$ 37,080	\$ 38,192	From adopted budget	
		\$ 98,761	\$ 101,724	\$ 104,776	Actual total contract amt, plus direct	
		\$ 75,761	\$ 78,034	\$ 80,375	Contract amt minus marketing & CTSA	
		\$ 20,000	\$ 20,600	\$ 21,218	From adopted budget	
		\$ 3,000	\$ 9,017	\$ 9,288	Lowered per actual estimated hours spent	
		\$ 1,169,846	\$ 1,432,960	\$ 1,489,553		
		\$ 289,894	\$ 373,560	\$ 381,775	Total service hours based on FT contract per Joe	
		\$ 150,216	\$ 172,361	\$ 178,352	Based on Nov 2021 rev hrs per Joe	
		\$ 18,095	\$ 18,437	\$ 23,847	\$1504 in Jul-Dec 2021 FT Bills. 40hrs/mo. for Jan-Jun 2022	
		\$ 711,642	\$ 868,602	\$ 905,580	2021 based on Nov billing file	
		\$ 32,000	\$ 20,000	\$ 45,000	Transit hub study	
		\$ 32,000		\$ 45,000	Normal SRTP 5-year update	
		\$ 20,000	\$ 20,000		CTSA Medford Feasibility Study	
		\$ 138,316	\$ 145,232	\$ 152,494		
		\$ 65,075	\$ 68,329	\$ 71,745	Based on Nov 2021 Service Miles, Dec cost/mile, +5% deadhead, x 12 months	
		\$ 73,241	\$ 76,903	\$ 80,748	Based on Nov 2021 Service Miles, Dec cost/mile, +5% deadhead, x 12 months	
<b>TOTAL OPERATING COSTS - BASELINE</b>						
		<b>\$ 1,517,423</b>	<b>\$ 1,780,771</b>	<b>\$ 1,875,103</b>		



		Avail. entering FY21/22	FY 21/22 Estimated	FY 22/23 Projected	FY 23/24 Projected	Assumptions FY 21/22	Assumptions - Projections
<b>CAPITAL COSTS</b>							
<b>Fleet</b>			\$ -	\$ 800,000	\$ 647,094		
40620-00	Rehab two buses			\$ 100,000			
40620-00	Bus Replacement			\$ 550,000	\$ 447,094		
40620-00	Electric Bus Project - infrastructure			\$ 150,000	\$ 200,000	\$150k in LCTOP, plus need to use all PTMISEA in FY 22/23. Plus electric engineering.	Estimate for vehicle/infrastructure
<b>Transit Ops Facility Improvements</b>			\$ 35,020	\$ 45,000	\$ 50,000		Estimate
40610-200	Already spent per GL 3.2.22 as of 2/28/22		\$ 23,220				Projection included in total
40620-411	Radio System Improvements		\$ 1,800				Projection included in total
	Additional facility improvements		\$ 10,000			Extra per Joe	
<b>Bus Stop Improvements/Passenger Amenities</b>			\$ 38,115	\$ 106,021	\$ 42,022		
40610-500	Bus Stop Shelters and Signage		\$ 38,115	\$ 40,021	\$ 42,022	5% inflation	
40610-200	Mobile Transit Center Kiosk (eng and purchase)			\$ 66,000			
<b>TOTAL CAPITAL COSTS</b>			\$ 73,135	\$ 951,021	\$ 739,116		
<b>CAPITAL REVENUES</b>							
<b>State</b>							
CAP	Proposition 1B PTMISEA			\$ 593,000		\$350k encumbered for buses, of which \$276,852 as match in procurement 11.22.21	Must be encumbered/invested by 6.30.23 - probably use for a bus
CAP	SB-1 State of Good Repair		\$ 38,115	\$ 40,021	\$ 42,000	From GL 02.22. No expenditures in FY21/22 yet.	Expected allocation of \$42k/year - board wants to use for bus local match
CAP	Low Carbon Transit Operations Program (LCTOP)		\$ -	\$ 70,000	\$ 250,000	For Electric Bus program only	
	5339			\$ 165,920	\$ 100,000	Per agreement 01516	Estimate per conversation
<b>Federal</b>							
CAP	5339			\$ 196,448	\$ 200,000		2 buses + 2 rehabs (per agreement 01465 and procurement in 11.22.21)
CAP	5310			\$ 76,700	\$ 100,000		per agreement 01220 - but only for one bus, per procurement 11.22.21
FLEX	TDA LTF		\$ 35,020		\$ 147,116		
<b>Total Capital Revenues</b>			\$ 73,135	\$ 1,142,089	\$ 839,116		
<b>CAPITAL FUND BALANCES - Year End</b>							
<b>State</b>							
CAP	Proposition 1B PTMISEA	\$ 593,000	\$ 593,000	\$ -			
CAP	SB-1 State of Good Repair	\$ 114,506	\$ 114,506	\$ 154,527	\$ 196,527		Expected allocation of \$42k/year - board wants to use for bus replacement going forward
CAP	LCTOP - Electric Bus Program	\$ 150,000	\$ 150,000	\$ 220,000	\$ 470,000	For infrastructure	For Electric Bus infrastructure
<b>Total Capital Reserves</b>		\$ 857,506	\$ 857,506	\$ 374,527	\$ 666,527		

May 23, 2022



**MEMO TO:** Board of Directors

**FROM:** Joe Rye, General Manager

**SUBJECT:** Approval of Implementation of June 2022 Summer Service Changes

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**RECOMMENDATION:**

Approve the staff recommended June 2022 Summer Service changes.

**BACKGROUND:**

In recent years, RCTA has not been static, but rather has made adjustments each year based upon changing dynamics such as funding fluctuations, challenges with route operations, low ridership, pandemics, etc. Services cut were targeted for reduction due to low productivity. Here is a quick history of recent service changes:

<u>Date</u>	<u>Nature of Service Change</u>	<u>Result</u>
July 2016	routes modified, stops moved on-time performance problems	OTP improved, driver breaks protected and built reserves
July 2017	cut route 10, reduced hours on locals, reduced Saturday locals	½ day trips now possible
July 2018	reallocated late night Arcata trip (Route 20) to mid-day	improved ridership
July 2018	re-routed regional routes (20, 199) to serve College/HS	improved ridership
August 2019	re-routed early AM service, added PM 300, to/from CR/HS	reduced service hours 33%
April 2020	cut all Saturday service, shortened PM service, cut regional trips	little ridership gains
Fall 2021	reinstated Route 300, added 300PM, reinstated Saturday service	

**Discussion**

At the April 25<sup>th</sup>, 2022 Board Workshop, staff presented an overview of RCTA’s positive financial picture, and how said position applies pressure upon the agency to reinstate some services cut at the beginning of the pandemic. This urge to reinstate is tempered by the severe bus operator shortage impacting the country since the pandemic began, which locally caused an unplanned service reduction this past winter. A discussion also was had about how RCTA may want to provide its highest service levels in the Summer, as summer is the peak season for tourism and recreation in our region. Having a robust summer schedule also takes a conservative approach to service reinstatement, which might prove wise considering the lingering pandemic impacts.

Staff presented five different cut trips/services that RCTA may want to reinstate effective June 2022 for a Summer Schedule, assuming operators are available:

Proposed Service Changes – In Order of Staff Priority

- 1) Reinstate the 7-8am Weekday CC Locals and DAR Service cut December 2021 – *done, May 23, 2022*
- 2) Reinstate the evening Route 20 Trip between Crescent City and Klamath cut in April 2020
- 3) Reinstate the third (late afternoon) Route 199 trip between CC and Gasquet cut in April 2020
- 4) Reinstate the second (midday) Route 20 trip between CC and Arcata cut in April 2020

Summer Service Change	Seasonal Revenue Hours	Marginal Revenue Hour Rate	Annual Fuel Costs (\$6/gal)	Total Annual Cost Increase
Resume Crescent City Local and DAR Service between 7-8am on weekdays. This hour of service was an unplanned reduction in December 2021 (driver shortage). <i>Reinstates all year long.</i>	255 (1 hours/day x 255 annual weekdays)	\$38.41/hour per CY 2022 First Transit contract labor hourly rates	\$12/hour	\$12,855
Reinstate Evening Southbound trip of Route 20 between Crescent City and Klamath. <i>Reinstates all year long.</i>	309 (1.5 hours/day x 309 service days, all year w/ Saturdays)	\$38.41/hour, same as above	\$12/hour	\$15,577
Reinstate late afternoon trip of Route 199 between CC and Gasquet and reinstate Saturday 199 (summer only)	174 (1.5 hrs per 64 weekdays plus 6 hrs/Saturday x 13 summer Saturdays)	\$38.41/hour, same as above	\$12/hour	\$8,772
Restore midday southbound trip of Route 20 between CC and Arcata, including Klamath Glen, M-Saturday (summer only)	385 (5 hours/day x 77 service days, incl. 13 Saturdays)	\$38.41/hour, same as above	\$12/hour	\$19,408
Suspend Route 300 for Summer (only, it returns for schooldays in August)	-128 (2 hours/day x 64 weekdays)	\$38.41/hour, same as above	\$12/hour	No budget impact, never planned for summer service
Totals	+1,123	\$38.41/hour	\$12/hour	\$56,611

First

Transit has conveyed to RCTA that they continue to have a difficult time attracting drivers in spite of major improvements in First Transit RCTA wages and implementation of generous sign-on bonuses for new hires. However, First has indicated confidence in the ability to staff these four service reinstatements by June 6<sup>th</sup> for at least the 2022 Summer Schedule. At the next RCTA Board Meeting (late July) staff will present options for the “Off Season” Schedule that will balance productivity and fiscal health with demand, and driver availability.

### Recommendation

Staff recommends approval of the 2022 Summer Service Changes.

May 23, 2022

**MEMO TO:** Board of Directors

**FROM:** Joe Rye, General Manager

**SUBJECT:** Approve Resolution 2021-22-08 Approving Amendment #1 to RCTA Fiscal Year 2021-22 Budget to Modify Revenues and Expenditures for Various Line Items



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**RECOMMENDATION:**

That the Board approve Resolution 2021-22-08 approving Amendment #1 to RCTA's Fiscal Year 2021-22 Budget to modify revenues and expenditures for various line items and capital projects.

**BACKGROUND:**

In the RCTA FY 2021-22 Budget, RCTA did its annual best guess at revenues and expenditures. This process is tricky at best, especially during the COVID-19 pandemic. Amendment #1 will adjust revenues and expenditures, mostly in the capital projects section, and update some revenue projections based on actuals through the first 9 months of the fiscal year.

This budget amendment will move an unneeded \$36,000 from two lines in the operating budget (20230 and 20239) to lines 20231 (Services) and 20237 (Planning and Marketing Services) which were underbudgeted to handle the Cultural Center Hub and Mini-SRTP Planning Projects delivered in late FY 2021-22, and the RCTA investment in Far North FIMP AVL/CAD updates (Swiftly, Trillium GTFS Real-Time, Interactive Maps) initiated mid-fiscal year.

- Funds will be moved from one capital project that was not delivered to another capital project that was over-delivered in FY 2021-22: \$22,000 will be moved from 40610-200 (Mobile Kiosk) to 40610-500 Bus Stops to allow a larger order of Simme Seats (bus stop seats) than the original FY 2021-22 Budget would allow.

In working on the budget with the Auditors Office, it appears this is all that needs adjustment to prevent any single line in the RCTA budget from going over by the end of FY 2021-22.

Attachment 1: Resolution 2021-22-08 Approving Amendment #1 to 2021-22 Budget

Attachment 2: RCTA Del Norte County Budget Transfer Form – May 23<sup>rd</sup>, 2022

**RESOLUTION NO. 2021-22-08**

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION  
APPROVING AMENDMENT #1 TO FISCAL YEAR 2021-22 REDWOOD COAST  
TRANSIT AUTHORITY BUDGET**

WHEREAS, there is a need from time to time to amend an adopted budget to reflect changed conditions and dynamic project delivery schedules and revenue streams; and

WHEREAS, the transit services in Del Norte County are successful programs; and

WHEREAS, Redwood Coast Transit Authority provides public transportation services on a dial-a-ride and on a fixed-route basis to the citizens of Del Norte County; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the most recent Short Range Transit Plan and approved 2020 Del Norte Regional Transportation Plan; and

WHEREAS, the available funds include Local Transportation Fund estimate of \$860,772 and State Transit Assistance Fund estimate of \$198,330, plus various federal and other state funding; and

WHEREAS, RCTA staff and the Board have identified the optimal mix of operating projects and capital projects to be delivered in Fiscal Year 2021-22 based upon transit needs in the service area, available funds to the agency, and staff resources available to manage and deliver projects.

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA Board of Directors hereby adopts the attached Amendment #1 to the Fiscal Year 2021-22 Budget and directs the General Manager to manage the transit system according to and in compliance with the funding allocated herein for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2021-22 and the delivery of various capital projects.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 23<sup>rd</sup> day of May 2022 by the following polled vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
 , Chair  
 Redwood Coast Transit Authority

ATTEST:

\_\_\_\_\_  
 Joseph Rye, General Manager  
 Redwood Coast Transit Authority





May 23, 2022

**MEMO TO:** Board of Directors

**FROM:** Joe Rye, General Manager

**SUBJECT:** Adopt Resolution 2021-22-09 Approving Fiscal Year 2022-23 RCTA Budget



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**RECOMMENDATION:**

Adopt resolution 2021-22-09 approving the Fiscal Year 2022-23 RCTA Budget.

**BACKGROUND:**

The last two years have posed unusual challenges relating to the Coronavirus pandemic. RCTA proactively reduced service at the pandemic onset to match vanishing demand, and uncertain (at the time) future federal pandemic support funding. While there has been a series of restoration and setbacks, overall RCTA has not realized a return of its pre-pandemic ridership, but yet enters FY 2022-23 in strong financial position and ready to reinstate service carefully. RCTA must balance service restorations with low demand and dynamic bus driver shortages.

One-time federal support for public transit agencies added up to over \$1.7M for RCTA but spending the funds is still an evolving challenge, as Caltrans has to approved requests for reimbursement. Initially Caltrans took a hardline stance that only direct COVID-related expenditures and revenue losses could be covered by the federal assistance. That has loosened some in 2022, but it is still unclear if Caltrans will simplify the mechanism to claim this \$1.7M. Ideally, a simple request for reimbursement approach of covering a percentage of operations costs (labor and fuel) will become accepted by Caltrans and allow RCTA to simply claim a percentage of its operating costs each year (\$300-500k per year) and use these funds to cover operating costs, allowing RCTA to use more of its TDA LTF money for capital project shortfalls.

RCTA reinstated several lost services in FY 2021-22, even with the pandemic lingering on. Route 300 was restored in August 2021, and a PM trip added for better school bell time service. Saturday services were restored in October 2021 (after 18 months in suspension). However, an unforeseen shortage of drivers (a national phenomenon) caused RCTA to make a minor reduction in service in December 2021, some of has only been reinstated recently. RCTA now plans to experiment with a Summer Schedule, where Route 300 goes into its annual summer suspension, while RCTA brings back its full, pre-pandemic levels of service on the Regional Routes (20 and 199). RCTA Regional Routes benefit most from recreation travel demands. It is anticipated that in September, for the "Off Season Schedule" RCTA will reduce some regional service while restoring the Route 300 for the next school year.

The majority of RCTA's funding, TDA LTF (Transportation Development Act Local Transportation Funds) is population and economic activity based and was expected to be hard hit by the

COVID-19 pandemic. Surprisingly, TDA LTF projections at the local level, and around the state, never fell, but rather surged during the pandemic. RCTA's Mini SRTP Update did research with State experts in taxation revenues, and the consensus was that TDA LTF statewide has received a boost from better capture of internet e-commerce sales taxes. The SRTP Update predicts that RTCA can rely upon this new, higher level of TDA funding going forward. The FY 2022-23 TDA LTF projections produced by the County Auditor *predict a record high level of TDA LTF.*

## **DISCUSSION:**

Highlights of the FY 2022-23 Draft Budget include:

- Restoration of much service cut in April 2020, especially in the new Summer Schedules.
- Fares are projected to rebound slightly, they are far lower than before the pandemic.
- Up to 5 additional buses (3-5 new, possibly 2 rehabs), which assumes the three replacement buses ordered (after delays) in FY 2021-22 arrive in FY 2022-23. The fate of an 2019 grant to rehabilitate two older RCTA buses remain in Caltrans hands, RCTA would like to use the money to simply replace these buses at this point. Caltrans will either allow 2 additional new buses, or RCTA will rehab buses 292 and 293 in FY 22-23. RCTA continues to apply for bus replacement funds, if any are awarded in FY 2022-23, RCTA can do a budget amendment while placing an order. This is a likely scenario.
- Includes the last of RCTA PTMISEA (2006 Bond Measure) money for bus replacements and/or facility projects at the Williams Drive bus yard (yard gravel, etc.). Caltrans has ruled that the last of all statewide PTMISEA must be encumbered, or spent in FY 22-23.
- Includes \$166,000 in LCTOP funds to advance the Electric Bus Project by obtaining engineering services, bid plans and specs, and to cover some of the construction costs to upgrade the RCTA Williams Drive electric service to be capable of bus charging, and to purchase and install charging equipment around the yard. This project will start in FY 2022-23 but may very well continue to construction completion in FY 2023-24.
- Includes \$175,000 in funds to design and construct infrastructure improvements at the preferred new site for RCTA's future Transit Hub. This will include engineering service to analyze the conditions of the City-owned lot, design parking lot improvements needed to begin using the facility as a Transit Hub, and construct pavement and driveway/island renovation to allow RCTA to start utilizing the facility. The RCTA Board received a presentation on various sites in the Front Street area that could become transit hubs, and indicated a preference for a City-owned parking lot on Front between H and I Streets. The mobile kiosk option may still be deployed as an initial way of setting up a staffed presence at this new location, but that is yet to be determined. These funds will allow the lot to be brought up to usable condition and pay for renovation of a retired RCTA bus or acquisition of some other mobile kiosk type asset.
- A small contingency to pay for major component failures (bus engines, transmissions, or differentials, etc.) which are RCTA's contractual responsibility under the contract.

Attachment 1: RCTA Draft Final FY 2022-23 Budget

**RESOLUTION NO. 2021-22-09**  
**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION**  
**APPROVING THE FISCAL YEAR 2022-23 REDWOOD COAST TRANSIT AUTHORITY BUDGET**

WHEREAS, there is need for moderately low or low-priced transportation in Del Norte County; and

WHEREAS, the transit services in Del Norte County are successful programs; and

WHEREAS, Redwood Coast Transit Authority provides public transportation services on a dial-a-ride and on a fixed-route basis to the citizens of Del Norte County; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the most recent Transit Development Plan and approved 2020 Del Norte Regional Transportation Plan; and

WHEREAS, the available funds include Local Transportation Fund estimate of \$955,212 plus \$50,274 for CTSA Activities and State Transit Assistance Fund estimated at \$265,609, plus various federal and other state funding, including approximately \$374,264 in CARES Act funds ; and

WHEREAS, RCTA staff and the Board have identified the optimal mix of operating projects and capital projects to be delivered in Fiscal Year 2022-23 based upon transit needs in the service area, available funds to the agency, and staff resources available to manage and deliver projects.

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA Board of Directors hereby adopts the attached Fiscal Year 2022-23 Budget and directs the General Manager to manage the transit system according to and in compliance with the funding allocated herein for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2022-23 and the delivery of various capital projects.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 23<sup>rd</sup> day of May 2022 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
, Chair  
Redwood Coast Transit Authority

ATTEST:

\_\_\_\_\_  
Joseph Rye, General Manager  
Redwood Coast Transit Authority

	FY 21-22 Adopted Budget	FY 21-22 year-end Projected	FY 22-23 Draft Budget	Notes
<b>REVENUE</b>				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$90,000	\$53,333	\$55,000	projections based on end of January 2021 actuals
5311(f) Route 20 Passenger Fares	\$60,250	\$17,644	\$25,000	1 pandemic ridership loss still remains
Auxilliary Transportation (Advertising) Revenue	\$15,000	\$ 2,000	\$10,000	1 pandemic ridership loss still remains 2 lost major advertiser in late FY 21-22, may not be able to fully replace
<i>Local Cash Grants &amp; Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$860,722	\$860,723	\$955,212	3 keeps growing, e-commerce driving, assumes funds coming in at Auditor target
TDA Article 4.5 Local Transportation Fund CTSA	\$0	\$0	\$0	4 CTSA has its own fund account and budget, effective FY 21-22
<i>State Cash Grants &amp; Reimbursements</i>				
State Transit Assistance	\$198,330	\$220,667	\$265,609	5 STA rebounded after a brief pandemic drop
Proposition 1B PTMISEA (carryover balance)	\$553,942	\$ 243,000	\$243,000	6 this \$243 is net the encumbrance for 3 buses to arrive FY 22-23, must encumber this \$ on additional buses in FY 22-23
SB-1 State of Good Repair (bus stops fund balance)	\$114,506	\$ 114,506	\$64,506	7 this assumes \$50k buy in June 22 for simme seats/posts, from \$114 fund balance
SB-1 State of Good Repair (bus replace fund balance)	\$0	\$ -	\$43,487	8 FY 22-23 new allocation - now dedicated to bus replacement program, will likely rollover to FY 23-24
Low Carbon Transit Operations Program (LCTOP)	\$29,552	\$15,000	\$15,000	9 last of the old free bus program only, should be enough for free fares in FY 22-23, other LCTOP is capital (EV Project)
LCTOP (Capital - Electric Bus)	\$97,262	\$0	\$166,346	10 rollover fund balance for Electric Bus Project, plus FY 22-23 allocation of \$69,084
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$179,831	\$173,199	\$233,780	these federal rural operating funds grew recently, likely due to fed infrastructure spending
Section 5311 - CARES Act/CRRSSA Operating	\$251,300	\$231,000	\$374,264	11 target for applying for operating assistance, spreading \$1.7M in COVID funds over 5 years
Section 5311-F Operating	\$160,000	\$173,199	\$279,970	unexpected increase in this fund, tied to growth in 5311 overall rural transit funding, could drop in future
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$260,000	reimbursement based, bus order of Feb 2022 should arrive in FY 22-23, if more 5339 awarded, amend budget
Section 5310 Capital (discretionary)	\$158,000	\$0	\$186,116	reimburse based, \$158k for 2 buses, (1) to arrive in FY 22-23,(1) electric bus delayed, \$22k for DAR software module
TDA Reserves Allocation to Operating	\$ -	0	\$0	no reserves used for operating
<b>TOTAL REVENUE</b>	\$3,028,695	\$2,157,572	\$3,177,290	
<b>TOTAL OPERATIONS REVENUE</b>	\$1,815,433	\$1,785,066	\$2,213,835	
<b>TOTAL CAPITAL REVENUE</b>	\$1,116,000	\$372,506	\$963,455	
<b>OPERATING EXPENSE</b>				
20200 Memberships & Dues	\$ 1,000	\$ 992	\$1,030	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$ 3,500	\$ 1,000	\$3,605	includes CalACT Purchasing Coop fees for FY 21-22 buses that will arrive in FY 22-23
20221 Printing	\$ 3,000	\$ 49	\$3,090	
20235 Accounting Services and Audits	\$ 9,000	\$8,900	\$9,270	
20239 CTSA Program Expenses	\$ -	\$0	\$0	CTSA expenses under Fund 691
20237 Marketing & Planning Expenses	\$ 20,000	\$40,000	\$20,600	12 includes hours from Admin spent on marketing, no major planning projects scheduled for FY 22-23
20236 Legal Services	\$ 5,000	\$2,500	\$5,150	expect some charges to here by year's end, may need to increase if RCTA changes legal rep
20170 Transit Technology Systems & Software (AVL,Wifi)	\$ -	\$0	\$40,000	13 Swiftly AVL (\$17,179), o/b wifi data charges (\$5760), FIMP ongoing CC processing charges (\$5420), Trillium GTFS (\$6485)
20233 Management Contract	\$ 99,000	\$77,620	\$78,034	coming in under, some costs go to marketing and CTSA
20242 Operations and Maintenance Contract	\$ 725,272	\$603,763	\$968,034	includes reinstatement of some services, new expanded summer schedule, new labor rates
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$ 529,248	\$561,401	\$446,489	includes reinstatement of some services, new expanded summer schedule, new labor rates
20230 Misc/Other Services Expenses	\$ 6,000	\$0	\$1,030	
20244 Advertising, Brochures, Printing	\$ 15,000	\$7,888	\$15,450	running way low, pandemic deferred most marketing, should rebound in 22-23, w/2 annual svc changes
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$ 5,000	\$30,000	\$5,150	included Swiftly license and Trillium GTFS fees in FY 21-22 only, will drop as Tech costs moved to own line next year
20297 Fuel	\$ 90,000	\$68,368	\$80,000	higher fuel costs offset some by lower service levels, expect further increases
20297 Fuel - Smith River/Arcata Intercity Route	\$ 70,000	\$40,833	\$90,000	higher fuel costs offset some by lower service levels, expect further increases
30410 Lease Expense	\$ 36,000	\$29,719	\$37,080	coming in a bit under budget - lease expenses up per CPI formula in 2004 ground lease
<b>TOTAL OPERATING EXPENSE</b>	\$ 1,617,020	\$ 1,473,033	\$ 1,804,012	increases notably due to much higher labor costs, fuel costs, and reinstatement of cut services
<b>CAPITAL EXPENSE</b>				
40620-001 Electric Bus Project (engineering, partial construction)	\$40,000	\$0	\$166,346	14 includes \$40k for engineering and remainder for construction, design first, construct late FY 22-23 into FY 23-24
40620-001 Replace 2 Buses - Rehab/Replace 2 buses (5339)	\$520,000	0	\$520,000	2 rehabs + 2 new buses, \$230k Fed/\$290k match, delayed to FY 22-23; if addtl fed funds awarded, amend budget
40620-001 Replace Buses - (5310 Electric Bus)	\$257,000	0	\$292,145	1 new small EV bus (\$67k fed/?local match), plus funds to construct charging project, DAR software module (\$37k fed)
40621 Security Improvements	\$ -	\$0	\$ -	Prop 1B Transit Security funds completely expended
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 38,115	\$38,115	\$ 32,000	SGR Bus Stops fund balance projected \$64k, this spends half in FY 22-23, leaving half for FY 23-24
40620-418 Radio System Improvements	\$ 1,800	\$0	\$ 2,400	new radios for 3 new buses
40610-200 Facility Improvements (TBD)	\$ 20,000	\$48,215	\$ 20,000	gravel for lot, misc. bldg repairs/upgrades outside Electric Bus project scope of work
40610-200 Transit Hub (eng, lot prep, kiosk purchase)	\$ 66,000	\$0	\$ 175,000	15 <b>engineering for Front Street parking lot rehab (\$25k), construction (\$100k) in May/June 2023, kiosk (\$50k)</b>
<b>TOTAL CAPITAL EXPENSE</b>	\$ 942,915	\$329,549	\$ 1,207,891	
<b>TOTAL EXPENDITURES</b>	\$ 2,559,935	\$1,523,116	\$ 3,011,903	
Increase for TDA Reserves	\$ 468,760	\$ 634,456	\$ 165,387	16 adds to reserves slightly, could vary depending on amount of one-time COVID funds claimed, other variables (fuel)

**Budget Notes**

1 modified fare projections based on very low FY 20-21 and 21-22 actuals  
Ad Revenue Program was generating steady \$17-18K/year since inception, lost main  
2 advertiser in FY 21-22, need to push sales

3 Highlight of this budget. TDA LTF continues to grow, research indicates increased  
capture of e-commerce sales taxes is the main driver.

4 CTSA now has its own annual budget, see Fund 691

5 STA fund dropped ~20% during pandemic, but has rebounded very well  
The PTMISEA fund was accrued to RCTA and built a balance of over \$1M dollars a  
few years ago. PTMISEA has been used to buy replacement buses and power  
Williams Drive facility projects since 2016. This is unencumbered balance entering FY  
22-23. Caltrans is ending program 6/30/23, so RCTA must encumber or expend  
6 remaining funds by end of FY 22-23. Likely bus replacements or Cultural Hub/Kiosk  
projects?

7 State of Good Repair (SGR) has been dedicated to bus stop projects since inception,  
this is rollover balance entering FY 22-23 programmed to bus stops. Future SGR will  
be programmed to bus replacements, to partially offset lost PTMISEA funding.

8 State of Good Repair (SGR) will be dedicated to bus replacements starting in FY 22-  
23. Balances can rollover year to year. Will not be enough to fully offset lost  
PTMISEA, will need TDA LTF or other funding.

9 LCTOP funds were used to power Free Rides Program for several years, rolling over 3  
years allocations. This is remaining balance for Free Rides Program, likely enough for  
FY 22-23. It is possible that in future years Caltrans will allow RCTA to program more  
LCTOP to Free Ride Program.

10 LCTOP funds were switched from Free Ride Program to Electric Bus Project by  
Caltrans in 2019. This is 3 year's rollover accumulation of funds. Cannot be used for  
soft costs, construction or purchase of equipment only. Electric Bus Project will likely  
consume all this balance, plus perhaps FY 23-24 allocation if Caltrans approves.

11 One-time Federal FTA COVID-19 Pandemic Assistance to RCTA totals \$1.7M. Limited  
to operations in general, and initially further limited to COVID expenses by Caltrans.  
RCTA working with Caltrans to seek maximum annual drawdown without impacting  
its other FTA funding. Target amount only, actual amount TBD. Staff hopes for  
~\$300k/year.

12 RCTA contract administration team isolates marketing hours, hours managing the ad  
revenue sales program, and charges those to this line item.

13 Proposed new line item for Transit Technology Operating Expenditures. RCTA has  
added an array of technologies to its operations in recent years, including AVL/CAD,  
DAR scheduling software, GTFS and GTFS-Real-Time, Interactive Webpage Maps with  
bus arrivals, and is adding on-board wifi and credit card validator. These are ongoing  
annual fees & one-time charges.

14 Line contains capital funds for engineering and construction of Williams Drive EV  
Charging/yard improvements, including upgraded electrical infrastructure for EV bus  
charging. Includes \$40k in TDA LTF for engineering (not LCTOP eligible expenses).  
Engineering in FY 22-23, start construction in late FY 22-23, rolling into FY 23-24 for  
completion.

15 Builds on Hub Project planning work done in FY 21-22. Includes \$25k for Engineering  
of Parking Lot Improvements, \$100k for rehab/construction of parking lot, and \$50k  
for a mobile kiosk to staff the facility, at least initially. Board selected preferred  
location in late FY 21-22. The hub could host either a mobile kiosk or eventually a  
permanent kiosk structure, both of which would house RCTA staff during working  
hours, providing information, ticket sales, security, supervision, etc.

16 Projected amount that RCTA's reserve fund will grow, if all other assumptions in this  
budget prove accurate. Caution advised with the high number of capital projects  
contained in this budget, many of which are relying on planning level cost estimates.  
Monitor closely.

FY 2022-23 Draft RCTA CTSA Budget - May 23, 2022		FY 21-22	FY 21-22	FY 22-23		
		Adopted	Projected	FINAL	Notes	draft comments
<b>CTSA REVENUE (691-018-9xxxx)</b>		Budget	Rev/Exp	Budget		
<i>Local Transportation Revenues</i>						
91060	Passenger Fares		\$0	\$0	1	not assuming any fare-generating projects will launch in FY 22-23
<i>Local Cash Grants &amp; Reimbursements</i>						
90621	TDA Article 4.5 Local Transportation Fund CTSA	\$45,301	\$45,301	\$50,274	2	TDA LTF is source of CTSA funds (up to 5% of County totals), and its growing due to e-commerce
<b>Totals</b>		\$45,301	\$45,301	\$50,274		
<b>CTSA OPERATING EXPENSE (691-018-xxxxx)</b>						
20233	Management Contract Labor Hours	\$5,000	\$ 1,043	\$ 5,000		ADA Eligibility Determination far under projections due to pandemic
20235	Accounting Services and Audits	\$ 1,000	\$1,000	\$ 1,000		need to move a share of RCTA auditing costs here from 645
20236	Legal Services	\$ 500	\$500	\$ 500		need to move a share of RCTA legal fees here from 645
20237	Planning & Marketing Expenses	\$ -	\$0	\$ 20,000		co-funding study to explore medical/shopping shuttle to Southern Oregon
20242	Operations & Maintenance Contract	\$ 15,620	\$26,777	\$ 15,000		FT- Travel Training & Eligibility Support lower in new 2022 contract (\$6000), plus variable hours
20221	Advertising & Printing	\$0	\$ -	\$ 1,000		did not do a new Travel Training brochure in FY 21-22
20280	Special Dept Expenses (CTSA)	\$5,000	\$ 4,800	\$ 5,274		GetGoing Software License increased annually, ID card maker supplies, digital cam
20239	CTSA Fuel	\$ -	\$0	\$ 2,500		fuel for TBD new CTSA projects - unreimbursed fuel
<b>Totals</b>		\$27,120	\$34,120	\$50,274		
<b>Balance Returned to DNLTC for reprogramming - no CTSA reserve account</b>		\$18,181	\$11,181	\$0		assumes no CTSA funding returned to DNLTC this year

May 23, 2022

**MEMO TO:** Board of Directors

**FROM:** Joe Rye, General Manager



**SUBJECT:** Approval of Resolution 2021-22-10 Authorizing the Submittal of the RCTA Fiscal Year 2022-23 Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission

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**RECOMMENDATION:**

Staff is requesting the Board approve Resolution 2021-22-10 authorizing the submittal of the RCTA Fiscal Year 2022-23 Transportation Development Act (TDA) Claim Packet to the Del Norte Local Transportation Commission (DNLTC).

**BACKGROUND:**

In 1971, the Mills-Alquist-Deddah Act (SB 325) was passed by the California Legislature creating stable and continuous funding for public transportation for cities and counties throughout the state. The annual (TDA) Claim process is a routine, but important mechanism that allows the DNLTC to program the TDA LTF (Local Transportation Fund) and STA (State Transit Assistance) funding that makes up the majority of RCTA's operating funding.

**DISCUSSION:**

A couple noteworthy elements to the FY 2022-23 claim are:

- The revenue projections provided to RCTA and DNLTC by the Del Norte County Auditor continue at surprisingly strong and resilient levels, not only undamaged by the COVID-19 pandemic, but TDA-LTF is projected at an all-time high level. RCTA's fresh Mini-SRTP Update dove deep into this issue and concluded that the new funding levels are sustainable going forward.
- TDA-LTF is at \$955,212, up from \$860,722 in FY 2021-22, an increase of 11%.
- Per direction from DNLTC, RCTA is claiming the maximum amount possible but will adopt a budget based on approved service levels and should excess TDA-LTF accrue, it will be used to add to RCTA reserves, which will soon be needed to help with capital projects.
- State Transit Assistance (STA) projections are up nicely after a drop with the pandemic. STA is projected at \$265,609, up from \$198,330 in FY 2021-22, an increase of 33%.
- 

Attachment 1: Resolution 2020-21-10 Approving FY 2022-23 RCTA TDA Claim

Attachment 2: FY 2022-23 RCTA TDA Claim Packet

**RESOLUTION NO. 2021-22-10**

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION  
APPROVING SUBMITTAL OF FISCAL YEAR 2022-23 TRANSPORTATION DEVELOPMENT ACT  
CLAIM TO DEL NORTE LOCAL TRANSPORTATION COMMISSION FOR OPERATING AND  
CAPITAL EXPENSES**

WHEREAS, RCTA submits its annual Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission, which, in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for transportation purposes; and

WHEREAS, there is need for low or low-priced transportation in Del Norte County; and

WHEREAS, the transit services in Del Norte County are successful programs; and

WHEREAS, Redwood Coast Transit Authority provides public transportation services on a dial-a-ride and on a fixed-route basis to the citizens of Del Norte County; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the approved 2020 Del Norte Regional Transportation Plan;

WHEREAS, the available funds include Local Transportation Fund estimate of \$955,212 plus \$50,274 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$265,609;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2022-23, an allocation from the Local Transportation Fund a sum not to exceed \$1,005,486 and State Transit Assistance Fund a sum not to exceed \$265,609, and adjusted quarterly to actual income, to Redwood Coast Transit Authority for transportation purposes pursuant to Public Utilities Code Section 99262 and Transportation Development Act Articles 4 & 4.5 for use by the Redwood Coast Transit Authority for the purpose of funding the operation and capital needs of dial-a-ride and fixed-route transit services during fiscal year 2022-23.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 23<sup>rd</sup> day of May 2022 by the following polled vote:

AYES:

NOES:

ABSTAIN:

---

, Chair  
Redwood Coast Transit Authority

ATTEST:

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Joseph Rye, General Manager  
Redwood Coast Transit Authority



*Transportation Development Act  
Redwood Coast Transit Authority*

**Del Norte Local Transportation Commission**  
900 Northcrest Drive, PMB 16  
Crescent City, CA 95531  
(707) 465-3878

**TRANSPORTATION DEVELOPMENT ACT FUNDS  
CLAIM FORMS: DUE JUNE 30, 2022**

Please check the items that are either included with the submitted Transportation Development Act claim package or are on file at Del Norte Local Transportation Commission and return this checklist with the Transportation Development Act claim.

<u>ITEM</u>	<u>SUBMITTED</u>
a) TDA-1 Annual Transportation Development Act Claim	X
b) TDA-2 Project & Financial Plan (for the fiscal year of the claim)	X
c) TDA-3 TDA Funds – Current Status	X
d) TDA-4 Statement of Conformance	X
e) Resolution by governing body that authorizes filing the claim	X
f) CHP Safety Compliance Report	X
g) Statement of projected or estimated revenues and expenditures for prior fiscal year	X
h) Adopted or proposed budget for the fiscal year of the claim	X
i) Signed copy of transit service contract	X
j) Documentation of eligibility under TDA efficiency criteria	X
k) Standard Assurances for Applicants	X

**TRANSPORTATION DEVELOPMENT ACT FUNDS**  
**ANNUAL TRANSPORTATION CLAIM**

TO: Del Norte Local Transportation Commission  
900 Northcrest Drive, PMB 16  
Crescent City, CA 95531

FROM: Claimant: Redwood Coast Transit Authority

Address: 900 Northcrest Drive #134

City: Crescent City, CA ZIP: 95531

Contact Person: Joseph Rye Phone: 707-235-3078

The Redwood Coast Transit Authority hereby requests, in accordance with TDA article 4 Section 99260(b) and applicable rules and regulations, that its Local Transportation Fund annual transportation claim be approved in the amount of \$1,005,486 for fiscal year 2022-2023 be drawn from the local transportation fund of the County of Del Norte for the purposes and amounts shown on the attached statements.

Approval of the claim and payment by the County Auditor of this application is subject to such monies being on hand and available for distribution, and to the provision that such monies will be used only accordance with terms of the allocation instructions.

APPROVED:

SUBMITTED:

By \_\_\_\_\_  
Signature

Chair \_\_\_\_\_  
Del Norte Local Transportation Commission

Approval Date \_\_\_\_\_

  
By \_\_\_\_\_  
Claimant's Signature

Title General Manager\_  
Redwood Coast Transit Authority

Submittal Date 6/30/2022

# **TRANSPORTATION DEVELOPMENT ACT FUNDS** **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

---

PROJECT TITLE: RCTA Operating Project #1

BRIEF DESCRIPTION: Operations of RCTA fixed routes, inter-city routes, and Dial-A-Ride (including ADA paratransit) service for Del Norte County

SECTION & SUBSECTION OF ACT: 99262

### **FUNDING SOURCE AND**

1. LTF (SB325) \$955,212	4. FARES \$70,000
2. STAF \$265,609	5. OTHER \$0
3. SECTION 5311 \$513,750	6. TOTAL \$1,804,571

1. LTF (SB325) \$955,212	<b>PROJECT COST BY FUNDING SOURCE</b>	4. FARES \$70,000
2. STAF \$265,609	5. OTHER \$0	
3. SECTION 5311 \$513,750	6. TOTAL \$1,804,571	

CLAIMANT TOTAL PROPOSED EXPENDITURES:        \$1,804,571

TDA FUNDS CLAIM:                    (LTF AND STAF)                    \$1,220,821

# **TRANSPORTATION DEVELOPMENT ACT FUNDS** **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

---

PROJECT TITLE: RCTA CTSA Operating Project #2

BRIEF DESCRIPTION: Operations of RCTA CTSA Projects, including ADA Eligibility Determination, Travel Training, and planning/launch of Health/Shopping Bus to Medford

SECTION & SUBSECTION OF ACT: 99262

### FUNDING SOURCE AND

1. LTF (SB325) \$50,274	4. FARES \$0
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$50,274

### PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$50,274	4. FARES \$0
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$50,274

CLAIMANT TOTAL PROPOSED EXPENDITURES:      \$50,274

TDA FUNDS CLAIM:                      (LTF-CTSA)                      \$50,274

# **TRANSPORTATION DEVELOPMENT ACT FUNDS** **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

---

PROJECT TITLE: RCTA Capital, Project #3

BRIEF DESCRIPTION: Capital projects for RCTA fixed routes, inter-city routes, and Dial-A-Ride (including ADA paratransit) services for Del Norte County

SECTION & SUBSECTION OF ACT: 99262

### FUNDING SOURCE AND

1. LTF (SB325) \$0	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$336,700 PTMISEA \$554,000, SB-1-SGR \$43,487
3. SECTION 5311 \$0	6. TOTAL \$934,187

1. LTF (SB325) \$0	<b>PROJECT COST BY FUNDING SOURCE</b>	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$336,700 PTMISEA \$554,000, SB-1-SGR \$43,487	
3. SECTION 5311 \$0	6. TOTAL \$934,187	

CLAIMANT TOTAL PROPOSED EXPENDITURES:      \$934,187

TDA FUNDS CLAIM: (LTF)                                      \$0

# **TRANSPORTATION DEVELOPMENT ACT FUNDS CURRENT STATUS**

Briefly describe the current fiscal year annual Transportation Claim including: a) Project progress to date; b) Income and expenditures to date. In addition, provide a projection of a) and b) by July 1.

Please see the attached Redwood Coast Transit Authority FY 2021-22 Budget – Amendment #1, dated May 23, 2022.

The report provides a summary of the performance of the Redwood Coast Transit Authority system and is a year-to-date financial status report. The attached Fiscal Year 2022-23 Budget includes a summary of projected Fiscal Year 2021-22 year-end revenues and expenditures.

## **CERTIFIED:**

BY:  \_\_\_\_\_

Title: General Manager

Date: June 30, 2022

# **TRANSPORTATION DEVELOPMENT ACT FUNDS** **STATEMENT OF CONFORMANCE**

The Redwood Coast Transit Authority (Claimant) hereby certifies that the Local Transportation Fund Annual Transportation Claim for fiscal year 2022-23 in the amount of \$955,212, plus \$50,274 for CTSA Activities conforms with the requirements of TDA Article 4, Chapter 1400, Section 99260, and applicable rules and regulations.

**CERTIFIED:**



By: \_\_\_\_\_

Title: General Manager

Date: June 30, 2022

SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE

CHP 343 (Rev. 12-17) OPI 062

NEW TERMINAL INFORMATION
CA NUMBER 100967
FILE CODE NUMBER 352297
COUNTY CODE 8
TERMINAL TYPE CODE B
OTHER PROGRAM(S)
LOCATION CODE 120
SUBAREA N89

CARRIER LEGAL NAME First Transit Inc
TERMINAL NAME (IF DIFFERENT)
TELEPHONE NUMBER (W/ AREA CODE) (707) 464-6400

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
140 Williams Dr Crescent City Ca 95531

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE)
Same
INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. HWT REG. NO. IMS LIC. NO. TRUCKS AND TYPES TRAILERS AND TYPES PASS VEH BY TYPE Mod Limo 6 DRIVERS BIT FLEET SIZE Powered
EXP. DATE EXP. DATE EXP. DATE REG. CT. HW VEH. HW CONT. PPB/CSAT Yes No N/A Towed

TERMINALS IDENTIFIED IN SECTION 34515(b) CVC
FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Fernando Hernandez
DAY TELEPHONE NO. (W/ AREA CODE) (707) 464-6400
NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 954-1692
EMERGENCY CONTACT (NAME) Nick West
DAY TELEPHONE NO. (W/ AREA CODE) (707) 464-6400
NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 951-7066

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [ 2021 ]

A UNDER 15,000 B 15,001 - 50,000 C 50,001 - 100,000 D 100,001 - 500,000 E 500,001 - 1,000,000 F 1,000,001 - 2,000,000 G 2,000,001 - 5,000,000 H 5,000,001 - 10,000,000 I MORE THAN 10,000,000

OPERATING AUTHORITIES OR PERMITS

PUC T TCP PSC 24770 MOTOR CARRIER OF PROPERTY PERMIT ACTIVE Yes No N/A IMS FITNESS EVALUATION Yes No
USDOT 1002211 MC MX 576222 REASON FOR INSPECTION Annual Bus Terminal Inspection

INSPECTION FINDINGS INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

Table with columns: REQUIREMENTS, VIOL, MAINTENANCE PROGRAM, DRIVER RECORDS, REG. EQUIPMENT, HAZARDOUS MATERIALS, TERMINAL. Includes rows for MAINTENANCE PROGRAM, DRIVER RECORDS, DRIVER HOURS, BRAKES, LAMPS & SIGNALS, CONNECTING DEVICES, STEERING & SUSPENSION, TIRES & WHEELS, EQUIPMENT REQUIREMENTS, CONTAINERS & TANKS, HAZARDOUS MATERIALS.

INSPECTION TYPE NON-BIT CPSS Yes No CHP 345 CHP 100D COL 7 INSPECTION DATE(S) 4-13-2022 TIME IN TIME OUT
INSPECTED BY (NAME(S)) RICK STEELE ID NUMBER(S) A12843 SUSPENSE DATE Auto None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 10), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at 530-242-4357 within 5 business days of the rating.

CURRENT TERMINAL RATING SATISFACTORY CARRIER REPRESENTATIVE'S SIGNATURE DATE 04/13/2022
CARRIER REPRESENTATIVE'S PRINTED NAME Fernando Hernandez TITLE General Manager DRIVER LICENSE NUMBER STATE

**California Highway Patrol**

	<b>US DOT #</b> 1002211	<b>Legal:</b> FIRST TRANSIT INC <b>Operating (DBA):</b>		
<b>MC/MX #:</b> 576222		<b>State #:</b> 100967		<b>Federal Tax ID:</b> 23-1716119 (EIN)
<b>Review Type:</b> Non-ratable Review - Special Study				
<b>Scope:</b> Terminal		<b>Location of Review/Audit:</b> Company facility in the U. S.		<b>Territory:</b>
<b>Operation Types</b>				
	<b>Interstate</b>	<b>Intrastate</b>		
<b>Carrier:</b>	Non-HM	Non-HM	<b>Business:</b> Corporation	
<b>Shipper:</b>	N/A	N/A	<b>Gross Revenue:</b> for year ending:	
<b>Cargo Tank:</b>	N/A			
<b>Company Physical Address:</b>				
600 VINE STREET CINCINNATI, OH 45202-2400				
<b>Contact Name:</b> Fernando Hernandez				
<b>Phone numbers:</b> (1) 707-464-6400		(2)		<b>Fax</b>
<b>E-Mail Address:</b>				
<b>Company Mailing Address:</b>				
600 VINE STREET CINCINNATI, OH · 5202-2400				
<b>Carrier Classification</b>				
Authorized for Hire		Private Passenger, Business		Local Government
<b>Cargo Classification</b>				
Passengers				
<b>Equipment</b>				
	<b>Owned</b>	<b>Term Leased</b>	<b>Trip Leased</b>	<b>Owned</b>
				<b>Term Leased</b>
				<b>Trip Leased</b>
Minibus, 16+	12	0	0	
Power units used in the U.S.: 12				
Percentage of time used in the U.S.: 100				
<b>Does carrier transport placardable quantities of HM?</b>			No	
<b>Is an HM Permit required?</b>			N/A	
<b>Driver Information</b>				
	<b>Inter</b>	<b>Intra</b>	<b>Average trip leased drivers/month:</b> 0	
<b>&lt; 100 Miles:</b>		6	<b>Total Drivers:</b> 6	
<b>&gt;= 100 Miles:</b>			<b>CDL Drivers:</b> 6	





**FIRST TRANSIT INC - Terminal**

U.S. DOT #: 1002211

State #: 100967

Review Date:

04/13/2022

**Part A**

QUESTIONS regarding this report may be directed to Motor Carrier Safety Unit at

2485 Sonoma Street  
Redding, CA 96001  
(530) 242- 4300

**This TERMINAL REVIEW deals only with safety compliance at this terminal.**

**Person(s) Interviewed**

**Name:** Fernando Hernadez

**Title:** General Manager

**Name:** Nick Wes

**Title:** Maintenance Manager





**FIRST TRANSIT INC - Terminal**

U.S. DOT #: 1002211

State #: 100967

Review Date:

04/13/2022

**Part B Violations**

**Safety Fitness Rating Information:**

**Total Miles Operated** 266,372  
**Recordable Accidents** 0

**OOS Vehicle (CR): 0**

**Number of Vehicle Inspected (CR): 4**

**OOS Vehicle (MCMIS): 0**

**Number of Vehicles Inspected (MCMIS): 0**

Your proposed safety rating is :

**This Review is not Rated.**





**FIRST TRANSIT INC - Terminal**

U.S. DOT #: 1002211

State #: 100967

Review Date:

04/13/2022

**Part B Requirements and/or Recommendations**

1. Please continue to comply with all statutory and regulatory requirements.





**FIRST TRANSIT INC - Terminal**  
 U.S. DOT #: 1002211

State #: 100967

Review Date:  
 04/13/2022

**Part C**

**Reason for Review:** Other Annual Bus Terminal  
**Planned Action:** Compliance Monitoring

**Parts Reviewed Certification:**

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

<b>Prior Reviews</b>	<b>Prior Prosecutions</b>	<b>Reason not Rated:</b> Special Study	<b>Study Code:</b> CA
3/17/2022	1/30/2014		
3/16/2022			
2/25/2022			

**Unsat/Unfit Information**

**Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?** No

**Does carrier transport placardable quantities of hazardous materials?** Not Applicable  
**Unsat/Unfit rule:**

**Corporate Contact:** Fernando Hernandez **Special Study Information:**  
**Corporate Contact Title:** General Manager

**Remarks:**

Terminal Name: First Transit CA # - 100967  
 Terminal Address: 140 William Dr Crescent City, CA 95531 FCN - 352297

**Rating Information:**  
 In accordance with 13 CCR 1233, this terminal has been rated Satisfactory at this time.

**MAINTENANCE PROGRAM VIOLATIONS:**  
 None noted

**DRIVER RECORDS VIOLATIONS:**  
 None noted

**HOURS OF SERVICE VIOLATIONS:**  
 None noted

**ADDITIONAL INFORMATION:**  
 Discussed ELDT requirements with carrier representatives.

<b>Upload Authorized:</b>	<b>Yes</b>	<b>No</b>
<b>Authorized by:</b>		<b>Date:</b>
<b>Uploaded:</b>	<b>Yes</b>	<b>No</b>
<b>Verified by:</b>		<b>Failure Code:</b>
		<b>Date:</b>





**California Highway Patrol**  
 2485 Sonoma Street  
 Redding, CA 96001  
 Phone: (530) 242-4300  
 Internationally Accredited Agency CHP407F/343A

**Report Number:** CAN9WR000698  
**Inspection Date:** 04/13/2022  
**Start:** 8:00 AM PT **End:** 9:00 AM PT  
**Inspection Level:** V - Terminal  
**HM Inspection Type:** None

**Carrier:** FIRST TRANSIT INC

**DBA:**  
 600 VINE STREET  
 CINCINNATI, OH, 45202-2400

**USDOT:** 1002211 **Phone#:** (513)241-2200

**MC/MX#:** 576222 **Fax#:** (513)419-8619

**State#:** 100967

**Location:** CRESCENT CITY

**Highway:**

**County:** DEL NORTE

**Driver:**

**License#:**

**Date of Birth:**

**CoDriver:**

**License#:**

**Date of Birth:**

**State:**

**State:**

**Milepost:**

**Shipper:** N/A

**Origin:**

**Destination:**

**Bill of Lading:** N/A

**Cargo:**

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	CHAM	2019	CA	1578603	230	1FDFE4FS0KDC36537	14500		

**BRAKE ADJUSTMENTS**

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

**VIOLATIONS**

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC		1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2--Specify: Plexiglass installed between passenger and driver compartments does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

**HazMat:** No HM transported

**Placard:**

**Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**

Odometer: 42788; File Code Number: 352297; PUC: 24770; Fuel Type: G; Passenger Capacity: 19; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N ; Veh #1 Type: 20

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: R. L. STEELE  
ID/Badge #: A12843

Copy Received By:

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California Highway Patrol  
2485 Sonoma Street  
Redding, CA 96001  
Phone: (530) 242-4300  
Internationally Accredited Agency CHP407F/343A

Report Number: CAN9WR000699  
Inspection Date: 04/13/2022  
Start: 9:00 AM PT End: 11:00 AM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:  
600 VINE STREET  
CINCINNATI, OH, 45202-2400  
USDOT: 1002211 Phone#: (513)241-2200  
MC/MX#: 576222 Fax#: (513)419-8619  
State#: 100967  
Location: CRESCENT CITY  
Highway:  
County: DEL NORTE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:  
Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2011	CA	1406812	288	1FDFE4FS7BDA43107	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	VerifyCrash	Violations Discovered
26701(a) CVC	S	1	N	N		N N	Windshield, windows or doors in vehicle are not safety glazing material--392.2--Specify: Plexiglass installed between passenger and driver compartments does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 299782; File Code Number: 352297; PUC: 24770; Fuel Type: G; Passenger Capacity: 16; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N ; Veh #1 Type: 20

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Report Prepared By: ID/Badge #:  
R. L. STEELE A12843

Copy Received By:

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**California Highway Patrol**  
 2485 Sonoma Street  
 Redding, CA 96001  
 Phone: (530) 242-4300  
 Internationally Accredited Agency CHP407F/343A

**Report Number:** CAN9WR000700  
**Inspection Date:** 04/13/2022  
**Start:** 10:00 AM PT **End:** 11:00 AM PT  
**Inspection Level:** V - Terminal  
**HM Inspection Type:** None

**Carrier:** FIRST TRANSIT INC

**DBA:**  
 600 VINE STREET  
 CINCINNATI, OH, 45202-2400  
**USDOT:** 1002211 **Phone#:** (513)241-2200  
**MC/MX#:** 576222 **Fax#:** (513)419-8619  
**State#:**  
**Location:** CRESCENT CITY  
**Highway:**  
**County:** DEL NO RTE

**Driver:**  
**License#:** **State:**  
**Date of Birth:**  
**CoDriver:**  
**License#:** **State:**  
**Date of Birth:**  
**Milepost:** **Shipper:** N/A  
**Origin:** N/A **Bill of Lading:** N/A  
**Destination:** N/A **Cargo:** N/A

**VEHICLE IDENTIFICATION**

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	ELDO	2015	CA	1527232	295	1FDGF5GT0FED59186	19500		

**BRAKE ADJUSTMENTS**

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

**VIOLATIONS**

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	S	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2--Specify: Plexiglass installed between passenger and driver compartments does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.
1261(e) T-13 CCR	S	1	N	N		N	N	Bus (Type 1) non-schoolbus, non-gasoline engine, exhaust discharge not within 15 of the rear of the bus or rear of doors/windows designed to be opened--393.83D: Exhaust pipe rusted through rear of axle 2 (hole) in pipe.

**HazMat:** No HM transported

**Placard:**

**Cargo Tank:**

**Special Checks:** No data for special checks

**State Information:**

Odometer: 158295; File Code Number: 352297; PUC: 24770; Fuel Type: D; Passenger Capacity: 26; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

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Report Prepared By: R. L. STEELE  
ID/Badge #: A12843

Copy Received By:

X

X



01002211 CA CAN9WR000700



California Highway Patrol  
2485 Sonoma Street  
Redding, CA 96001  
Phone: (530) 242-4300  
Internationally Accredited Agency CHP407F/343A

Report Number: CAN9WR000701  
Inspection Date: 04/13/2022  
Start: 11:00 AM PT End: 12:05 PM PT  
Inspection Level: V - Terminal  
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:  
600 VINE STREET  
CINCINNATI, OH, 45202-2400  
USDOT: 1002211 Phone#: (513)241-2200  
MC/MX#: 576222 Fax#: (513)419-8619  
State#: 100967  
Location: CRESCENT CITY  
Highway:  
County: DEL NORTE

Driver:  
License#: State:  
Date of Birth:  
CoDriver:  
License#: State:  
Date of Birth:

Milepost: Shipper: N/A  
Origin: N/A Bill of Lading: N/A  
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	GLAV	2014	CA	1418665	292	4UZADRDU4ECFM6718	26000		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	S	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2--Specify: Plexiglass installed between passenger and driver compartments does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 376623; File Code Number: 352297; PUC: 24770; Fuel Type: D; Passenger Capacity: 31; WC Passenger Capacity: 2; Bus type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: ID/Badge #:  
R. L. STEELE A12843

Copy Received By:

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01002211 CA CAN9WR000701

FY 2021-22 RCTA Budget Amendment 1 – FY Projected Through June 30, 2022

Insert pdf later

	FY 21-22 Adopted Budget	FY 21-22 year-end Projected	FY 22-23 Draft Budget	Notes
<b>REVENUE</b>				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$90,000	\$53,333	\$55,000	projections based on end of January 2021 actuals
5311(f) Route 20 Passenger Fares	\$60,250	\$17,644	\$25,000	1 pandemic ridership loss still remains
Auxilliary Transportation (Advertising) Revenue	\$15,000	\$ 2,000	\$10,000	1 pandemic ridership loss still remains
<i>Local Cash Grants &amp; Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$860,722	\$860,723	\$955,212	2 lost major advertiser in late FY 21-22, may not be able to fully replace
TDA Article 4.5 Local Transportation Fund CTSA	\$0	\$0	\$0	3 keeps growing, e-commerce driving, assumes funds coming in at Auditor target
<i>State Cash Grants &amp; Reimbursements</i>				
State Transit Assistance	\$198,330	\$220,667	\$265,609	4 CTSA has its own fund account and budget, effective FY 21-22
Proposition 1B PTMISEA (carryover balance)	\$553,942	\$ 243,000	\$243,000	5 STA rebounded after a brief pandemic drop
SB-1 State of Good Repair (bus stops fund balance)	\$114,506	\$ 114,506	\$64,506	6 this \$243 is net the encumbrance for 3 buses to arrive FY 22-23, must encumber this \$ on additional buses in FY 22-23
SB-1 State of Good Repair (bus replace fund balance)	\$0	\$ -	\$43,487	7 this assumes \$50k buy in June 22 for simme seats/posts, from \$114 fund balance
Low Carbon Transit Operations Program (LCTOP)	\$29,552	\$15,000	\$15,000	8 FY 22-23 new allocation - now dedicated to bus replacement program, will likely rollover to FY 23-24
LCTOP (Capital - Electric Bus)	\$97,262	\$0	\$166,346	9 last of the old free bus program only, should be enough for free fares in FY 22-23, other LCTOP is capital (EV Project)
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$179,831	\$173,199	\$233,780	10 rollover fund balance for Electric Bus Project, plus FY 22-23 allocation of \$69,084
Section 5311 - CARES Act/CRRSSA Operating	\$251,300	\$231,000	\$374,264	these federal rural operating funds grew recently, likely due to fed infrastructure spending
Section 5311-F Operating	\$160,000	\$173,199	\$279,970	11 target for applying for operating assistance, spreading \$1.7M in COVID funds over 5 years
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$260,000	unexpected increase in this fund, tied to growth in 5311 overall rural transit funding, could drop in future
Section 5310 Capital (discretionary)	\$158,000	\$0	\$186,116	reimbursement based, bus order of Feb 2022 should arrive in FY 22-23, if more 5339 awarded, amend budget
TDA Reserves Allocation to Operating	\$ -	\$ 0	\$0	reimburse based, \$158k for 2 buses, (1) to arrive in FY 22-23,(1) electric bus delayed, \$22k for DAR software module
<b>TOTAL REVENUE</b>	\$3,028,695	\$2,157,572	\$3,177,290	no reserves used for operating
<b>TOTAL OPERATIONS REVENUE</b>	\$1,815,433	\$1,785,066	\$2,213,835	
<b>TOTAL CAPITAL REVENUE</b>	\$1,116,000	\$372,506	\$963,455	
<b>OPERATING EXPENSE</b>				
20200 Memberships & Dues	\$ 1,000	\$ 992	\$1,030	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$ 3,500	\$ 1,000	\$3,605	includes CalACT Purchasing Coop fees for FY 21-22 buses that will arrive in FY 22-23
20221 Printing	\$ 3,000	\$ 49	\$3,090	
20235 Accounting Services and Audits	\$ 9,000	\$8,900	\$9,270	
20239 CTSA Program Expenses	\$ -	\$0	\$0	CTSA expenses under Fund 691
20237 Marketing & Planning Expenses	\$ 20,000	\$40,000	\$20,600	12 includes hours from Admin spent on marketing, no major planning projects scheduled for FY 22-23
20236 Legal Services	\$ 5,000	\$2,500	\$5,150	expect some charges to here by year's end, may need to increase if RCTA changes legal rep
20170 Transit Technology Systems & Software (AVL,Wifi)	\$ -	\$0	\$40,000	13 Swiftly AVL (\$17,179), o/b wifi data charges (\$5760), FIMP ongoing CC processing charges (\$5420), Trillium GTFS (\$6485)
20233 Management Contract	\$ 99,000	\$77,620	\$78,034	coming in under, some costs go to marketing and CTSA
20242 Operations and Maintenance Contract	\$ 725,272	\$603,763	\$968,034	includes reinstatement of some services, new expanded summer schedule, new labor rates
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$ 529,248	\$561,401	\$446,489	includes reinstatement of some services, new expanded summer schedule, new labor rates
20230 Misc/Other Services Expenses	\$ 6,000	\$0	\$1,030	
20244 Advertising, Brochures, Printing	\$ 15,000	\$7,888	\$15,450	running way low, pandemic deferred most marketing, should rebound in 22-23, w/2 annual svc changes
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$ 5,000	\$30,000	\$5,150	included Swiftly license and Trillium GTFS fees in FY 21-22 only, will drop as Tech costs moved to own line next year
20297 Fuel	\$ 90,000	\$68,368	\$80,000	higher fuel costs offset some by lower service levels, expect further increases
20297 Fuel - Smith River/Arcata Intercity Route	\$ 70,000	\$40,833	\$90,000	higher fuel costs offset some by lower service levels, expect further increases
30410 Lease Expense	\$ 36,000	\$29,719	\$37,080	coming in a bit under budget - lease expenses up per CPI formula in 2004 ground lease
<b>TOTAL OPERATING EXPENSE</b>	\$ 1,617,020	\$ 1,473,033	\$ 1,804,012	increases notably due to much higher labor costs, fuel costs, and reinstatement of cut services
<b>CAPITAL EXPENSE</b>				
40620-001 Electric Bus Project (engineering, partial construction)	\$40,000	\$0	\$166,346	14 includes \$40k for engineering and remainder for construction, design first, construct late FY 22-23 into FY 23-24
40620-001 Replace 2 Buses - Rehab/Replace 2 buses (5339)	\$520,000	\$0	\$520,000	2 rehabs + 2 new buses, \$230k Fed/\$290k match, delayed to FY 22-23; if addtl fed funds awarded, amend budget
40620-001 Replace Buses - (5310 Electric Bus)	\$257,000	\$0	\$292,145	1 new small EV bus (\$67k fed/?local match), plus funds to construct charging project, DAR software module (\$37k fed)
40621 Security Improvements	\$ -	\$0	\$ -	Prop 1B Transit Security funds completely expended
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 38,115	\$38,115	\$ 32,000	SGR Bus Stops fund balance projected \$64k, this spends half in FY 22-23, leaving half for FY 23-24
40620-418 Radio System Improvements	\$ 1,800	\$0	\$ 2,400	new radios for 3 new buses
40610-200 Facility Improvements (TBD)	\$ 20,000	\$48,215	\$ 20,000	gravel for lot, misc. bldg repairs/upgrades outside Electric Bus project scope of work
40610-200 Transit Hub (eng, lot prep, kiosk purchase)	\$ 66,000	\$0	\$ 175,000	15 <b>engineering for Front Street parking lot rehab (\$25k), construction (\$100k) in May/June 2023, kiosk (\$50k)</b>
<b>TOTAL CAPITAL EXPENSE</b>	\$ 942,915	\$329,549	\$ 1,207,891	
<b>TOTAL EXPENDITURES</b>	\$ 2,559,935	\$1,523,116	\$ 3,011,903	
Increase for TDA Reserves	\$ 468,760	\$ 634,456	\$ 165,387	16 adds to reserves slightly, could vary depending on amount of one-time COVID funds claimed, other variables (fuel)

**Budget Notes**

1 modified fare projections based on very low FY 20-21 and 21-22 actuals  
Ad Revenue Program was generating steady \$17-18K/year since inception, lost main  
2 advertiser in FY 21-22, need to push sales

3 Highlight of this budget. TDA LTF continues to grow, research indicates increased  
capture of e-commerce sales taxes is the main driver.

4 CTSA now has its own annual budget, see Fund 691

5 STA fund dropped ~20% during pandemic, but has rebounded very well  
The PTMISEA fund was accrued to RCTA and built a balance of over \$1M dollars a  
few years ago. PTMISEA has been used to buy replacement buses and power  
Williams Drive facility projects since 2016. This is unencumbered balance entering FY  
22-23. Caltrans is ending program 6/30/23, so RCTA must encumber or expend  
6 remaining funds by end of FY 22-23. Likely bus replacements or Cultural Hub/Kiosk  
projects?

7 State of Good Repair (SGR) has been dedicated to bus stop projects since inception,  
this is rollover balance entering FY 22-23 programmed to bus stops. Future SGR will  
be programmed to bus replacements, to partially offset lost PTMISEA funding.

8 State of Good Repair (SGR) will be dedicated to bus replacements starting in FY 22-  
23. Balances can rollover year to year. Will not be enough to fully offset lost  
PTMISEA, will need TDA LTF or other funding.

9 LCTOP funds were used to power Free Rides Program for several years, rolling over 3  
years allocations. This is remaining balance for Free Rides Program, likely enough for  
FY 22-23. It is possible that in future years Caltrans will allow RCTA to program more  
LCTOP to Free Ride Program.

10 LCTOP funds were switched from Free Ride Program to Electric Bus Project by  
Caltrans in 2019. This is 3 year's rollover accumulation of funds. Cannot be used for  
soft costs, construction or purchase of equipment only. Electric Bus Project will likely  
consume all this balance, plus perhaps FY 23-24 allocation if Caltrans approves.  
One-time Federal FTA COVID-19 Pandemic Assistance to RCTA totals \$1.7M. Limited  
to operations in general, and initially further limited to COVID expenses by Caltrans.  
RCTA working with Caltrans to seek maximum annual drawdown without impacting  
its other FTA funding. Target amount only, actual amount TBD. Staff hopes for  
11 ~\$300k/year.

12 RCTA contract administration team isolates marketing hours, hours managing the ad  
revenue sales program, and charges those to this line item.

13 Proposed new line item for Transit Technology Operating Expenditures. RCTA has  
added an array of technologies to its operations in recent years, including AVL/CAD,  
DAR scheduling software, GTFS and GTFS-Real-Time, Interactive Webpage Maps with  
bus arrivals, and is adding on-board wifi and credit card validator. These are ongoing  
annual fees & one-time charges.

14 Line contains capital funds for engineering and construction of Williams Drive EV  
Charging/yard improvements, including upgraded electrical infrastructure for EV bus  
charging. Includes \$40k in TDA LTF for engineering (not LCTOP eligible expenses).  
Engineering in FY 22-23, start construction in late FY 22-23, rolling into FY 23-24 for  
completion.

15 Builds on Hub Project planning work done in FY 21-22. Includes \$25k for Engineering  
of Parking Lot Improvements, \$100k for rehab/construction of parking lot, and \$50k  
for a mobile kiosk to staff the facility, at least initially. Board selected preferred  
location in late FY 21-22. The hub could host either a mobile kiosk or eventually a  
permanent kiosk structure, both of which would house RCTA staff during working  
hours, providing information, ticket sales, security, supervision, etc.

16 Projected amount that RCTA's reserve fund will grow, if all other assumptions in this  
budget prove accurate. Caution advised with the high number of capital projects  
contained in this budget, many of which are relying on planning level cost estimates.  
Monitor closely.

FY 2022-23 Draft RCTA CTSA Budget - May 23, 2022		FY 21-22	FY 21-22	FY 22-23		
		Adopted	Projected	FINAL	Notes	draft comments
<b>CTSA REVENUE (691-018-9xxxx)</b>		Budget	Rev/Exp	Budget		
<i>Local Transportation Revenues</i>						
91060	Passenger Fares		\$0	\$0	1	not assuming any fare-generating projects will launch in FY 22-23
<i>Local Cash Grants &amp; Reimbursements</i>						
90621	TDA Article 4.5 Local Transportation Fund CTSA	\$45,301	\$45,301	\$50,274	2	TDA LTF is source of CTSA funds (up to 5% of County totals), and its growing due to e-commerce
<b>Totals</b>		\$45,301	\$45,301	\$50,274		
<b>CTSA OPERATING EXPENSE (691-018-xxxxx)</b>						
20233	Management Contract Labor Hours	\$5,000	\$ 1,043	\$ 5,000		ADA Eligibility Determination far under projections due to pandemic
20235	Accounting Services and Audits	\$ 1,000	\$1,000	\$ 1,000		need to move a share of RCTA auditing costs here from 645
20236	Legal Services	\$ 500	\$500	\$ 500		need to move a share of RCTA legal fees here from 645
20237	Planning & Marketing Expenses	\$ -	\$0	\$ 20,000		co-funding study to explore medical/shopping shuttle to Southern Oregon
20242	Operations & Maintenance Contract	\$ 15,620	\$26,777	\$ 15,000		FT- Travel Training & Eligibility Support lower in new 2022 contract (\$6000), plus variable hours
20221	Advertising & Printing	\$0	\$ -	\$ 1,000		did not do a new Travel Training brochure in FY 21-22
20280	Special Dept Expenses (CTSA)	\$5,000	\$ 4,800	\$ 5,274		GetGoing Software License increased annually, ID card maker supplies, digital cam
20239	CTSA Fuel	\$ -	\$0	\$ 2,500		fuel for TBD new CTSA projects - unreimbursed fuel
<b>Totals</b>		\$27,120	\$34,120	\$50,274		
<b>Balance Returned to DNLTC for reprogramming - no CTSA reserve account</b>		\$18,181	\$11,181	\$0		assumes no CTSA funding returned to DNLTC this year

**RESOLUTION NO. 2021-22-10**

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION  
APPROVING SUBMITTAL OF FISCAL YEAR 2022-23 TRANSPORTATION  
DEVELOPMENT ACT CLAIM TO DEL NORTE LOCAL TRANSPORTATION  
COMMISSION FOR OPERATING EXPENSES**

WHEREAS, RCTA submits its annual Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission, which, in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for transportation purposes; and

WHEREAS, there is need for low or low-priced transportation in Del Norte County; and

WHEREAS, the transit services in Del Norte County are successful programs; and

WHEREAS, Redwood Coast Transit Authority provides public transportation services on a dial-a-ride and on a fixed-route basis to the citizens of Del Norte County; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the approved 2020 Del Norte Regional Transportation Plan;

WHEREAS, the available funds include Local Transportation Fund estimate of \$955,212 plus \$50,274 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$265,609;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2022-23, an allocation from the Local Transportation Fund a sum not to exceed \$1,005,486 and State Transit Assistance Fund a sum not to exceed \$265,609, and adjusted quarterly to actual income, to Redwood Coast Transit Authority for transportation purposes pursuant to Public Utilities Code Section 99262 and Transportation Development Act Articles 4 & 4.5 for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2022-23.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 23<sup>rd</sup> day of May 2022 by the following polled vote:

AYES:

NOES:

ABSTAIN:

---

, Chair  
Redwood Coast Transit Authority

ATTEST:

---

Joseph Rye, General Manager  
Redwood Coast Transit Authority

**AGREEMENT FOR TRANSIT OPERATIONS AND MAINTENANCE SERVICES  
REDWOOD COAST TRANSIT AUTHORITY**

THIS AGREEMENT (“Agreement”) is made and entered into this 1<sup>st</sup> day of January 2022, by and between the Redwood Coast Transit Authority (“RCTA”), and First Transit, an independent Contractor (“CONTRACTOR”).

**RECITALS**

WHEREAS, RCTA has an ongoing need to contract with an established operations and maintenance contracting entity/company to furnish services as an Operations and Maintenance CONTRACTOR to deliver daily public transportation services in Del Norte County, under the moniker of Redwood Coast Transit, services that CONTRACTOR is specially trained and experienced and competent to perform; and

WHEREAS, RCTA issued a Request for Proposals (RFP) on September 27, 2021, CONTRACTOR submitted a timely and complete proposal in response, and RCTA deemed CONTRACTOR the most qualified to perform the services of Operations and Maintenance CONTRACTOR; and

WHEREAS, RCTA has selected CONTRACTOR for the Operations and Maintenance CONTRACTOR to deliver daily public transportation services in Del Norte County, under the moniker of Redwood Coast Transit.

NOW THEREFORE, in consideration of the work to be rendered and the sums to be paid for that work, and each and every covenant and condition contained in this Agreement, the parties agree as follows:

**1. SERVICES**

CONTRACTOR is engaged by this Agreement as the duly authorized Operations and Maintenance CONTRACTOR of RCTA and must provide operations, operations management, maintenance of vehicles, radios, and other equipment, including the 140 Williams Drive Operations & Maintenance facility, data collection and reporting, and a variety of other generally accepted transit operations tasks in connection with its functions. A detailed Scope of Services will be amended to this contract after agreement by RCTA and attached as Exhibit A. The Scope of Services may be revised or updated from time to time by mutual written agreement of the parties.

**2. TERM AND TERMINATION**

This Agreement begins on January 1, 2022 and ends on December 31, 2026. With approval of the RCTA Board of Directors, the contract may be extended unilaterally for up to two additional years, in one-year increments, at option year prices priced submitted as part of the Proposal response to this RFP, not negotiated in the future. This Agreement may be terminated only in accordance with processes detailed in “Termination of Contract”, on page 16 of the RCTA Operations and Maintenance Services Request for Proposal.

### **3. INDEPENDENT CONTRACTOR**

CONTRACTOR is an independent CONTRACTOR and not an employee of RCTA. At all times during the term of this Agreement, CONTRACTOR will be responsible for his/her own property and income taxes, worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. RCTA does not have the right to control the means by which CONTRACTOR accomplishes services rendered pursuant to this Agreement.

CONTRACTOR must provide all his/her own general overhead necessary to perform the required services, including but not limited to office equipment, clerical assistance, utilities, telephone charges, local travel, insurance, and office supplies, and is not entitled to reimbursement for these. Details at this level are contained in the RFP, and the CONTRACTOR Proposal and are enforceable herein.

### **4. COMPENSATION**

As compensation for the services provided hereunder, RCTA will pay CONTRACTOR in accordance with CONTRACTOR's Cost Proposal, which is incorporated herein by this reference and attached hereto as Exhibit B. CONTRACTOR will submit invoices reflecting work performed prior to payment for services. Invoices will be submitted to RCTA once per month. CONTRACTORs invoicing procedure must comply with all federal, state, and local laws, policies, and guidelines.

### **5. RECORDS**

CONTRACTOR must file and keep all records pertinent to RCTA activities. These are the property of RCTA and CONTRACTOR must transfer all records to RCTA upon termination of the contract. CONTRACTOR will develop and follow a records retention policy that complies with applicable State of California, Caltrans, and Federal Transit Administration laws and policies. CONTRACTOR will make all records available to state and local agencies and the public as appropriate and in compliance with California law.

### **6. INSURANCE**

During the term of this Agreement, CONTRACTOR must maintain insurance of the types and amounts designated below. Certificates of insurance in the form approved by the Risk Manager of Del Norte County must be filed with the County Risk Manager concurrent with the execution of this Agreement. The insurance must name RCTA as an additional insured on a primary basis for General Liability Insurance and must state that the policy will not be canceled nor the scope of coverage reduced by the insurer except after filing written notice thereof with RCTA 30 days in advance. No work is authorized until the insurance certificates are filed.

- a. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than Ten Million Dollars (\$10,000,000.00) per occurrence. If general aggregate limit applies, either the general

aggregate limit will apply separately to this Agreement or the general aggregate limit will be twice the required occurrence limit.

- b. Worker's Compensation. As required by the State of California, within Statutory Limits, and Employer's Liability Insurance with limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease.
- c. Automobile Liability Insurance. ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than Ten Million Dollars (\$10,000,000.00) per accident for bodily injury and property damage.

## **7. LICENSES, PERMITS, ETC.**

CONTRACTOR represents and warrants to RCTA that he/she/it has all licenses, permits, qualifications, and approvals legally required for CONTRACTOR perform the services required by this Agreement. If at any time CONTRACTOR ceases to have the licenses, permits, qualifications, or approvals required for CONTRACTOR to perform the services, CONTRACTOR will immediately notify RCTA and this Agreement may be terminated at RCTA's discretion.

## **8. STANDARD OF PERFORMANCE**

CONTRACTOR must perform all services required by this Agreement in a manner and according to the standards observed by competent practitioners of the profession in which CONTRACTOR is engaged. Failure to perform services in such a manner is grounds for termination of this Agreement.

## **9. INDEMNITY**

CONTRACTOR must defend, indemnify, and hold harmless RCTA and its elected and appointed officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of CONTRACTOR in the performance of services rendered under this Agreement.

## **10. THE CIVIL RIGHTS, HCD, AND AGE DISCRIMINATION ACTS**

During the performance of this Agreement, CONTRACTOR ensures that no otherwise qualified person will be excluded from participation or employment, denied program benefits, or be subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

## **11. STATE NONDISCRIMINATION CLAUSE**

During the performance of the services required by this Agreement CONTRACTOR and any subCONTRACTORS must not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or sex. CONTRACTOR and any subCONTRACTORS will ensure that the evaluation and treatment of any employees and applicants for employment are free of such discrimination. CONTRACTOR and any subCONTRACTORS will comply with the provisions of the Fair Employment and Housing Act and the applicable regulations, which are incorporated by this reference. CONTRACTOR and any subCONTRACTORS will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement.

## **12. CONFLICT OF INTEREST**

No Congressional representative and no resident commissioner may receive any benefit from this grant agreement or activity. None of the CONTRACTOR's officers, members or employees, designees or agents, governing board members, or other officials of CONTRACTOR have any interest in any contracts or proceeds for the work done in conjunction with this Agreement other than payment for services provided under this Agreement.

## **13. DRUG-FREE WORKPLACE CERTIFICATION**

The CONTRACTOR certifies, when signing the contract, that it complies with the Drug-Free Workplace Act of 1990 and will take the following actions, if necessary:

- a. Publish a statement to notify the CONTRACTOR's employees, if any, of prohibition of the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and tell them what actions may be taken against them for violations;
- b. Establish a Drug-Free Awareness Program to inform employees, if any, of the danger of drug abuse at work, the CONTRACTOR's drug-free workplace policy, and available employee assistance programs, and the penalties for violation of the drug-abuse policies; and
- c. Give every employee, if any, a copy of the drug-free policy statement and require they abide by its terms as a condition of employment.

## **14. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990**

CONTRACTOR must comply with the ADA and applicable regulations and guidelines thereof, which prohibit discrimination on the basis of disability in employment, state and local government service, and in public accommodations and commercial facilities.

## **15. COMPLIANCE WITH LAWS.**

CONTRACTOR will comply with all federal, state, and local laws and ordinances applicable to the work performed under this Agreement. CONTRACTOR is responsible for understanding and

adhering to laws and policies specific to the work performed under this Agreement. The exclusion of an applicable law, policy, or guideline from this Agreement does not excuse CONTRACTOR from responsibility for knowing and following such law, policy, or guideline. CONTRACTOR's failure to comply with applicable law, policy, or guideline is grounds for early termination of this Agreement.

## **16. MONITORING AND AUDITING**

CONTRACTOR agrees to be subject to monitoring and auditing by RCTA and any other entity legally entitled to account for funds expended for performance under the terms of this Agreement. Such monitoring may include, but not be limited to, monitoring for compliance with RCTA's state and federal contracts.

## **17. GOVERNING LAW AND CHOICE OF FORUM**

This Agreement will be administered and interpreted under California law. Any litigation arising from this Agreement must be brought in Superior Court of Del Norte County.

## **18. COSTS AND ATTORNEYS FEES**

If any party commences any legal action against the other party arising out of this Agreement of the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

## **19. SEVERABILITY**

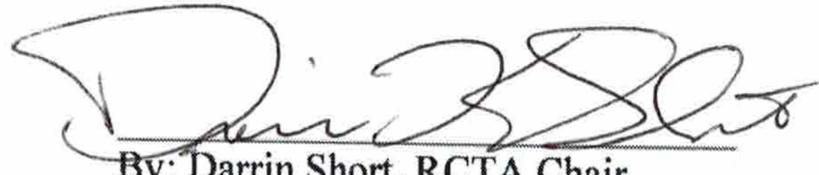
If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

## **20. ENTIRE AGREEMENT**

This Agreement, along with the 2021 RCTA Operations and Maintenance Contract Request for Proposals, and the Proposal submitted by the selected CONTRACTOR, combine to form the entire agreement between the parties with respect to its subject matter. This Agreement may be amended from time to time by the written approval of both parties; however, neither party is required to approve any proposed amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to commence on January 1, 2022.

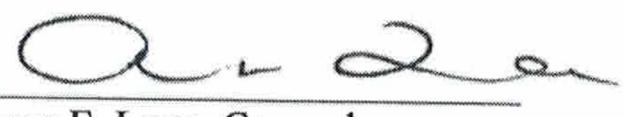
REDWOOD COAST TRANSIT AUTHORITY:



By: Darrin Short, RCTA Chair

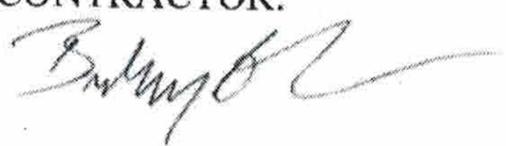
Date: 1/31/22

APPROVED AS TO FORM:



Autumn E. Luna, Counsel  
Redwood Coast Transit Authority

CONTRACTOR:



Brad Thomas, First Transit

Date: January 18, 2022

**BUDGET PROPOSAL  
OPERATIONS AND MAINTENANCE**

Instructions to Proposers: This Form 1.1 is to be used to submit the budget proposed for all work described in this RFP. The proposed budget must consist of fixed hourly costs, by mode of service, and fixed monthly costs.

Contract Year (CY 22 means January thru December 2022)	Base Years					Option Years	
	CY22	CY23	CY24	CY25	CY26	CY27	CY28
Fixed Route Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Dial A Ride Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Special Service Rate for CTSA Service Hours	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Monthly Fixed Fee	\$ 62,613	\$ 66,169	\$ 68,169	\$ 69,815	\$ 72,479	\$ 75,379	\$ 77,320
Monthly Liability Insurance (General & Auto)	\$ 7,845	\$ 8,140	\$ 8,452	\$ 8,786	\$ 9,136	\$ 9,498	\$ 9,874
<b>Total Annual Price</b>	\$ 1,401,159	\$ 1,464,727	\$ 1,514,379	\$ 1,570,981	\$ 1,633,736	\$ 1,690,469	\$ 1,739,435
<i>Elements of Price/Rev Hour</i>							
Operator Wages	\$ 399,792	\$ 406,985	\$ 422,365	\$ 447,511	\$ 466,647	\$ 476,388	\$ 490,148
Operator Benefits	\$ 123,627	\$ 128,852	\$ 134,232	\$ 140,635	\$ 146,677	\$ 153,208	\$ 159,478
Other Operating Costs (specify):							
1. Bus Stop Janitorial Supplies	\$ 7,725	\$ 7,880	\$ 8,037	\$ 8,198	\$ 8,362	\$ 8,529	\$ 8,700
2. Overhead (Variable)	\$ 14,012	\$ 14,647	\$ 15,144	\$ 15,710	\$ 16,337	\$ 16,905	\$ 17,394
3. Profit (Variable)	\$ 10,509	\$ 14,647	\$ 15,144	\$ 15,710	\$ 16,337	\$ 16,905	\$ 17,394
Subtotal	\$ 555,664	\$ 573,011	\$ 594,921	\$ 627,763	\$ 654,360	\$ 671,935	\$ 693,114
<i>Monthly Fixed Price Elements</i>							
Project/General Manager Salary	\$ 85,000	\$ 86,700	\$ 88,434	\$ 90,203	\$ 92,007	\$ 93,847	\$ 95,724
Project/General Manager Benefits	\$ 20,212	\$ 20,958	\$ 21,690	\$ 22,452	\$ 23,246	\$ 24,071	\$ 24,931
Operation/Safety Mgr Salary	\$ 65,000	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158	\$ 75,353	\$ 77,613
Operations/Safety Mgr Benefits	\$ 20,447	\$ 21,353	\$ 22,255	\$ 23,197	\$ 24,182	\$ 25,210	\$ 26,285
Dispatcher I/Dispatcher II Salary	\$ 113,788	\$ 117,152	\$ 120,980	\$ 126,105	\$ 130,155	\$ 134,905	\$ 139,029
Dispatcher I/Dispatcher II Benefits	\$ 34,663	\$ 36,188	\$ 37,718	\$ 39,389	\$ 41,053	\$ 42,824	\$ 44,621
<b>Base Years</b>							
Contract Year (CY 22 means January thru December 2022)	CY22	CY23	CY24	CY25	CY26	CY27	CY28
Mechanic/Tech in Charge/Tech in Charge Salary	\$ 84,966	\$ 87,261	\$ 89,617	\$ 92,036	\$ 94,521	\$ 97,073	\$ 99,694
Mechanic/Tech in Charge/Tech in Charge Benefits	\$ 29,535	\$ 30,857	\$ 32,195	\$ 33,595	\$ 35,059	\$ 36,590	\$ 38,191
Service Assistant Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Assistant Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Stop Janitorial Salary	\$ 40,299	\$ 42,472	\$ 44,646	\$ 46,819	\$ 48,993	\$ 51,167	\$ 53,340
Bus Stop Janitorial Benefits	\$ 6,729	\$ 7,071	\$ 7,375	\$ 7,685	\$ 8,000	\$ 8,321	\$ 8,648
<b>CTSA Eligibility Support Costs</b>	\$ 500	\$ 513	\$ 525	\$ 538	\$ 552	\$ 566	\$ 580
<b>CTSA Travel Training Support Cost</b>	\$ 2,700	\$ 2,768	\$ 2,837	\$ 2,908	\$ 2,980	\$ 3,055	\$ 3,131
Non-Vehicle Insurance	\$ 4,955	\$ 5,141	\$ 5,338	\$ 5,549	\$ 5,770	\$ 5,999	\$ 6,236
Office Expenses	\$ 39,084	\$ 40,061	\$ 41,062	\$ 42,089	\$ 43,141	\$ 44,220	\$ 45,325
Uniform Expenses	\$ 4,050	\$ 4,151	\$ 4,255	\$ 4,361	\$ 4,470	\$ 4,582	\$ 4,697
Training Expenses	\$ 4,773	\$ 4,892	\$ 4,817	\$ 4,938	\$ 5,061	\$ 5,188	\$ 5,317
Incentives/Liquidated Damages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (specify):							
1. utilities	\$ 26,468	\$ 27,130	\$ 27,808	\$ 28,503	\$ 29,216	\$ 29,946	\$ 30,695
2. IT Expenses/IT Equipment	\$ 43,956	\$ 54,797	\$ 55,774	\$ 56,775	\$ 55,570	\$ 53,025	\$ 44,216
3. Maintenance Parts & Supplies	\$ 50,673	\$ 49,735	\$ 50,885	\$ 45,353	\$ 54,588	\$ 67,183	\$ 75,194
Contract Overhead	\$ 42,035	\$ 43,942	\$ 45,431	\$ 47,129	\$ 49,012	\$ 50,714	\$ 52,183
Profit	\$ 31,526	\$ 43,942	\$ 45,431	\$ 47,129	\$ 49,012	\$ 50,714	\$ 52,183
Subtotal (Per Month)	\$ 62,613	\$ 66,169	\$ 68,169	\$ 69,815	\$ 72,479	\$ 75,379	\$ 77,320

Note: 14,693 is new agreed upon Baseline Annual System Revenue Hours per BAFO Negotiations 11/21/21

June 30, 2022

**MEMO TO:** Tamera Leighton, DNLTC

**FROM:** Joseph Rye, General Manager

**SUBJECT:** Documentation of Eligibility Under TDA Efficiency Criteria

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Article 99314.6 states that:

*Except as provided in paragraph (2), funds shall not be allocated for operating purposes pursuant to Sections 99313 and 99314 to an operator unless the operator meets either of the following efficiency standards:*

*(A) The operator's total operating cost per revenue vehicle hour in the latest year for which audited data are available does not exceed the sum of the preceding year's total operating cost per revenue vehicle hour and an amount equal to the product of the percentage change in the Consumer Price Index for the same period multiplied by the preceding year's total operating cost per revenue vehicle hour.*

The Redwood Coast Transit Authority total operating cost per vehicle hour in the latest year for which audited data is available was \$121.53 for FY 2020-21. The total operating cost per vehicle hour in the preceding FY 2019-20 was \$78.80. These results are based on the June 30, 2021 fiscal audit as prepared by RJ Ricciardi, Inc. CPAs. The audit is on file at the DNLTC office.

According to data available on the California Department of Finance Statistical and Economic Data web page, the rate of increase in the California All Urban Consumers CPI from FY 2019-20 to FY 2020-21 was 5.0%.

The COVID-19 Pandemic hit RCTA, California, and the planet in March 2020, disrupting business as usual and leading to mandatory travel restrictions that lingered intermittently through FY 2021-22. RCTA reacted quickly and decisively by cutting service 30% in early April 2020. The reduced service hours to match dramatic drops in travel demand caused the overall cost per revenue hour to rise by 54.22% as "fixed costs" including management, leases, and other items beyond driver wage costs remained steady despite provision of fewer service hours. This increase is more than the increase in the California All Urban Consumers CPI, therefore, Redwood Coast Transit Authority seeks an exemption from the TDA Efficiency Criteria due to extenuating factors associated with ongoing COVID-19 pandemic impacts.

## STANDARD ASSURANCES FOR APPLICANTS

### CLAIMANT ASSURANCES: (initial sections which apply)

- X A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- X B. Claimant certifies that it has submitted a State Controller Report, in conformance with the uniform system of accounts and records, to the RTPA, and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one).
- X C. Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local funds to operating cost required under PUC Sections 99268.
- X D. Claimant who receives an allocation of LTF funds for extension of service pursuant to PUC Section 99268.8 certifies that it will file a report of these services with the RTPA pursuant to CCR section 6633.8(b) within 90 days after close of the fiscal year in which the allocation was granted.
- X E. The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).
- X F. Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.
- X G. Claimant certifies that it is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended in accordance with Section 6754(a)(3).
- X H. Claimant certifies that this is in compliance with PUC Section 99155 that if it offers reduced fares to seniors, the same reduced rate is offered to disabled persons, handicapped persons, and disabled veterans and it honors the federal Medicare card for identification to receive reduced fares.
- X I. Claimant certifies that it is in compliance with PUC Section 99155.5 regarding dial-a-ride and paratransit services being accessible to handicapped persons and that the service is provided to persons without regard to vehicle ownership and place of residence.

The undersigned hereby certifies that the above statements are true and correct.



Signature: \_\_\_\_\_

Name: Joseph Rye

Title: General Manager

May 23, 2022



**MEMO TO:** Board of Directors

**FROM:** Joe Rye, General Manager

**SUBJECT:** Approve Purchase Order 2021-22-24 to Simme Seats LLC for Bus Stop Seating

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**RECOMMENDATION:**

Approve Purchase Order 2021-22-24 to Simme Seats LLC for bus stop seating.

**BACKGROUND:**

In recent years, RCTA has attempted to provide expanded bus stop amenities at its bus stops. Long a weakness of this young bus system, pointed out by riders repeatedly during outreach efforts, RCTA has been playing catch up trying to acquire and deploy amenities such as signs, benches, shelters, trash cans, schedule information, etc. Funding and staff time have both been challenges to the expansion of bus stop amenities.

RCTA has used different funding sources for bus stops improvements over time, including setting aside the SB-1 State of Good Repair (SGR) funds that began flowing annually to RCTA in 2017. These funds have yielded \$30-40k/year which has been a good fit for RCTA's limited ability to deliver these difficult bus stop projects. RCTA's part-time remote managerial model works in general, and is no doubt frugal, but struggles the most with delivering these "on-the-ground" small capital projects that often require multiple site visits, developing of plans, and repeated interaction with potential contractors/vendors, often optimal if done on site.

**Discussion**

RCTA programmed all of its SGR funding to bus stops since the inception of the program. However, RCTA will switch these funds to address bus replacements starting in FY 2022-23. The current SGR accrued balance is \$114,506. RCTA budgeted \$38,115 of that balance for bus stops in FY 2021-22, which has yet to be spent. RCTA increased that amount to \$60,115 with Amendment #1 to the FY 2021-22 Budget earlier on this agenda.

SGR Balance entering May 2022:	\$114,506
This Purchase Order to Simme Seats for Seating:	\$43,328
Simme Seat Seating Installation (est.)	\$ 8,000
Total FY 2021-22 Bus Stops (Simme Seats, est)	\$ 51,328
SGR Balance Entering FY 2022-23 Budget:	\$63,178

**Simme Seats and Bus Stop Amenity Deployment Considerations:**

The decision on what amenities to deploy at which stops largely depends on funding and staff time, but there are other important considerations. RCTA amenities should only be placed in the public right-of-way (ROW) to allow for unfettered maintenance access, and must not encroach on ADA minimum sidewalk clearance standards. These criteria limit the locations that can easily host a shelter, but rarely impact installation of a Simme Seat, due to the compact nature of the equipment. Each Simme occupies less than a foot of sidewalk, and constrained sidewalks will get the "offset" base Simme, which saves another 3" of ADA clearance.

Stops without bus stop signs often are not recognized as stops by the riding public, making the bus stop sign itself the primary and most important item a stop should feature. There are a few RCTA bus stops that lack signage today, especially in rural areas. This Simme Seat purchase will install seats with poles at 21 locations that lack signage, or have signage that is installed inappropriately today.

The nation's current homelessness crisis has exacerbated issues with illegal camping in shelters, loitering, and vandalism. First Transit is responsible for maintaining and repairing existing bus shelters. First Transit has been acutely impacted by the spike in vandalism, as well as the daily confrontations with vagrants in RCTA's existing 19 shelters. First Transit has urged RCTA not to put out more shelters until the conditions improve. A drive around town today will almost surely find shelters missing glass panels, vandalized quicker than First Transit can repair them. First Transit is strongly supporting the addition of seating that will withstand vandals.

As an intermediate measure, stop locations that lack sidewalk depth and/or ROW, often in residential neighborhoods that never would receive a shelter, will be equipped with a Simme Seat. This will allow seating near rider origins and increased stop visibility while maintaining minimum ADA sidewalk clear space of 3' on the sidewalks. Simme Seats are far cheaper than shelters, running around \$1000 each, with installation.

RCTA will install this batch of 50 Simme Seats at 50 locations this summer, split between the County and City, each with its own color scheme. Looking ahead, the next step in the ongoing process of improving RCTA bus stops (while pausing shelter installs) can involve replacement of the current RCTA bus signs (blades, flags) with an attractive, colorful new design that includes the stop ID number, information on the service, etc. Design of the new sign will begin in the summer, be presented to the Board in July, and can be delivered, along with further replacement of bus stop poles in the fall/winter of 2022-23. Another batch of Simme Seats can be deployed to a few more locations as funding allows, assuming the community reacts positively to them.

Staff is very excited to be introducing these Simme Seats to the community. Regardless of the current challenges with traditional bus shelters, the Simme Seat allows for seating in many locations that would never be able to host a shelter, providing critical seating in neighborhoods and other space-constrained bus stops. It is quite feasible that some of this batch, and some future Simme Seats can be installed at locations that eventually do receive a shelter. RCTA needs to attract ridership now, in spite of multiple outside challenges, and staff believes the Simme Seat can be an amenity that will be well received by the community and help return riders.

### **Recommendation**

Approve Purchase Order 2021-22-24 to Simme Seats LLC for 50 Simme Seats and 21 new bus stop posts.

Attachment 1: Purchase Order 2021-22-24  
Attachment 2: Quote from Simme Seats LLC



# PURCHASE ORDER

c/o TMTP Consulting LLC  
 900 Northcrest Drive, #134  
 Crescent City, CA 95531  
 707-235-3078  
[tmtconsulting@gmail.com](mailto:tmtconsulting@gmail.com)

P.O. NO. 2021-22-24  
 DATE May 23, 2022  
 CUSTOMER ID tax ID 83-0497811

**VENDOR**

Simme Seats LLC  
 555 Cherry Drive  
 Eugene, OR 97401  
 541-338-7993

**SHIP TO**

Redwood Coast Transit  
 140 Williams Drive  
 Crescent City, CA 95531  
 707-464-6400

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
	net 30	TBD

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
24.00	SS-1	Standard Simme Seat		\$ 653.00	15,672.00
25.00	SS-3	Off-Set Simme Seat		\$ 653.00	16,325.00
1.00	SS-2	Single Offset Simme Seat		\$ 491.00	491.00
16.00		Simme Seat Dividers		\$ 189.00	3,024.00
33.00		Simme Seat Poles		\$ 172.00	5,676.00
		Shipping			\$ 2,140.00

<b>SUBTOTAL</b>	\$ 43,328.00
<b>SALES TAX</b>	0.00
<b>TOTAL (including shipping)</b>	<b>\$ 43,328.00</b>

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:  
 Joseph Rye - TMTP RCTA  
 900 Northcrest Drive, #134  
 Crescent City, CA 95531  
 707-235-3078

23-May-22

Authorized by

Date

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# Simme LLC

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555 Cherry Drive  
Eugene, Oregon 97401  
(541) 338-7993  
Fax (541) 338-7993  
T. I.N. 93-1287276

# QUOTE

DATE: May 20, 2022

Att: Joseph Rye <[tmtconsulting@gmail.com](mailto:tmtconsulting@gmail.com)> 707-235-3078  
Redwood Coast Transit Authority  
900 Northcrest Drive, #134  
Crescent City, CA 95531

Simme LLC Order Number: 0030306

P.O. DATE	CONTACT	CONTACT	SHIP VIA	F.O.B. POINT	TERMS
	Joe Rye		Freight		

DATE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
5/18/2022	24 each	Standard Simme-Seats (SS1) (RAL Color(s) to be Confirmed) includes all hardware	\$653.00	\$15,672.00
	25 each	Standard OFF-SET Simme-Seats (SS3)	\$653.00	\$16,325.00
	1 each	Single OFF-SET Simme-Seat (SS2)	\$491.00	\$491.00
	16 each	Simme Dividers	\$189.00	\$3,024.00
	33 each	Simme Poles	\$172.00	\$5,676.00

<b>ORDER TOTAL</b>	\$41,188.00
Shipping w/24 Hour Notice	\$2,140.00
<b>TOTAL</b>	<b>\$43,328.00</b>

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THANK YOU FOR YOUR BUSINESS!