

Redwood Coast Transit Authority Meeting Minutes
July 25, 2022 @ 5:30 P.M.

Present: Ray Altman (Chairman), Darrin Short (Vice Chairman), Vidette Roberts, Beau Smith (arrived @ 5:38 p.m.)

Absent: Susan Masten

Also Present: Joseph Rye, Fernando Hernandez

1. Chairman Altman Called meeting to order at 5:36 P.M. Mr. Rye conducted Roll Call. Chairman Altman led the Pledge of Allegiance.

2. Public Comment

The following person(s) commented on the following: None

3. Consent Calendar

3A. Adopt Resolution 2022-23-01 Approving RCTA FY 2022-23 SB-1 State of Good Repair Project List

3B. Approve the Minutes of the May 23, 2022 RCTA Board of Annual Workshop and Meeting

On a motion by Director Short, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the consent Agenda items 3A-3B, as presented.

4. Discussion and Update on 2022 Summer Service Platform Performance

Discussion was held regarding 2022 Summer Service Platform Performance. Mr. Rye recapped how the 2022 Summer Schedule reinstated the 7-8am Weekday CC Locals and DAR Service cut December 2021, reinstated the evening Route 20 Trip between Crescent City and Klamath cut in April 2020, reinstated the third (late afternoon) Route 199 trip between CC and Gasquet cut in April 2020, and reinstated the second midday Route 20 trip between CC and Arcata cut in April 2020. These service reinstatements were rolled out in late May and early June, and have been well received by riders. Ridership data is not yet fully available, but anecdotally ridership has improved.

5. Discussion and Approval of 2022-23 Fall/Winter Service Platform

Discussion was held regarding the 2022-23 Fall/Winter Service Platform. Mr. Rye presented three alternatives for modification of the Summer Service Schedule to create a (Fall/Winter/Spring) schedule that would run September through May. Two of the alternatives reduce service on these "off-season" months: Alternative #1 would eliminate the 3rd daily trip of both Route 20 and Route 199. Alternative #2 would eliminate all Saturday Services. Alternative #3 extends the expanded Summer Schedule platform through the winter of 2022-23 plus adds back in the Route 300 school tripper

on schooldays. Due to the solid financial position RCTA has (due to proactive reductions during the pandemic plus robust one-time federal pandemic assistance funding) Staff recommends the Board Approve Alternative #3 for the Winter Platform Service Platform. Director Smith asked if staff felt that Alternative #2 would be a positive to everyone or just RTCA operations staff (dispatchers, drivers)? Fernando responded it would be easiest to implement, as weekday services would be untouched, but all Saturday Service would end. Mr. Rye indicated that he does not favor Alternative #2 due to the impacts on passengers and regional connectivity, which would be significant. Director Short asked regarding Alternative #3, if RCTA uses all its one-time COVID Funding operations costs, would that preclude RCTA's ability to fund capital projects like a Kiosk for ticket sales, or investments in a new transfer hub location? Mr. Rye responded that the one-time COVID money has to be spent on operations, in general, so RCTA will have to use other funding to deliver its capital projects. However, any operating funds that can be used in place of RCTA's main operating fund sources (TDA LTF funds) helps, in that it frees up TDA LTF funds to be used for capital projects without drawing down reserves.

On a motion by Director Short, seconded by Director Roberts, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved Alternative #3, extending the expanded Summer Service through until May 2023 as RCTA's Fall/Winter/Spring Platform for 2022-23.

6. Discussion and Approval of Purchase Orders with SC Soft for Validators, Day Wireless for Routers, and Approval of Agreements with SC Soft and Elavon/Littlepay for Fulfillment Services for RCTA's Far North Contactless Fare Payment Project

A brief update on the Far North Transit Operators "Contactless Fares" (credit card acceptance on-board) project progress was given by staff. Board discussion was held regarding approval of purchase orders for SC Soft for the on-board credit card validators, and Day Wireless for the Cradlepoint mobile wifi routers. Together, once installed and setup, this equipment will enable the acceptance of credit/debit cards on board all the RCTA fixed route buses. In addition, the routers will power free passenger wifi and provide the GPS location data required by RCTA's Swiftly AVL/CAD operation software. Multiple vendors are involved, especially on the financial end of the project, including Elavon and LittlePay. The regional project is the first project of the Far North Transit Operators Group (soon to be a formal committee of the North State Super Region) and is led by Humboldt Transit Authority.

On a motion by Director Short, seconded by Director Smith, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved Purchase Orders with SC Soft for Validators, Day Wireless for Routers, and Agreements with SC Soft and Elavon/Littlepay for Fulfillment Services for RCTA's Far North Contactless Fare Payment Project.

7. Discuss and Approval of Additional Swiftly AVL/CAD Module – On Board Driver Application

Discussion was held regarding purchase of an additional Swiftly AVL/CAD Module. Mr. Rye reported that RCTA switched from DoubleMap to Swiftly for its AVL/CAD operations software system in February of 2022. After a few months of piloting the new system, staff has determined that the Swiftly array of modules will need to be adjusted as follows: 1. Swap out the Running Time module for the GPS Playback module and 2. Add the On-Board application module, which will power the on-board tablets that drivers use throughout their service day. Director Smith commented in regard to the annual cost increase and asked if staff feels that these technology devices will help RTCA to improve service quality? Staff feels that they will improve service quality and make the system easier to manage from afar, key out our unique remote admin model.

On a motion by Director Smith, seconded by Director Short, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved Additional Swiftly AVL/CAD Module – On Board Driver Application.

8. Review and Accept RCTA FY 2018-19 through FY 2020-21 TDA Triennial Performance Audit

Discussion was held regarding the RCTA FY 2018-19 through FY 2020-21 TDA Triennial Performance Audit. The audit is managed by the Del Norte Local Transportation Commission every three years and is a requirement for TDA fund recipients. Mr. Rye reported on the highlights of the triennial audit, which were few considering the pandemic-marred three-year focus period of the audit.

On a motion by Director Roberts, seconded by Director Short, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors accepted RCTA FY 2018-19 through FY 2020-21 TDA Triennial Performance Audit.

9. Authorize Release of Request for Proposals for South Oregon Medical/Shopping Shuttle Planning Study

Discussion was held regarding issuance of a request for proposals for the South Oregon Medical/Shopping Shuttle Planning Study. Mr. Rye reported out on the final draft of the RFP for Board input. Staff's recommendation is to authorize the release of the 2022 RCTA South Oregon Shuttle Request for Proposals (RFP).

On a motion by Director Short, seconded by Director Roberts, and unanimously a polled vote, the Redwood Coast Transit Authority Board of Directors Authorizes release of Request for Proposals for South Oregon Nonemergency Medical/Shopping Shuttle Planning Study.

10. Discuss Purchase of Used Bus at Auction to Mitigate Delayed Arrival of Replacement Buses

Discussion was held regarding purchase of used bus at auction. Mr. Rye reported that the continued delays in production of two replacement buses (supply chain issues) combined with the slowness of grant awards and processing of agreements by Caltrans has placed the RCTA fleet in a difficult position. Bus 285 must be retired by the end of 2022, and there is no guarantee that the two buses on order since November 2021 arrive in time to offset the retirement of 285 (CARB pollution reduction mandate). Nick identified a batch of recently retired Orange County Transportation Authority (OCTA) paratransit buses that First Transit had maintained for OCTA that were of high quality and relatively young. The OCTA buses were being sold in an online auction, and RCTA was the winning bidder on one bus. RCTA will invest some money to get the bus ready for RCTA revenue service, but feels it will be a good addition to the fleet and should provide 2-3 years of additional service. The bus is a 2015 Ford E-450 gasoline cutaway, similar to what RCTA currently operates, and has 221k miles, but has been very well maintained. RCTA paid \$9500 for the bus, plus shipping costs to transport it up from Southern California. Nick will work on the conversion to RCTA equipment and is targeting later in the fall to place the bus in active revenue service.

11. Management Reports – First Transit Project Manager, RCTA General Manager’s Reports

Mr. Rye reported at the next meeting their will be an update on the Transit Hub Relocation Project, and another update on the Far North Contactless Fares Project.

12. Announcements

The following Directors commented on the following: Director Smith commented he would like to see staff look into obtaining a commercial vehicle broker’s license in order to make purchasing used buses easier, should RCTA want additional pre-owned buses.

13. Adjourn

Redwood Coast Transit Board of Directors adjourned the meeting at 6:40 p.m. The next meeting will be on Monday September 26, 2022, at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast Transit Authority.