

**Redwood Coast Transit Authority
Minutes
September 26, 2022, at 5:30 P.M.**

Present: Ray Altman (Chairman) Darrin Short (Vice-Chairman), Vidette Roberts,

Absent: Beau Smith, Susan Masten

Also Present: Joseph Rye, Fernando Hernandez, Nicole Burshem, Dan Herron (Via Zoom)

1. CALL MEETING TO ORDER. ROLL CALL. PLEDGE OF ALLEGIANCE

Chairman Altman called the meeting to order at 5:31 P.M. Nicole Burshem 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. APPROVE THE MINUTES OF THE JULY 25, 2022, RCTA BOARD MEETING

3B. ADOPT RESOLUTION 2022-23-02 APPROVING BUDGET TRANSFER – PAY BUS STOP AMENITIES FROM FUND 697

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. APPROVAL OF AMENDMENT#1 TO AGREEMENT WITH GREEN DOT TRANSPORTATION FOR PLANNING AND ENGINEERING/DESIGN SERVICES FOR PHASE 1 OF RCTA'S TRANSIT HUB RELOCATION PROJECT

Discussion was held regarding Amendment #1 to Agreement with Green Dot Transportation for the Front Street Transit Hub project. Mr. Rye reported the next step in the project is to develop the plans and design (engineering) and obtain City entitlements for the preferred site that emerged from the initial planning work. This preferred site is a City-owned parking lot on the north side of Front Street between H and I streets. Green Dot presented RCTA with 7-8 locations and the Board agreed on the preferred location at the April Strategic Planning Workshop. City seems supportive, and would like to see additional public restrooms included at this site in the future. In addition to restrooms, the site would eventually host a building for tickets sales, dispatching, driver comfort stations, etc. The project will have to be phased unless some type of new grant is obtained. Phase 1 would include parking lot restriping and reconstruction to fix driveways and lot asphalt, and build up the median for future buildings and shelters, including conduit for lighting and real time bus arrival information signs. After Phase 1 constructs the driveway, striping, repairs asphalt and

redo the center median area, Phase 2 would design and construct either a permanent building (like a large coffee kiosk) with restrooms or at least a temporary kiosk that would provide a location for the RCTA staff to manage the service and provide customer information and ticket sales from. If a temporary or mobile kiosk is used in Phase 2, a Phase 3 could construct the ultimate project with a “brick and mortar” kiosk to house RCTA and staff and restrooms on the center median island. Phase I design should be completed by spring 2023 for construction in summer 2023. RCTA could be operating from the new location as soon as midway through 2023 if all goes as hoped. Staff will update the Board on the project again next month.

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 approved Amendment #1 to Agreement with Green Dot Transportation for Planning and Engineering/ Design Services for Phase 1 of RCTA Transit Hub Relocation Project.

5. UPDATE ON IMPLEMENTATION OF RCTA’S FAR NORTH TRANSIT OPERATORS CONTACTLESS FARE PAYMENT PROJECT

Discussion was held regarding implementation of RCTA’s Far North Transit Operators Contactless Fare Payment Project. Mr. Rye reported the project had its genesis when CalITP (California Integrated Travel Partnership), a branch of Caltrans, approached regional transit partners in the Far North Transit Operators Group a year or two ago. The project is to accept debit and credit cards on buses. There are four agencies involved in this partnership: Humboldt, Mendocino, Lake Transit, and RCTA . One element of the project required some fare standardization, although the model chosen for the region was already used by RCTA, so little adjustment to RCTA fares will be needed. For the card validators to work inside the buses, on-board Wi-Fi is required. The Wi-Fi routers were ordered at an earlier meeting. Lately it was learned that the vendors want RCTA to pre-wire the buses to accept the card validators, which was a bit of a surprise. Costs for this project hasn’t changed since July, but are still more than originally anticipated. A great side benefit of the project will be the provision of free Wi-Fi for passengers. Director Short asked in regard to mandatory passenger “tap offs” and if we can do away with it somehow? Mr. Rye responded yes there is a way for the local route trips, but for the distance Routes outside Crescent City, passengers will need to be trained to tap off when they are exiting the bus in order to be charged the appropriate fares, which are determined by distance. Director Roberts asked if the credit card machines will also take debit cards. Mr. Rye responded yes.

6. UPDATE ON SOUTH OREGON MEDICAL SHUTTLE RFP – SELECTION DELAYED TO OCTOBER BOARD MEETING

Discussion was held regarding the status of the South Oregon Medical Shuttle RFP. Mr. Rye reported that the original proposal due date was mid-September, but we were not aware of any consultant that was planning on proposing. RCTA then issued an Addendum to push proposal due dates back by 3 weeks and initiated additional

consultant outreach to generate some interest in our project. The project gets delayed a month to award and staff hope to have award on the October 24th Board agenda.

**7. DISCUSS OF STATUS OF RCTA'S PTMISEA EXPENDITURE PLAN – PROGRAM SUNSETS
JUNE 30, 2023**

Discussion was held regarding status of RCTA's PTMISEA expenditure plan. Mr. Rye reported on what this funding is used for and how much we have remaining. This funding has been used for key capital projects, specifically bus replacements and facility improvements. The program started in 2006 and RCTA received annual allocations from 2007 through 2016. Caltrans recently informed transit agencies that they will sunset the program effective June 30, 2023, meaning that RCTA must at least encumber (commit the funds via a purchase order) all funding by June 30, 2023. This seems feasible, as RCTA already has committed a large chunk of the remaining bus replacement funds for the 3 buses already on order, and more PTMISEA will be used to order 4-5 additional buses that are funded by grants that RCTA will be receiving in the next few months. Staff will return to the Board with more detail on this expenditure plan at a future meeting.

8. UPDATE ON AND DISCUSSION OF POTENTIAL AGREEMENT FOR LEGAL SERVICES FOR RCTA

Discussion was held regarding status of potential agreement for Legal Services for RCTA. Mr. Rye reported that the County Attorney's Office would prefer that RCTA find other legal representation, although they did help with our 2022 Annual Certs and Assurances document. Staff has contacted a well-known transit law firm from the Bay Area and will be receiving a proposal. Hanson Bridgett, from San Francisco has an abundance of transit agency legal experience. Compared to the minimal legal services consumed by RCTA historically this will be a jump in costs but also an upgrade in experience and protection. The current \$5000 annual legal budget will likely need to increase to around \$30,000 in order to allow proper representation at Hanson Bridgett hourly rates. Staff will work with Hanson Bridgett to develop a paced, prioritized approach to reviewing missing or outdated documents and policies and a three-year plan approach to upgrading RCTA array of legal documents, policies, etc. Staff would like to have an attorney by the end of the year. The Board asked staff to see if any other regional government entities would be willing to share an attorney.

9. DISCUSSION OF SERVICE PERFORMANCE – SUMMER 2022 VERSUS SUMMER 2021

Discussion was held regarding RCTA's 2022 Summer Service performance. Mr. Rye recapped how the Board approved an aggressive reinstatement of most all services that were cut during the COVID-19 pandemic. RCTA rolled out the expanded services on June 1, 2022. The service reinstatement was largely successful. Compared to Summer 2021, RCTA saw a 27.5% uptick in ridership.

10. MANAGEMENT REPORT – RCTA GENERAL MANAGER'S REPORT

Mr. Rye reported we will be meeting again in 4 weeks. We are also hoping to get something started on the electrification of the facility. Contactless fares will be closer to

operational by the next meeting. Director Roberts asked in regard to the solar panels to help charge the buses as part of the future investments to the Williams Drive facility that will enable electric bus charging. Mr. Rye responded we will look into it.

11. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER REPORT

Fernando Hernandez reported staffing levels are great, continuing to get applications in and have some on reserve. We have one in training to bring our total to 10 drivers.

12. ANNOUNCEMENTS

The following Directors commented: None

13. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:08 p.m. The next meeting will be on Monday October 24, 2022, at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast Transit Authority