

**BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY**

DATE: Monday, April 24, 2023

Time: 5:30pm

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

A link to view the meeting will be posted on <https://media.co.del-norte.ca.us/> .

A copy of this agenda and the meeting materials is available at <http://redwoodcoasttransit.org/board-of-directors-2/> and at: RCTA, 140 Williams Drive, Crescent City, CA 95531.

1. Call Meeting to Order. Roll Call. Pledge of Allegiance
2. Public Comment
3. Consent Calendar
 - 3A. Approve Resolution 2022-23-10 Authorizing RCTA Application for FTA 5311-F Operating Funds for Fiscal Year 2023-24.
 - 3B. Approve the Minutes of the March 27, 2023 RCTA Board Workshop
 - 3C. Approve Resolution 2022-23-11 Approving Receipt of Volkswagen Settlement Fund Grant Funding for One Replacement Electric Bus and Directing the General Manager to Execute Grant Documents
4. Approve Release of an RFP for Preliminary Engineering and Site Planning for the RCTA Williams Drive Electric Vehicle Charging Infrastructure Project
5. Update on RCTA On-Demand Service to Crescent City Airport
6. Discussion of Fare Increase Options and Minimum Farebox Recovery Standards
7. Discussion of Dial-A-Ride Service Area Expansion, Senior Fare, and Late Cancel and No-Show Policies
8. Discussion of Fiscal Year 2023-24 Preliminary RCTA Draft Budget
9. Management Report – First Transit Project Manager
10. RCTA General Manager’s Report
11. Announcements
12. Adjourn – Next RCTA Board Meeting will be on Monday, May 22nd, 2023 at 5:30pm

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.

RTCA Authorizing Resolution for FTA Funds
State of California
Division of Rail and Mass Transportation
RESOLUTION NO. 22-23-10

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) 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

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 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 *Board of Directors of 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.

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 projects.

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

PASSED AND ADOPTED by the *Board of Directors of 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 *24th of April 2023*, by the following vote:

AYES:

NOES:

ABSENT:

(Please Print)

Name: _____ Joey Borges _____

Title: _____ Chair, RCTA Board _____

Signature: _____

Date: _____

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MARCH 27, 2023 AT 5:30 P.M.**

PRESENT: Joey Borges (Chairman), Kelly Schellong (Vice Chair), Darrin Short, Ray Altman

ABSENT: Vidette Roberts

ALSO PRESENT: Joseph Rye, Dan Herron (Via Zoom), Nicole Burshem (Via Zoom), Fernando Hernandez, Mark Schaffer (Via Zoom), Michael Conneran (Via Zoom)

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

Chairman Borges called the meeting to order at 5:30 p.m. Nicole Burshem conducted Roll call. Chairman Borges led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) address the Board of Directors: None

3. CONSENT CALENDAR

3A. ADOPT RESOLUTION 2022-23-09 APPROVING RCTA'S FISCAL YEAR 2022-23 LCTOP ALLOCATION REQUEST

3B. APPROVE THE MINUTES OF THE FEBRUARY 27, 2023, RCTA BOARD WORKSHOP

3C. APPROVE PURCHASE ORDER 2022-23-26 TO SWIFTLY FOR AVL/CAD SOFTWARE ANNUAL AGREEMENT

3D. APPROVE MOVING INTO PHASE 2 OF THE SOUTH OREGON AND HUMBOLDT MEDICAL SHUTTLE STUDY.

On a motion by Director Short, seconded by Director Schellong, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the consent agenda items 3A.-3D, as shown.

4. APPROVE RESOLUTION 2022-23-10 AWARDED AGREEMENT TO HANSON BRIDGETT, LLP FOR RCTA LEGAL COUNSEL SERVICES

Discussion was held regarding resolution 2022-23-10. Mr. Rye reported RCTA requires an attorney for routine legal items. While RCTA has been fortunate to avoid most litigation the need for an attorney to ensure compliance and provide legal guidance is clear. Over the years we have used Ms. Luna as our legal representation, mostly when she was a member of Black & Rice, then when she was at Del Norte County. The new County Attorney has no interest in providing RCTA with legal counsel. RCTA requires an attorney signature for FTA and Caltrans Documents. Mr. Rye reported the RCTA Board of Directors approved the release of an RFP for RCTA legal counsel in January 2023. The RFP was posted and distributed, and received two responses. The proposals were evaluated and scored by a selection committee, which unanimously ranked Hanson Bridgett as proposal number one. Their qualifications and transit-specific experience was strong and billing rates were lower. Director Schellong asked if this will be an as

needed contract? Mr. Rye replied yes, it will be an as-needed contract. Director Schellong asked how much has been budgeted for that. Mr. Rye responded we have been budgeting about \$5,000 a year, but plans to increase that.

On a motion by Director Schellong, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2022-23-10 awarding agreement to Hanson Bridgett, LLP for RCTA Legal Counsel Services and authorize the General Manager to execute the agreement.

5. REVIEW AND ACCEPT FISCAL YEAR 2021-22 RCTA FINANCIAL AUDIT FROM O'CONNOR CPAs

Discussion was held regarding the Fiscal Year 2021-22 RCTA Financial Audit. Mr. Rye reported the attached document is for Board acceptance. Michael O'Connor worked with RCTA and DN County Auditor to finalize the audit and submit to the State Controller by December 31. There were no significant findings this year. The cash reserves appear to be lower than anticipated due to delays in receiving FTA reimbursements. We have since received FTA funds in early March 2023 that are not reflected in the audit. This will be our third year of Audits conducted by RJ Ricciardi which took us through FY 2021-22. RCTA has options to extend the contract but has been approached by the Del Norte Local Transportation Commission to participate in a joint procurement of an audit firm during FY 23-24. The role and level effort of the annual fiscal audit has grown due to changes in the State Controller Report and GASB 87.

On a motion by Director Short, seconded by Director Schellong and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors accepted Fiscal Year 2021-22 RCTA Financial Audit From O'Conner CPAs.

6. REVIEW AND APPROVE FISCAL YEAR 2021-22 RCTA ANNUAL REPORT

Discussion was held regarding Fiscal Year 2021-22 RCTA Annual Report. Mr. Rye reported Since Covid RCTA has seen fluctuations in ridership. RCTA lost 60% of its ridership in the beginning due to travel restrictions, but then has slowly gained back a small amount of that ridership in FY 2020-21 and 2021-22 as travel restrictions relaxed. Mr. Rye reported out on the following highlights: Service reinstated to near pre-pandemic levels, but ridership failed to respond directly to this stimulation. RCTA's new, higher, labor costs, combined with historically high fuel costs, lead to some poor performance numbers when ridership is mixed with costs. Overall ridership was up 7%, DAR was up 14%. Overall system revenue hours were up 8%, DAR was up 17%. Dial-a-Ride activity was less impacted than fixed routes. Crescent City Local Routes increased 6%. Regional Route 20 and 199 were interesting. Route 20 struggled but Route 199 was up 113%. In general most transit agencies in the USA are experiencing staggering ridership losses since early 2020.

On a motion by Director Short, second by Director Schellong, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Fiscal Year 2021-22 RCTA Annual Report.

7. UPDATE MEMORANDUM OF UNDERSTANDING (MOU) WITH FRONT STREET TRANSIT HUB PROJECT

Discussion was held regarding the Transit Hub Project. Mr. Rye reported Eric Wier and his staff sent over the first draft of the MOU and RCTA held up review until Hanson Bridget was on-board to review and provide comments back to the city. RCTA continues to participate with partner agencies (City of Crescent City, Humboldt Transit Authority) on collaborative grant applications that could fund the design and construction. Director Altman asked if the grants would require any matching funds. Mr. Rye responded no he doesn't believe it does, but that would vary depending on the grant secured.

8. UPDATE ON RCTA CTSA PROJECTS AND PROGRAMS

Discussion was held regarding RCTA CTSA Projects and Programs. Mr. Rye reported out on the following: ADA Eligibility Determination; Transit Travel Training; Even Transportation; and Future Projects such as Event Transportation. Director Schellong asked what does travel training look like? Mr. Rye responded Fernando would go out and show and instruct the riders on how the route work and how to pay for services.

9. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER

Fernando Hernandez reported First Transit/Transdev has eight drivers and two in training. We should have 10 drivers by next week.

10. RCTA GENERAL MANAGER'S REPORT

Mr. Rye reported there isn't too much to report at this time and next month he will have to attend via Zoom.

11. ANNOUNCEMENTS

The following Director(s) commented on the following: None.

12. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:30 P.M. The next regular meeting will be on Monday, April 24, 2023, at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast Transit Authority

April 24, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, RCTA General Manager



SUBJECT: Adopt Resolution 2022-23-11 Accepting Volkswagen Settlement Funding for Purchase of an Electric Bus and authorizing General Manager to Execute Grant Documents

RECOMMENDATION

Approve Resolution 2022-23-11 accepting \$160,000 in Volkswagen Settlement funding for purchase of an Electric Bus and authorizing the General Manager to execute grant documents.

BACKGROUND

The Mitigation Trust has \$130 Million in funds to replace older, high-polluting transit, school and shuttle buses with new, battery-electric or fuel-cell buses. Replacing an older bus with a zero-emissions bus eliminates particulate matter and other pollutants that impact people riding the buses, as well as children and residents in communities throughout California communities.

At the Board's direction, staff submitted an application in 2020 for the VW funds that requested funding to purchase one new electric bus (a vehicle to use on the Crescent City Local/DAR fleet) and funds to upgrade the electrical infrastructure and install additional charging equipment in the RCTA Williams Drive Maintenance and Operations Center yard. The application requested \$221,000.

Discussion

After a long waiting period, VW Settlement Fund representatives contacted RCTA with a contract award for \$160,000 in March 2023. While less than the original ask, the \$160k covers most of the cost to purchase one Green Power EV Star Plus electric bus, less charging equipment. RCTA will provide the funds for the difference in price and the single charging station out of its last PTMISEA funding.

Upon notice of award, RCTA requested an additional \$20k in funding due to possible mis-classification of the vehicle, but this request was ultimately denied. RCTA will now provide local matching funds to cover the difference in price between the Green Power EV Star Plus vehicle and the grant amount. RCTA has evaluated and deemed the EV Star Plus the ideal electric bus for our unique situation. This somewhat unexpected funding will be complementary to the larger, future project where RCTA will upgrade its electrical service and design and install multiple charging stations throughout its Williams Drive yard and will provide RCTA its first all-electric ZEB (zero emission bus).

The next steps will be to finalize the specifications with Green Power, obtain the latest pricing and a FTA-approved purchase option from the CalACT/MBTA Purchasing Cooperative, and place an order, most likely at the next RCTA Board Meeting in May.

Attachment: Resolution 2022-23-11 Accepting \$160,000 in financial assistance under the California VW Mitigation Trust Fund for Purchase of an electric bus

REDWOOD COAST TRANSIT AUTHORITY RESOLUTION #2022-23-11

RESOLUTION ACCEPTING \$160,000 IN FINANCIAL ASSISTANCE UNDER THE CALIFORNIA VOLKSWAGEN MITIGATION TRUST FUND FOR PURCHASE OF AN ELECTRIC BUS

WHEREAS, the **Volkswagen (VW) Mitigation Trust Fund** has made grant funding available to qualifying entities for electric battery powered buses to replacement diesel transit buses, and

WHEREAS, the Redwood Coast Transit Authority (RCTA) successfully applied for said financial assistance to assist with purchase of capital equipment in Del Norte County; and

WHEREAS, Redwood Coast Transit Authority will replace one of its aging diesel buses with a new all-electric zero emission vehicle; and

WHEREAS, the RCTA wishes to delegate authorization to execute these documents and any amendments thereto to Joseph Rye, General Manager; and

WHEREAS, the RCTA wishes to accept the VW Mitigation funding for the Replacement Electric Bus Project described above, including this resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the RCTA that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations and guidelines for all VW Settlement Fund funded transit projects.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority does hereby Authorize the RCTA General Manager to file and execute grant document on behalf of RCTA with the Trust Fund to aid in the financing of capital projects.

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

That the General Manager is authorized to provide additional information as the Trust Fund may require in connection with Trust Fund projects.

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 24th of April, 2023, by the following vote:

AYES:
NOES:
ABSENT:

BY: _____
Joey Borges, Chairperson

Attest: _____
Joseph Rye, General Manager

April 24, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approve Release of Electric Bus Charging Preliminary Engineering Request for Proposals (RFP)



RECOMMENDATION:

Authorize the release of Electric Bus Charging Preliminary Engineering Request for Proposals (RFP).

BACKGROUND:

RCTA is mandated by the California Air Resources Board (CARB) to comply with the Innovative Clean Transit (ICT) regulation, which for RCTA requires that RCTA begin purchasing zero emission buses (ZEBs) as a percentage of its replacement buses starting in 2026, and purchasing nothing but ZEBs by 2030. CARB does allow, and encourages, transit agencies to get a jump on the ZEB purchases by allowing inclusion into later year purchase percentage calculations any ZEBs purchased prior to 2026. In general, ZEB fleets are either battery-electric buses (all-electric), or fuel-cell electric (electric buses with hydrogen fueled recharge motors). With no existing or near future hydrogen source in the area, RCTA is starting down the ZEB compliance path by purchasing battery-electric buses while monitoring the hydrogen path.

The most difficult part of the transition to ZEB fleets is the design and construction of the yard charging infrastructure. Battery-electric buses have limited range, and must be charged overnight, and if possible, some fast “opportunity” charging during the day. The charging infrastructure often requires more electrical power than what exists at the yard today. Working with the local electric utility is crucial, but Pacific Power requires from RCTA a calculation of maximum future charging capacity needs, in order to identify if the power service available to RCTA will be adequate, and how much larger of transformer and switchgear will be required. RCTA needs consultant help to develop these maximum future charging calculations, as well as to properly layout the future equipment and charging stations to optimize the limited space available on the Williams Drive parcel. The scope of the preliminary engineering will include:

- Evaluation of future maximum RCTA bus charging needs and creation of a electrical capacity maximum need, evaluating the bus charging infrastructure separate from the current facility electrical needs, assuming a new service
- Develop an optimal site plan for the location of the electrical service equipment, including switchgear, backup generator, trenching, bus parking, charging station islands, considering operational needs of the Williams Drive site, to ensure easy and safe bus access to both fast and slow charging stations
- Evaluate potential drainage and paving considerations for the site plan to maximize the utility of the Williams Drive facility including the proposed charging station locations

Staff is close to finalizing the RFP using RCTA's usual boilerplate template and the scope of work described above. RCTA would like to release the RFP in late April and award in late May in order to initiate work, ensuring that the \$20,000 programmed by DNLTC for this project is invoiced and expended by its own funding deadline of June 30, 2023. The \$20k DNLTC contribution will not be enough to fund the entire scope of work, so the final project deliverables will be due in the fall.

The \$20,000 programmed by DNLTC to assist with this vital phase of the project will not be adequate to cover the entire scope, but will get the project started. The RFP will require that all proposers have adequate resources available to make enough progress on the project scope to invoice RCTA at least \$20,000 by the end of June to comply with DNLTC funding expiration constraints. The full scope of the preliminary engineering is expected to be completed by September of 2023. RCTA will then need to advance the project into final design with a goal of a construction project during the summer of 2024.

RECOMMENDATION

Authorize the release of the Electric Bus Charging Preliminary Engineering Request for Proposals (RFP).

April 24, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Update on RCTA Service to Del Norte County Airport



RECOMMENDATION:

Discussion only.

BACKGROUND:

RCTA has long struggled to develop an appropriate service model to the Del Norte County Airport (Jack McNamara Field – CEC). CEC is located close to Crescent City, but quite a ways from RCTA’s nearest fixed routes. In addition to the distance it would require to deviate an existing route over to the airport, there is the challenge of infrequent flight schedules, sometimes at times when the local RCTA routes are not operating.

DISCUSSION:

Since the opening of the new terminal, interest in RCTA service to the CEC has increased, with requests for service to meet the morning Contour flight (7:00am) and the evening Contour arrival (7:15pm). Ground transportation options are limited, there are car rentals but taxi services are often not available early or late enough to provide reliable airport connections.

RCTA worked collaboratively with the new CEC manager to identify an appropriate location in front of the terminal for RCTA drop offs and pickups, which will be important to market the service.

RCTA has developed a model that best fits with the CEC’s current flight schedules without escalating RCTA operating costs. RCTA will utilize its Dial-A-Ride service, which already accepts reservations from the General Public (at a higher fare than ADA-eligible) to provide the service in an “on-demand” model. Reservations will be required at least one day in advance for either delivery or pickup at the airport. DAR currently doesn’t usually have its first pickup until at least 7am, so the “extra” trips to feed CEC in the morning fit nicely before the start of the daily DAR run. Likewise in the evening, the last DAR trips are always completed before 7pm, allowing RCTA to extend the evening DAR to cover the 7:15pm Contour flight arrival.

The service area will be the current RCTA Dial-A-Ride service area, generally the Crescent City area and surrounding areas. RCTA staff is developing options to expand the DAR Service Area in the near future which would also expand the catchment area for this CEC Airport Service.

April 24, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager



SUBJECT: Discussion of a Fare Increase and Compliance with TDA Farebox Recovery Rules

RECOMMENDATION:

Discussion only. RCTA has not implemented a fare increase or restructure since 2017, and since that time operational costs have increased considerably, causing RCTA's farebox recovery ratio to drop.

BACKGROUND:

RCTA made major fare changes in 2017, not simply raising fares, but in many situations, lowering fares and expanding the array of passes available to allow riders to save money. General fares in and around Crescent City were raised for non-discounted adults, and a zonal distance-based fare system was implemented for the regional routes (20, and 199). The 2017 fare structure changes addressed the findings of a peer review, which showed RCTA having lower fares than most peer agencies for local and short haul trips, and much higher fares for trips to/from Humboldt County on Route 20. Also discovered was a rare lack of discounted cash fares or passes for seniors and students. RCTA implemented youth and senior/disabled discount cash fares and passes in 2017.

The non-discounted adult cash fares implemented in 2017 and still in place are as follows:

Route 20 Travel Zone	Smith River & Gasquet/Hiouchi	Crescent City Local	Klamath	Prairie Creek & Redwood N.P. (includes Orick)	Humboldt County
Smith River & Gasquet/Hiouchi	2.00	2.00	4.00	6.00	10.00
Crescent City Local	2.00	1.25	2.00	4.00	8.00
Klamath	4.00	2.00	2.00	2.00	6.00
Prairie Creek & Redwood N.P. (Orick)	6.00	4.00	2.00	2.00	5.00
Humboldt County	10.00	8.00	6.00	5.00	5.00

Concurrent with this new adult cash fare zonal system, RCTA implemented half-fare for seniors and disabled, using the same fare table above but at 50% rates. At the same time, RCTA expanded its array of passes to include County and Regional, and discount pricing for youth and senior/disabled, none of which existed prior to 2017 (note: Regional Intercounty Monthly Passes were discontinued in 2021 due to lack of demand). RCTA, like most rural and suburban transit agencies in California mainly transports the transit dependent and mobility disadvantaged. Many people in this category qualify for the

discounted fare and pass categories of youth/student, or senior/disabled, thus exempting them from the slight cash fare increase to the adult fares.

Route 20 Passes	Monthly Pass	Monthly Pass Student	Monthly Pass S/D
Crescent City (local)	30.00	20.00	15.00
Del Norte County/Parks	50.00	35.00	25.00
Regional InterCounty	90.00	60.00	45.00

The goal of the introduction of unlimited ride monthly flash passes was to encourage more frequent trip taking and to mitigate any impacts of the cash fare increase. However, the results in ridership impacts were negligible, RCTA’s ridership kept growing at the same slow pace it had been on prior to the fare restructure, and the latent demand, speculated to be suppressed by the higher fares, failed to respond.

Dial-A-Ride (DAR) Fares

RCTA kept its prior fare structure (cash and pre-paid punch passes) and simply raised the DAR fare for ADA riders from \$1.50 to \$1.75 per ride. RCTA retained its \$5 General Public DAR (non-ADA qualifying, no disability that prevents fixed route usage) fare. DAR ridership was low prior to the fare increase and has stayed relatively low since, including an expected drop during the pandemic.

Contactless Fares (Credit Cards) and Interregional Fare Coordination

RCTA is now in the soft-launch phase of a major regional partnership project to improve mobility in the 101 Corridor and develop an alternative to Greyhound and Amtrak by coordinating schedules and fares of the major local public transit agencies in the 101 Corridor (RCTA, HTA, MTA). The coordinated regional schedules of these partner local transit agencies will focus on connecting to the SMART train in Santa Rosa. RCTA’s fares have not been impacted, due to RCTA adopting the distance-based fare model in 2017 that the region has chosen to model after. However, there are discussions of a “fare cap” scheme in the future that might lower the total cost of a multi-agency trip on the corridor and reduce slightly each agency’s fare collected. For now, staff predicts this will be more than offset by increased ridership on a co-branded system with coordinated schedules, allowing easy long-distance travel.

Farebox Recovery Ratio Impacts

RCTA’s largest funding source is TDA (Transportation Development Act) funds derived from ¼ cent sales tax statewide, returned to source in each county based on economic activity. One of the requirements of receiving TDA funds is that transit agencies collect a percentage of their overall operating costs in the form of paid fares and passes purchased by riders, or by institutional buyers that distribute passes and tickets to riders. For rural agencies like RCTA, TDA requires 10% farebox recovery. Prior to the 2017 fare restructure, RCTA was collecting 17% farebox recovery overall. However, since the 2017 fare restructure fares collected dropped slightly overall, ridership remained steady, followed by the COVID-19 pandemic

that sliced ridership to less than half, further lowering fares collected. RCTA in its most recent fiscal audit (FY 2021-22) came it at just 5% farebox recovery, less than half of the former TDA standard.

Staff refers to the 10% rural farebox recovery ratio standard as “former” due to emergency legislation passed during the pandemic to suspend this farebox recovery requirement temporarily. No, or very few transit agencies in California were able to reach their farebox recovery targets since 2020, due to ridership declines. Should the TDA 10% farebox recovery requirement be reinstated (a political possibility) non-compliant agencies can be punished by having their TDA funding reduced by some percentage, via a rarely used TDA mechanism related to the DNLTC annual TDA claim process. With well over half of RCTA’s funding coming from TDA, this would be a devastating outcome, should the legislature fail to either extend exemption (or delete) the punitive farebox recovery standard from the TDA law.

RCTA’s ridership, like most agencies in California, is slowly recovering from the pandemic. Staff feels a moderate fare increase at this point in time would not stunt ridership recovery, and would help address the non-compliant farebox recovery ratio (FBR) situation, showing RTCA making a good-faith effort.

Operating Costs

A big part of the FBR equation is the gross overall operating costs of an agency. The FBR is calculated by dividing the total fares by the total operating costs. RCTA built its strong (pre-pandemic) FBR both by having decent ridership, but mainly by keeping its operating costs very low, primarily through low wages within its operating contract (First Transit). This issue caused trouble long before COVID-19, in the form of low morale and high contractor employee turnover, and rose to a Board priority, when the pandemic hit. To survive the pandemic, RCTA needed to retain its employees and make the operating environment as safe as possible. To this end, wages were increased, bonuses introduced, air cleaning technologies deployed, and barriers designed and installed in the fleet. The increased wages were the biggest tool RCTA deployed to survive COVID-19, and have proven to dramatically improved the recruitment and retention of operations staffing. The cost of this more attractive wage scale has been higher operating costs, which, combined with lower fare collection has resulted in a notable drop in FBR. Making matters worse has been the doubling of fuel costs since the pandemic began, which has combined with labor costs and lower revenue hours to elevate RCTA’s hourly fully loaded operating costs to \$125/hr.

Legislative Relief

There are discussions ongoing in Sacramento about TDA reform in general, and specifically dropping the FBR requirements, or lowering them significantly. However, as of today, TDA is operating on a year-to-year exemption from the FBR requirement. Staff will be monitoring this situation closely, but it would be wise to take measures to raise RCTA’s FBR somewhat, regardless of the fate of this 10% FBR mandate. Additional fares collected would help RCTA avoid drawing down reserves to meet operational costs.

DISCUSSION:

RCTA is in a position to implement an overdue fare increase in 2023, with new extended service into Eureka, a robust summer schedule that equals pre-pandemic levels, and new transit technologies that enable real-time bus tracking and arrival information, credit card payments, and on-board wi-fi.

Operating costs are mostly beyond RCTA’s control, as the operation runs on a very minimalist model as it is, and no current positions are considered expendable. Fuel might fall in price, which would no doubt

help, but it could also rise or stay steady in the \$5-6 range where it is today. Electrification of the RCTA fleet may reduce operations costs in the long run, but that is TBD and must follow a period of intense capital investment as the fleet transitions. Luckily for RCTA, its TDA and other revenues (excluding fares) have risen sharply in recent years, due to better collection of online commerce (more ¼ sales tax collected on e-commerce), allowing RCTA to protect and build reserves even as costs have risen. However, this upward TDA revenue trend is not expected to continue indefinitely.

Potential Cash Fares

Staff would like to discuss a modest increase in all zones of RCTA’s existing distance-based fare table:

Travel Zone	Smith River & Gasquet/Hiouchi	Crescent City Local	Klamath	Prairie Creek & Redwood N.P. (Orick/Trinidad)	Arcata/Cal Poly	Eureka
Smith River & Gasquet/Hiouchi	2.50	2.50	4.50	7.00	11.00	13.00
Crescent City Local	2.50	1.50	2.50	4.50	9.00	11.00
Klamath	4.50	2.50	2.50	2.50	4.50	7.00
Prairie Creek & Redwood N.P. (Orick/Trinidad)	7.00	4.50	2.50	2.50	2.50	5.00
Arcata/Cal Poly	11.00	9.00	4.50	2.50	5.00	5.00
Eureka	13.00	11.00	7.00	5.00	5.00	5.00

Considerations for this proposed new cash fare table include a modest \$.25 increase for the single zone fare, which is predominantly used in and around Crescent City. The highest percentage of RCTA customers travel within the CC zone. The second most popular trip is the two-zone trip, most common between Smith River and CC, Klamath and CC, and Gasquet and CC. The proposed fare increase for the two-zone trip is \$.50, or \$.25 per zone. Fares for longer trips (3-5 zones) rise \$.50 to \$1. Humboldt to Humboldt trips, specifically to/from the Arcata to (new) Eureka segment stay at \$5 to encourage riders to utilize local Humboldt Transit services, rather than board RCTA.

Dial-A-Ride Fares

ADA law allows transit agencies to charge up to double their fixed route adult fare for a DAR trip for an ADA-eligible customer. Many transit agencies set their DAR price at this point, to maximize fare recovery from this expensive service, and to incentivize as many people as possible to choose fixed route service over DAR, thus controlling demand. Staff do not suggest raising DAR fares to the maximum of \$3, but an increase to either \$2 or \$2.25 is overdue. Staff also want to introduce the idea of a “senior fare” on DAR for non-ADA eligible riders (age 65+?) that would provide a discounted category carved out of the \$5 General Public DAR fare. The GP DAR fare could be increased to \$6 to support FBR. Staff is seeking direction on the impacts of changing DAR fares. Any change in DAR fares needs to be led by outreach to the local social service agencies, which purchase most of the DAR passes in use today and distribute to their clients. The social service agency budgets will be impacted by any increase in DAR fares.

Passes

RCTA struggles to sell passes as it is, which is a complex topic worthy of additional study. RCTA discontinued sale of all Regional InterCounty passes due to lack of interest. It should be noted that RCTA offers “free” rides to youth and college students with ID and veterans, then draws down grant funding (which will expire soon but can be applied for again in future years) to backfill face value fares.

RCTA has for the past several years utilized LCTOP funds to “backfill” fares, allowing RCTA to let youth and veterans ride free, then drawing funds from the LCTOP account to backfill fares that the youth and vets would have paid. While the LCTOP funds are nearly fully expended, RCTA expects to apply for and receive additional LCTOP funds to sustain the free rides program in the near future.

The pass pricing modifications could look like this:

Route 20 Passes	Monthly Pass	Monthly Pass Student	Monthly Pass S/D
Crescent City (1- zone)	35.00	25.00	20.00
Del Norte County Zones	55.00	40.00	30.00

Recommendation

Staff seeks direction on pursuing a fare increase in 2023, ideally to coincide with either the release of the June 2023 schedule brochure, or alternatively, the September 2023 fall/winter/spring schedule brochure.

The fare increase will require a public hearing at a regularly scheduled RCTA Board Meeting prior to implementation, and a reasonable level of public outreach should be planned and executed to explain the proposed fare increase prior to the Board Meeting. Considering limited staff time and the short time frame, it might be optimal to target September 1st for the fare increase, with outreach during May-June and Board approval in either July or August. A slower timeline could lead to a fare increase in January 2024 with public outreach starting in the fall.

April 24, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager



SUBJECT: Discussion of Expanding RCTA's DAR Service Area and Implementation of a Late Cancellation and No-Show Policy

RECOMMENDATION:

Discussion only. RCTA has received numerous requests over the years to provide DAR service to areas outside the originally adopted DAR Service Area, and is suffering from a high percentage of late cancellations and no-shows which hurt performance and cost RCTA money.

BACKGROUND:

RCTA has a history of a laissez-faire approach to its Dial-A-Ride (DAR) service, especially pre-2017. Prior to reforms implemented over the 2017-2020 timeframe, RCTA would go far beyond ADA law and in the process induce higher levels of DAR hours and costs while providing a premium service that was more similar to a taxi service than a shared ride ADA paratransit service as delivered nationwide. The results were a higher ridership and cost share for DAR, and lower fixed route ridership. DAR, nomatter how efficiently delivered, is limited to a ceiling of perhaps 3-4 riders per hour, whereas fixed route can easily provide 10x that amount of rides for the same amount of operational costs.

DAR Service Area

When RCTA was created, staff and the Board adopted a DAR service area, inside which all trips must begin and end. Outside of the service area, the only services available were RCTA's innovative deviated fixed route regional services on Routes 20, and eventually 199, which will deviate up to $\frac{3}{4}$ mile off the main route upon request for ADA-eligible riders with advance reservations. Over the years, this initial DAR service area has been questioned, as many requests from potential riders of the service have been received from persons residing outside the initial boundaries. With RCTA DAR usage now under control and the imminent addition of General Public DAR to the CEC Airport, this might be a good time to evaluate expansion of the DAR Service Area. The current DAR service area includes (no map has been found, although rumor has it there once was one):

- To the south, US 101 as far south as Humboldt Road, including the new casino
- To the east, City Limits to around Parkway Drive, Parkway Drive to EV X-roads at US 199
- To the west, Pacific Ocean up to and including the CEC Airport
- To the north, on either side of Northcrest/Lake Earl to Elk Valley Crossroad

Staff is considering a recommendation to expand the DAR service area to the north to include areas along Lake Earl Drive through Fort Dick up to the Smith River, and possibly along US 197 between US 101 and US 199. This is a preliminary concept to start the discussion, and likely a maximum expansion of the service area. Should the DAR service area become too large, demand and spatial distance can combine to drive up DAR costs and impact the transit agency. A more modest expansion would be to simply expand the Lake Earl area from Elk Valley Crossroads up to and including Fort Dick and see how that

additional catchment area impacts the system as a first step. Then, if the system is able to absorb this area without negative impacts, the US 197 corridor between US 101 and US 199 could be next.

Late Cancellations and No-Shows

Following national ADA paratransit best practices, riders are supposed to notify the paratransit agency at least 2 hours prior to a scheduled pick up if a trip is no longer needed. The day before is better as DAR manifests (schedules) are created and batched the night before each day's service. "No-shows" are the most offensive form of late cancellation, where the rider fails to call the paratransit agency to cancel the trip, and then either informs the driver at the door that the trip is no longer needed, or doesn't answer the door at all. The agency still has to pay that driver and the fuel to execute the pickup, but no fare is received and other passengers that may have wanted that timeslot were precluded by the no-show.

All DAR providers struggle to some extent or another with late cancels and no-shows, but RCTA has a higher than usual percentage of these transgressions. To address the negative impacts of these late cancels and no-shows, the FTA published guidance on how transit agencies can enact and enforce punitive policies to provide a disincentive to this behavior. Staff, in a previous engagement helped develop a late cancel and no-show policy based on FTA guidance and best practices that tracked occurrences of late cancels (bad) and no-shows (worse) by rider as a percentage of overall trips, and when a rider exceeded a certain percentage of trips taken with these negative events, they were contacted by the transit agency to make them aware of the issue, and provide warning that further occurrences will result in loss of riding privileges. In addition, FTA has indicated that a rider can be charged regular fare for the trip wasted by the late cancel or no-show. Unfortunately, this process is labor intensive, and RCTA is a very small and lean organization. That said, RCTA can ask its contract operator (Transdev, formerly known as First Transit) if dispatch staff can utilize the CTS software to track these issues by rider and create reports periodically. If feasible, RCTA would need to adopt a formal policy with a penalty system and metrics to follow to ensure that the program is administered fairly.

CTS Auto-Alert Module

One technology tool that RCTA is about to deploy can also help with this situation. RCTA received a 5310 (FTA, through Caltrans) Grant 2 years ago to purchase an add-on functional module for CTS that will automatically call DAR customers the night before a scheduled trip, and allow a simple cancellation with the push of a button on the telephone. In addition, the system will produce a call when the bus is getting a few minutes away from picking up the passenger to alert them, and that also will help with productivity and reduce no-shows. RCTA was awarded funding to purchase these modules by Caltrans through the FTA 5310 program nearly two years ago, but has yet to receive a standard agreement, which is required before the software module can be ordered.

April 24, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Discussion of Preliminary Fiscal Year 2023-24 Budget



RECOMMENDATION:

Discussion only.

BACKGROUND:

RCTA faces a fiscal year 2023-24 that projects to be very busy, with revenues and expenditures both at all-time highs. The revenues are at record highs, led by TDA (Transportation Development Act) Local Transportation Funds (LTF), which has risen dramatically in recent years, in spite of the pandemic. Research points towards more effective capture of online e-commerce activity. RCTA continues to enjoy the State Transit Assistance (STA) funds that were increased a few years ago as part of SB-1. RCTA still lacks sufficient capital-specific funding, meaning RCTA will need to annually set aside some of its operating funds for capital projects.

RCTA has maneuvered through the tumultuous COVID-19 years to emerge from the pandemic with a fair amount of money in reserves. While the FY 2021-22 audit pegged RCTA cash reserves at \$342,909, in reality the reserves are higher than that, as several federal reimbursement checks had not come in at the time of the audit, but have subsequently arrived. RCTA expects to add to that total as it draws down \$1.7M in one-time federal pandemic relief funding in \$300k-\$400k chunks each year over the next few fiscal years.

DISCUSSION:

DNLTC obtained LTF funding projections for FY 2023-24 that are very positive, continuing a recent growth trend. The sum available to RCTA (\$873,828) includes funds taken off the top for DNLTC audits and RCTA's CTSA program, plus \$401,756 in STA funds.

These funds materialize as follows:

1. DNLTC is provided annual TDA LTF estimates by Del Norte County Auditors Office each spring.
2. From these estimates (of the following fiscal years sales tax proceeds) RCTA stakes its annual TDA claim and builds its annual budgets.
3. Should sales tax proceeds (actuals) come in OVER the County Auditor's estimate, a surplus is formed that once verified in the subsequent DNLTC audit, becomes available to program for "one-time" claiming by RCTA (and others such as the City and County for

Bike and Pedestrian projects) one full year after the surplus fiscal year. The surplus is added to the projected next year's base LTF and both are available to claim 2 years later.

Fortunately, the economy performed better than anticipated in FY 2022-23, creating a \$147k LTF surplus (split between programs) claimable in FY 2023-24. STA funds (100% to RCTA) came in higher than forecast in FY 2022-23, creating a \$60,199 surplus rolled over to FY 2023-24.

Highlights of the Preliminary FY 2023-24 Budget include:

- General increases in most line items to avoid what occurred in FY 2022-23 when RCTA budgeted too low on several line items, underestimating the amount of planning support needed as the Transit Center project gained traction, as well as underestimating fuel, communications and contactless fare collection (including AVL/CAD) costs, etc.
- Assumes a robust summer schedule from June 1 through September 30, and then a lower revenue (service) hours winter schedule from October through May.
- Projects a notable revenue increase – TDA LTF and STA growing – online commerce
- FY 22-23 will be another very active year of capital project expenditures – multiple bus replacements programmed (may or may not receive and pay for them, due to bus industry supply chain crisis) as well as most optimistic project expenditure levels to complete design of the Williams Drive Electric Bus Charging Infrastructure design
- Includes decrease in revenue hours vs FY 2022-23, due to winter schedule platform
- Assumes a full academic year of Route 300 school tripper service
- Assumes 6 days per week service year-round, except Routes 1, 3, and 199
- Maintains stable advertising revenue and transit manager line items w3% inflate
- Assumes fuel prices remain high – large increase over underbudget in FY 2022-23
- Includes funds for Engineering/Final Design for EV charging equip for electric buses
- Includes some funds for bus stop improvements – Simme Seat installs, schedule holders
- Includes modest funding to get to a conceptual design on the Cultural Center Hub, as prior work will not be reimbursable should one of the large grants be received

Attachment 1: RCTA Draft FY 2023-24 Preliminary Budget

	FY 22-23 Adopted Budget	FY 22-23 Year to Date Actuals 2/23	FY 23-24 Draft Budget	Notes
REVENUE				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$55,000	\$35,000	\$55,000	projections based on end of January 2021 actuals
5311(f) Route 20 Passenger Fares	\$25,000	\$14,138	\$25,000	pandemic ridership loss still remains, regaining riders very slowly
Auxiliary Transportation (Advertising) Revenue	\$10,000	\$ -	\$17,431	pandemic ridership loss still remains, regaining riders very slowly regained one major advertiser, working on a second that could double this figure
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$955,212	\$463,200	\$873,828	down slightly this FY due to large carryover that one-time boosted FY 22-23 numbers
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0	\$0	CTSA has its own fund account and budget, effective FY 21-22 - see Fund 691 CTSA Budget
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$265,609	\$115,969	\$401,756	STA rebounded sharply after a brief pandemic drop
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 243,000	\$340,000	this is the projected balance of PTMISEA that must be encumbered by 6/30/23, and spent as buses arrive in 23-24 and 24-25
SB-1 State of Good Repair (bus stops fund balance)	\$64,506	\$ 114,506	\$83,028	balance on initial bus stops project, five FY worth, minus to-date expenditures
SB-1 State of Good Repair (bus replace fund balance)	\$43,487	\$ -	\$90,081	new SGR Project, starting w/FY 22-23 allocation and adding in FY 23-24 projected allocation for local match on buses
Low Carbon Transit Operations Program (LCTOP)	\$15,000	\$15,000	\$20,000	last of old free bus funds, s/b enough for free fares in FY 23-24, reapply for FY 24-25, other LCTOP is capital (EV Project)
LCTOP (Capital - Electric Bus)	\$166,346	\$0	\$247,388	rollover fund balance for Electric Bus yard construction, plus FY 23-24 allocation of \$70,254, pending Caltrans approval
VW Settlement Fund Capital (electric bus purchase)	\$0	\$0	\$160,000	
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$233,780	\$179,831	\$238,456	these federal rural operating funds grew recently, likely due to fed infrastructure spending
Section 5311 - CARES Act/CRRSSA Operating	\$374,264	\$32,929	\$350,000	target for applying for annual operating assistance, spreading \$1.7M in COVID funds over 5 years
Section 5311-F Operating	\$279,970	\$279,970	\$300,000	applied for maximum route amount in April 2023, award TBD, may get less, should get at least \$200k
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$426,000	reimbursement based, fed share of 11F ARBOC, 2 F550s, all could arrive in FY 23-24, if more 5339 awarded, amend
Section 5310 Capital (discretionary)	\$186,116	\$75,000	\$111,845	reimburse based, bus might arrive in FY 22-23, if so this will be less, \$35k for DAR software module
TDA Reserves Allocation to Operating	\$0	\$0	\$0	no reserves used for operating
TOTAL REVENUE	\$3,177,290	\$1,568,543	\$3,739,813	
TOTAL OPERATIONS REVENUE	\$2,213,835	\$1,136,037	\$2,281,471	
TOTAL CAPITAL REVENUE	\$963,455	\$432,506	\$1,458,342	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$6,000	\$2,230	\$46,200	Verizon SIM cards for O/B hardware, Swiftly Fees, Cradlepoint support, CC Reader support
20170 Maintenance - Buses and Shelters	\$36,400	\$22,843	\$0	moved into communications line per auditor office
20200 Memberships & Dues	\$1,030	\$ 809	\$1,000	CalACT membership, Chamber Membership
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$3,605	\$ -	\$5,000	includes CalACT Purchasing Coop fees for any buses that do arrive in FY 23-24
20221 Printing	\$3,090	\$ 33	\$200	this is for auditor copies only - not brochures and other larger expenses - see line 20244
20235 Accounting Services and Audits	\$14,270	\$12,357	\$18,000	audit has been expanded in recent years to cover more funds - lease expenditures (GASB)
20237 Marketing & Planning Expenses	\$20,600	\$40,000	\$40,000	includes admin mktg hrs, plus non-project specific planning (SRTP?) - assume a mini-SRTP unless grant award comes
20236 Legal Services	\$5,150	\$2,500	\$10,000	increased rates w/new atty, governance audit highest priority policy docs
20171 Vehicle Maintenance Upgrades (tech toys)	\$40,000	\$0	\$0	these were delivered in FY 22-23 in general, ongoing operations costs (airtime, support) will pay from line 20120
20233 Management Contract	\$78,034	\$56,535	\$88,000	more time spent on capital projects and less on marketing and CTSA stuff (mktg charges to 20237, CTSA to Fund 691)
20242 O&M Contract - Local Fixed Route	\$968,034	\$424,568	\$767,656	includes full service in summer (June 1 - Sept 30), reduced service in off-season (Oct 1-May31)
TBD O&M Contract - Dial A Ride	\$0	\$0	\$146,202	new category to isolate DAR costs - formerly included within 20242
20243 O & M Contract - Smith River/ Arcata Intercity Route	\$446,489	\$293,935	\$609,282	includes full service in summer (June 1 - Sept 30), reduced service in off-season (Oct 1-May31)
20244 Advertising, Brochures, Printing	\$15,450	\$7,146	\$18,000	need to increase advertising to support new amenities, service extension to Eureka, school stuff
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$5,150	\$1,370	\$8,000	bdg alarm and card access fees, webmaster, GTFS mgr, real-time website map vendor
20297 Fuel	\$80,000	\$69,597	\$110,000	higher fuel costs
20297 Fuel - Smith River/Arcata Intercity Route	\$90,000	\$78,296	\$140,000	higher fuel costs
30410 Lease Expense	\$37,080	\$20,060	\$37,080	lease expenses up per CPI formula in 2004 ground lease
TOTAL OPERATING EXPENSE	\$ 1,807,982	\$ 1,007,206	\$ 2,044,620	increases notably due to much higher labor costs, fuel costs, and reinstatement of cut services
CAPITAL EXPENSE				
40620-001 Electric Bus Charging (planning, design,some construct)	\$166,346	\$0	\$247,388	includes \$130k for engineering and remainder for construction, design first, construct late FY 23-24 into FY 24-25
40620-001 Replace 4 Buses - (5339 & Local Funds)	\$520,000	\$9,593	\$1,000,000	2 LF buses, 2 F550 buses, 1 Electric Bus; if add'l fed funds awarded, amend budget
40620-001 5310 Capital (Replace 2 Buses & CTS module)	\$292,145		\$235,000	1 new LF bus, may arrive in FY 22-23, plus 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)	\$ 32,000	\$38,115	\$ 21,000	SGR Bus Stops fund balance projected \$83k, this spends 1/4 FY 23-24, leaving 3/4 for 24-25 Transit Center if needed
40620-418 Radio System On Board Comms	\$ 2,400	\$43,171	\$ 15,000	need to upgrade most vehicle radios to newer generation
40610-200 Facility Improvements (TBD)	\$ 20,000	\$41,713	\$ 10,000	miscellaneous facility upkeep stuff only - gravel for lot
40610-200 Transit Hub (eng, lot prep, kiosk purchase)	\$ 175,000	\$48,093	\$ 50,000	placeholder for an interim TC at new location, costs to relocate during City Front St work, perhaps kiosk
TOTAL CAPITAL EXPENSE	\$ 1,207,891	\$329,549	\$ 1,578,388	
TOTAL EXPENDITURES	\$ 3,015,873	\$1,523,116	\$ 3,623,008	
Increase (decrease) for TDA Reserves	\$ 161,417	\$ 45,427	\$ 116,805	adds to reserves slightly, includes \$350k in one-time COVID funds - capital spending higher than capital revenues

FY 2023-24 Draft RCTA CTSA Budget - April 24, 2023		FY 22-23	FY 22-23	FY 23-24		
		Adopted	Year to Date	Draft		
CTSA REVENUE (691-018-9xxxx)	Budget	Actuals 2/23	Budget	Notes	draft comments	
<i>Local Transportation Revenues</i>						
91060 Passenger Fares	\$0	\$0	\$6,240		1 assumes 3 riders per day, 2 days week, @ \$10 each way	
<i>Local Cash Grants & Reimbursements</i>						
90621 TDA Article 4.5 Local Transportation Fund CTSA	\$50,274	\$45,301	\$45,991		2 TDA LTF claimed at max 5% level, overall LTF down a bit this year	
Totals	\$50,274	\$45,301	\$52,231			
CTSA OPERATING EXPENSE (691-018-xxxxx)						
20233 Management Contract Labor Hours	\$ 5,000	\$ 1,737	\$ 2,500		ADA Eligibility Determination far under projections due to pandemic	
20235 Accounting Services and Audits	\$ 1,000	\$0	\$ 500		small share of overall costs	
20236 Legal Services	\$ 500	\$0	\$ 1,000		small share of overall costs	
20237 Planning & Marketing Expenses	\$ 20,000	\$12,989	\$ 2,831		this is consultant funds for medical shuttle in case additional mid-project evaluation needed	
20242 Operations & Maintenance Contract	\$ 15,000	\$3,917	\$ 30,000		includes small amount for Transdev portion of travel training and eligibility clerical, shuttle ops	
20221 Advertising & Printing	\$ 1,000	\$ -	\$ 1,000		may increase if Healthcare District gets grant funds - otherwise this is for shuttle brochures	
20280 Special Dept Expenses (CTSA)	\$ 5,274	\$ 108	\$ 5,400		GetGoing Software License increased annually, ID card maker supplies, digital cam	
20239 CTSA Fuel	\$ 2,500	\$0	\$ 9,000		fuel for TBD new CTSA projects - unreimbursed fuel	
Totals	\$50,274	\$18,751	\$52,231			
Balance Returned to DNLTC for reprogramming - no CTSA reserve account	\$0	\$26,550	\$0		assumes no CTSA funding returned to DNLTC this year	