

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MONDAY NOVEMBER 22, 2021, AT 5:15 P.M.**

PRESENT: DARRIN SHORT (CHAIRMAN), BEAU SMITH, VIDETTE ROBERTS, VALERIE STARKEY, RAY ALTMAN 6:04 p.m.

ABSENT: BOB BERKOWITZ

ALSO PRESENT: JOSEPH RYE, AUTUMN LUNA, TAMERA LEIGHTON, ZACHARY KARSON, FERNANDO HERNANDEZ, AND NICOLE BURSHEM

1. CALL MEETING TO ORDER. ROLL CALL.

Chairman Short called the meeting to order at 5:31 p.m. and Nicole Burshem called roll.

2. PLEDGE OF ALLEGIANCE

Chairman Short led the Pledge of Allegiance.

3. PUBLIC COMMENT

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

4. CONSENT CALENDAR

4A. AWARD CULTURAL CENTER TRANSIT HUB PLANNING ELEMENT TO GREEN DOT TRANSPORTATION SOLUTIONS

Discussion was held regarding Cultural Center Transit Hub Planning Element to Green Dot Transportation Solutions. Tamara Leighton commented the work is funded through two fund sources. One of the fund sources is for planning only and the second fund source is more flexible. This is a project the Transportation Commission is funding and assisting with. \$10,000.00 is dedicated to the planning portion and it may be more or less but only \$10,000 is reimbursable. The remaining \$20,000 is for design/engineering and will depend on the findings and recommendations of the planning phase. Tamara stated that DNLTC and RCTA are ready to move forward and finish this up by June 30th. On a motion by Director Smith, seconded by Director Starkey, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors Approved Consent Calendar item 4A, as presented.

4B. DECLARE TWO RETIRED RCTA BUSES AS SURPLUS AND DIRECT GENERAL MANAGER TO DISPOSE OF BUSES

On a motion by Director Starkey, seconded by Director Roberts, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved the Consent Calendar item 4B, as presented.

5. APPROVE THE MINUTES OF THE OCTOBER 25, 2021 RCTA BOARD MEETING

On a motion by Director Starkey, seconded by Director Smith, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved the minutes of October 25, 2021, as presented.

6. FAR NORTH TRANSIT OPERATORS – CAL-ITP CONTACTLESS REGIONAL STANDARD FARES PROJECT PRESENTATION

Zachary Karson presented the CAL-ITP Contactless Regional Standard Fares Project Presentation. Mr. Karson presented the following highlights of the Fare Modernization and Integration Project: Project Objective and Scope, Benefits of Contactless Fare Collection, Regional Fare Approach, Contactless Fare Implementation Plan, Contactless Fare Collection Procurement, and Indicative Project Timeline. Director Starkey asked if they choose to pay cash, they pay the regular rate, and the promo fare is only for the contactless payment riders? Mr. Karson responded that is correct. Director Starkey asked if there is a charge for using all credit card payments? Mr. Karson responded that is correct there is a small processing fee at the merchant for each transaction. Chairman Short asked if there was a discussion in regard to a time-based fare. Mr. Karson responded no that wasn't really explored because we thought distance travelled would be easier to understand. Director Smith asked if they did a rate study between the difference of time vs. mileage. Mr. Karson responded no we didn't do that kind of study.

7. 2021 TRANSIT MAINTENANCE AND OPERATIONS REQUEST FOR PROPOSALS – AWARD CONTRACT TO FIRST TRANSIT INC.

Discussion was held regarding awarding the contract from the 2021 Transit Maintenance and Operations Request for Proposals. Mr. Rye recapped the process: RCTA released the RFP on September 28, 2021, held a virtual zoom pre-bid conference, attended by six contracting firms, issued two addenda, and ultimately received a total of one proposal, from First Transit, the incumbent. RCTA formed a Selection Committee to review and score the proposal and came back judging the proposal responsive and strong. Staff was directed to submit questions to First Transit and negotiate the best and final offer (BAFO). Mr. Rye conducted that negotiation and BAFO and presented the Selection Committee's recommendation to award the contract to First Transit.

On a motion by Director Starkey, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Transit Authority Approved Resolution 2021-22-03 Awarding a five-year contract (plus options) for RCTA Operations and Maintenance to First Transit and authorize the General Manager to execute the agreement.

8. DISCUSSION OF BOARD MEETING DAYS AND TIMES FOR CY 2022 AND IN-PERSON FORMAT WITH ZOOM OPTION

Discussion was held in regard to Board meeting days and times. Mr. Rye presented the history of how RCTA got to the 4th Monday at 5:15pm meeting time. Again, after evaluating the options, assuming use of Flynn for the meeting physical location, staff recommends the Board retain the 4th Monday at 5:15 pm as the standing meeting day/time for calendar year 2022. Meeting dates can and will be cancelled or adjusted as

necessary. Director Smith asked if the brown act affects this choosing a fully Zoom option, considering the COVID situation that still lingers. Autumn Luna responded there may be an option for board members via zoom we would need to bring that language forward to the next meeting. Director Starkey asked if we chose to do zoom would we have to post our participation address to have it open. Ms. Luna responded no that is no longer the case. Director Smith would like to change the time to 5:30 P.M. By Consensus of the Redwood Coast Transit Authority Board of Directors approved 4th Monday at 5:30 P.M.

9. CULTURAL CENTER HUB PROJECT – DISCUSSION OF MOBILE KIOSK OPTION VERSUS LEASING SPACE DOWNTOWN

Discussion was held regarding the Cultural Center Hub Project. Mr. Rye reported RCTA has been developing a project to house a staffed presence at RCTA's main transit center, currently Front Street near the Cultural Center. Mr. Rye reported the planning alternatives are considering a Mobile Kiosk versus leased office space with ability to establish an adjacent enhanced bus stop. The kiosk would be equipment owned and store at its secured at the yard and transporting it daily to/from an established location. The Office Space option is a new thought that would require an office near the location where the buses meet, so dispatch can see the transfer environment and the riding public can go to the office for information, pass sales, and potentially restrooms. For this option the leased office would need to overlook a significant stretch of ADA-accessible curb in a location where the buses could cycle through all day. Green Dot (RCTA's Cultural Center Hub Consultant) will need to identify available office space and then conduct an analysis lease costs plus improvements needed to establish the physical bus transfer area close by. For Option 2, the mobile kiosk concept, initial talk with the City and DNLTC led to 2 or 3 possible locations within a block or so of the existing Front Street Cultural Center location. This option would feature a mobile Kiosk (of some sort) which could range from a ticket booth mounted to a trailer or a retired refurbished RCTA bus, or a purpose-built vehicle, which would be towed back and forth to a location with parking and utility connections to power the mobile office during the day. Staff asked for the Board's thoughts. Director Roberts asked will there be a cash option and what kind of security will there be. Mr. Rye responded yes there would be cash and it would need to be secure enough to handle money. Director Starkey believes the kiosk being driven in and out every day would work fine. Director Smith suggested an electronic un-staffed kiosk, like a rail station ticket vending machine. Director Altman agreed with Director Smith that an electronic Kiosk would be great. Director Smith asked if the Kiosk would qualify for "contactless" and possible eligibility for COVID funds? Mr. Rye responded it might qualify, and staff will look into that.

10. ADOPT RESOLUTION 2021-22-02 APPROVING PURCHASE ORDER 2021-22-07 TO CREATIVE BUS SALES FOR PURCHASE OF THREE REPLACEMENT BUSES FOR RCTA LOCAL AND REGIONAL SERVICES

Discussion was held regarding Resolution 2021-22-02. Mr. Rye reported this is to approve \$550,000.00 to Creative Bus Sales for purchase of three replacement buses and authorizing the General Manager to issue a Purchase Order. The story of how one of these buses was ordered based on a previous PO in early 2021, only to have the company that manufactured the bus bought out and shuttered by another competitor. This PO will re-order that bus (a comparable, from a different company) plus two more buses, for a total of three. Two buses are low-floors for local duty, and one is a larger bus for the regional service fleet.

On a motion by Director Starkey, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors Approved Resolution 2021-22-02 approving purchase order 2021-22-07 to Creative Bus Sales for Purchase of Three Replacement Buses for RCTA Local and Regional Services.

11. OPERATIONS REPOT – FRIST TRANSIT

Fernando Hernandez reported there is one employee that is resigning and one in training. The bus maintenance is doing well. Staff is doing a wonderful job and recruiting efforts seem to be successful since wages and signing bonuses have been increased.

12. GENERAL MANAGER’S REPORT

Mr. Rye reported that RCTA received a request to provide service to/from the Crescent City Airport, and has developed an efficient strategy to support the current Contour Air daily flight schedules. The plan is feasible and fairly cheap, using a combination of Dial-A-Ride in the morning and Route 20 southbound returning from Smith River in the evening. RCTA is now trying to reach out to the Airport for their input and help in marketing the new service. RCTA has had no return communication from the Airport and is asking the Board for help in setting up a meeting to talk about this amenity.

13. ANNOUNCEMENTS

The following Directors addressed the following: Director Smith asked if Daphne reached out to Joe about buying a Bus. Mr. Rye responded yes; we have talked with her and are in communications with her regarding the surplus buses soon available.

14. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:50 P.M. The next meeting will be on Monday, January 24, 2022, at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast Transit Authority