

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MAY 23, 2022 AT 5:30 P.M.

PRESENT: Darrin Short (Chairman), Susan Masten, Ray Altman, Beau Smith (Vice-Chairman)(entered meeting at 5:48 P.M.)

ABSENT: Vidette Roberts

ALSO PRESENT: Joseph Rye, Fernando Hernandez

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

Chairman Short called the meeting to order at 5:45 P.M. Joseph Rye took Roll Call. Chairman Short Led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) addressed the board: None

3. ELECTION OF OFFICERS

Director Smith nominated Director Altman for Chairman of the Redwood Coast Transit Authority Board of Directors. Seconded by Director Masten.

On a motion by Director Smith, seconded by Director Masten, and unanimously carried on a polled vote the Redwood Coast Board of Directors approved Director Altman for Chairman of the Redwood Coast Transit Authority Board of Directors.

Director Masten nominated Director Short for Vice Chairman of the Redwood Coast Transit Authority Board of Directors.

On a motion by Director Masten, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Board of Directors approved Director Short for Vice Chairman of the Redwood Coast Transit Board of Directors.

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.

On a motion by Director Short, seconded by Director Masten, and unanimously carried on a polled vote the Redwood Coast Transit Board of Directors approved the Consent Agenda items 4A – 4C.

5. **DISCUSSION AND APPROVAL OF 2022 SHORT RANGE TRANSIT PLAN MINI UPDATE**
Discussion was held regarding 2022 Short Range Transit Plan Mini Update. Mr. Rye reported on four chapters that were updated. The following chapters were updated; Chapter 3 – Evaluation of Existing Services; Chapter 6 – Service Plan; Chapter 7 – CTSA Plan; and Chapter 9 – Financial Plan. Mr. Rye’s recommendation for the board is to approve the 2022 RCTA Mini-SRTP Update.
On a motion by Director Short, seconded by Director Masten, and unanimously carried on a polled vote the Redwood Coast Transit Board of Directors Approved the 2022 RCTA Mini-SRTP Update.
6. **DISCUSSION AND APPROVAL OF JUNE 2022 SUMMER SERVICE SCHEDULE**
Discussion was held regarding June 2022 Summer Service Schedule, and the concept of RCTA putting out its highest service levels in the summer, peak season months. Mr. Rye reported the staff presented five different services that RCTA may reinstate June 2022 for summer schedule. The proposed changes are as follows: Reinstate the 7-8 a.m. weekday CC Locals and DAR Service cut December 2021 (this one was completed May 23, 2022); Reinstate the evening Route 20 Trip between Crescent City and Klamath cut in April 2020; Reinstate the third (late afternoon) Route 199 trip between CC and Gasquet cut in April 2020; Reinstate the second (midday) Route 20 trip between CC and Arcata cut in April 2020; and Suspend Route 300 for Summer. Mr. Rye recommends the Board of Directors approve the 2022 Summer Service Changes.
On a motion by Director Short, seconded by Director Masten, and unanimously carried on a polled vote the Redwood Coast Board of Directors approved the June 2022 Summer Service Schedule.
7. **ADOPT RESOLUTION 2021-22-08 APPROVING AMENDMENT 1 TO RCTA FY 2021-22 BUDGET**
Discussion was held regarding Resolution 2021-22-08. Mr. Rye reported this amendment will be used to move an unneeded \$36,000 from the operating budget to Services and Planning and Marketing Services. This will help to fund the Cultural Center Hub and Mini-SRTP Planning Projects.
On a motion by Director Smith, seconded by Director Masten, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2021-22-08 approved Amendment 1 to RCTA FY 2021-22 Budget.
8. **ADOPT RESOLUTION 2021-22-09 ADOPTING RCTA FISCAL YEAR 2022-23 BUDGET**
Discussion was held regarding Resolution 2021-22-09. Mr. Rye reported the FY 2022-23 Draft Budget will include seasonal restoration of services that were cut in April 2020, as part of the new summer schedules; fares to rebound from lower numbers caused by pandemic; receiving up to five additional buses; includes spending of the last of the PTMISEA money for bus replacements and facility projects; includes LCTOP funds for Electronic Bus Project; Includes funds to design and construct infrastructure improvements; and a small contingency to pay for major component failures. Mr. Rye reported out on CTSA budget. Tamera Leighton commented that when funds get

returned to DNLTC it will be recycled back through with the same formula to be used as transit funds. What can't happen is RCTA can't request maximum funds and not spend all that is requested and roll it over to the following fiscal year.

On a motion by Director Short, seconded by Director Masten, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved 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

Discussion was held regarding Resolution 2021-22-10. Mr. Rye reported the highlights of the claim are as follows: Revenue projections continue to stay strong and resilient in spite of the COVID-19 pandemic, with TDA-LTF at an all-time high. RCTA Mini SRTP update dove into this issue and concluded the new funding levels to be sustainable going forward.; TDA-LTF funding has increased by 11% the FY 2021-22.; Per direction from DNLTC, RCTA will be asking for the maximum amount possible, but will budget accordingly and any excess will be used to add to our reserves and to provide local match to capital project after PTMISEA is exhausted. State Transit Assistance funds have increased 33% this FY 2021-22. Staff recommends the board adopt Resolution 2021-22-10.

On a motion by Director Short, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Transit Board of Directors approved and adopted Resolution 2021-22-10 approved Submission of Fiscal Year 2022-23.

10. APPROVE PURCHASE ORDERS WITH SC SOFT FOR VALIDATORS, DAY WIRELESS FOR ROUTERS, AND AGREEMENTS WITH SC SOFT AND ELEVON/LITTLE PAY FOR FULFILLMENT SERVICES FOR RCTA'S FAR NORTH CONTACTLESS FARE PAYMENT PROJECT
Item 10 was pulled from the agenda due to it is not ready for presentation.

11. APPROVE PURCHASE ORDERS WITH SIMME SEATS, INC. FOR BUS STOP AMENITIES

Discussion was held regarding issuance of a Purchase Order. Mr. Rye reported RCTA programmed all of its SGR funding to bus stops over the last few years. However, RCTA will switch these funds to address bus replacements starting FY 2022-23. Current SGR balance is \$114,506. RCTA budgeted \$38,115 to bus stops in the original FY 2021-22 Budget, and just today increased that amount to \$60,115 with Amendment #1. These amenities are needed but also limited by funding and staff time, also their deployment must avoid encroaching on ADA minimum sidewalk clearance. These criteria's limit the locations and placement of the Simme Seats. Stops without signs are not recognized and we feel that is the most important part of the bus stop. At locations lacking current bus stop signs/poles, the Simme Seats will be ordered and include new poles. The Simme Seat allows RCTA to continue to expand bus stop seating without aggravating the challenge currently with RCTAD shelters impacted by homeless camping and vandalism. There are many shelters missing glass panels and First Transit does not want us putting in more shelters until this issue is fixed. However, they are in support of the additional seating that will withstand the vandalism from Simme. RCTA will install 50 Simme Seats

at 50 locations this summer. Staff Recommendation is to approve Purchase Order 2021-22-24.

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

12. OPERATIONS REPORT – FIRST TRANSIT

Fernando Hernandez reported First Transit has gotten 2 new drivers out on the road. First is also working with 2 additional part-time drivers for weekends to have them trained by June 15. First continues to have challenges with DMV to get new bus operators licensed. First Transit has resorted to flying new hires to the Bay Area to have them tested and certified at another First Transit property that is licensed by DMV to conduct behind the wheel license testing. First Transit feels it is ready to deliver expanded hours this summer coming up and hoping to have enough hours in the Fall/Winter/Spring Schedule to avoid driver layoffs.

13. GENERAL MANAGER'S REPORT

Mr. Rye reported we will be talking about item 10 back in July. The project itself is still in hopes to be launched this summer.

14. ANNOUNCEMENTS

The following Directors addressed the Board: Director Smith is excited with the project we have going on in Front Street between H and I, the future transit hub.

15. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 7:05 P.M. The next meeting will be on Monday July 25, 2022, at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast transit Authority