

BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, September 26, 2022

Time: 5:30pm

PLACE: 981 H Street, Crescent City, CA – Flynn Bldg

Zoom Option: <https://dnco.zoom.us/j/82869372937>

PLEASE SUBMIT ANY PUBLIC COMMENTS AHEAD OF TIME IF AT ALL POSSIBLE. Please visit <https://media.co.del-norte.ca.us/> for a public comment form. A link to view the meeting will be posted on <https://media.co.del-norte.ca.us/>. Comment on ALL agenda items as well as general public comment will be taken at the prescribed time for public comment via instructions provided on the website.

1. Call Meeting to Order. Roll Call. Pledge of Allegiance
2. Public Comment
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
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
5. Update on Implementation of RCTA's Far North Transit Operators Contactless Fare Payment Project
6. Update on South Oregon Medical Shuttle RFP – Selection Delayed to October Board Meeting
7. Discuss of Status of RCTA's PTMISEA Expenditure Plan – Program Sunsets June 30, 2023
8. Update on and Discussion of Potential Agreement for Legal Services for RCTA
9. Discussion of Service Performance – Summer 2022 Versus Summer 2021
10. Management Report – RCTA General Manager's Report
11. Management Report – First Transit Project Manager Report
12. Announcements
13. Adjourn – Next RCTA Board Meeting will be on Monday, October 24th, 2022 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.

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.

September 26, 2022



MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approve Resolution 2022-23-02 Approving a Budget Adjustment Allowing Funds to be Spent from Revenue Account 697 State of Good Repair for Bus Stop Improvements

RECOMMENDATION:

That the Board approve Resolution 2022-23-02 approving a Budget Adjustment allowing RCTA to expend funds from one of its special revenue accounts – Fund 697 State of Good Repair - on bus stop improvements to cover the Simme Seat bus benches project.

BACKGROUND:

This budget adjustment request was received by staff from the County Auditor's Office as a result of discussions meant to streamline the accounting for capital expenditures, particularly capital project expenditures from RCTA's array of special revenue funds. RCTA has several special revenue funds that isolate funding from different programs that each has its own limitations on how it can be spent. Until now, RCTA has had to include capital projects in its annual Operating Budget, then go through a journal entry process to "move" the funding for the expenditure (after the fact) from the source special revenue account to backfill the operating money and expend the capital funds. This system is clunky. RCTA staff have been working with Auditor Staff to streamline this process and reduce the number of annual budget transfers that are required to draw down the special revenue account funds to backfill the operating budget for capital expenditures. The most prominent of these special account funds include 697 (State of Good Repair), 696 (PTMISEA), and 695 (LCTOP). All of these funds are received by RCTA prior to time of expenditure, rather than received in a reimbursement system. For these reasons, these key funds are required to be kept in their own accounts.

- \$46,691 will be spent from Fund 697 (State of Good Repair) for the purchase and installation of 50 Simme Seats (small, post or anchor-bolt mounted benches for bus stops) purchased in late May 2022. The adoption of this resolution allows the Auditor to move the funds from Fund 697 into the RCTA Operating Budget to offset the expenditure and pay the Simme Seat invoice using the appropriate funding.

In working on the budget closeout with the Auditors Office, it appears this should be the second and final adjustment needed to closeout FY 2021-22.

Attachment 1: Resolution 2022-23-02 Approving Budget Adjustment to 2021-22 Budget

Attachment 2: RCTA Del Norte County Budget Transfer Form – September 26th, 2022

Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
RCTA	697	139	90621	SGR FUNDS	\$ 46,691	
RCTA	697	139	40610-500	BUS STOP SHELTERS & SIGNAGE		\$ 46,691
Total Amounts					\$ 46,691	\$ 46,691

Department complete and send to Auditor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request can't be delayed to next budget year.

Joseph Rye
Department Head Signature

9/26/22
Date

Auditor-Controller:

(Under \$10,000 joint approval from Auditor's Office and CAO's Office)

Deputy Auditor-Controller _____

Date _____

TR No. _____

Budget Revision No. _____

Includes Revenue Appropriation _____

Requires 4/5ths Vote _____

County Administrative Officer:

(Under \$10,000 joint approval from Auditor's Office and CAO's Office)

Recommendation:

Approve _____

Deny _____

Submit for Board approval _____

County Administrative Officer _____

Date _____

Passed by Board of Supervisors of Del Norte County on 9/26/22

RCTA Board

Ayes:

Noes:

Absent:

Attest: Clerk of the Board

By: *Jay Rye*

Chairperson

Board of Supervisors *RCTA*

RESOLUTION NO. 2022-23-02

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING \$46,691 BUDGET ADJUSTMENT TO FISCAL YEAR 2021-22
REDWOOD COAST TRANSIT AUTHORITY BUDGET**

WHEREAS, there is a need from time to time to amend an adopted budget to reflect changed conditions and dynamic project delivery schedules and revenue streams; and

WHEREAS, the transit services in Del Norte County are successful programs; and

WHEREAS, Redwood Coast Transit Authority provides public transportation services on a dial-a-ride and on a fixed-route basis to the citizens of Del Norte County; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the most recent Short Range Transit Plan and approved 2020 Del Norte Regional Transportation Plan; and

WHEREAS, the available funds include Local Transportation Fund estimate of \$860,772 and State Transit Assistance Fund estimate of \$198,330, plus various federal and other state funding; and

WHEREAS, RCTA staff and the County Auditor’s Office staff have identified a need to move \$46,691 in funding from Fund 697, State of Good Repair, one of RCTA’s special revenue accounts, to expend the capital funding on an invoice for bus stop improvements. This meets the Boards intent of expending special capital-only funding on high priority capital projects.

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA Board of Directors hereby adopts the attached Budget Adjustment, dated September 26, 2022 to the Fiscal Year 2021-22 Budget and directs the General Manager to manage the transit system according to and in compliance with the funding allocated herein for use by the Redwood Coast Transit Authority.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 26th day of September 2022 by the following polled vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Ray Altman, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye, General Manager
Redwood Coast Transit Authority

September 26, 2022

MEMO TO: Board of Directors
FROM: Joe Rye, General Manager RCTA
SUBJECT: Cultural Center Hub – Approve Amendment #1 with Green Dot for Planning and Engineering for Phase 1



RECOMMENDATION:

That the Board approve Amendment #1 to agreement with Green Dot Transportation to perform the planning and engineering for Phase 1 of the Cultural Center Transit Hub Project in a not-to-exceed amount of \$xx,xxx.

BACKGROUND:

RCTA is developing a project to create a staffed presence at RCTA’s main transit center, currently Front Street near the Cultural Center. This project, borne of negative public feedback on existing conditions, was funded by DNLTC in FY 2021-22. The planning phase concluded with a presentation to the RCTA Board in April 2022 where several locations were evaluated for potentially hosting the future transit hub. The RCTA Board selected a preferred site (a City-owned lot along north side of Front Street, between H and I) and directed staff to initiate discussions with the City on what will be required to relocate RCTA’s current transfer hub to the new site.

DISCUSSION:

City has indicated willingness to allow RCTA to develop this site as an off-street transit hub/center. The planning phase ended with a concept plan (see attached) by Green Dot that was vetted with the RCTA Board and the City of Crescent City. The Board awarded the original contract to Green Dot Transportation to include both the location evaluation and a concept design for a not to exceed amount of \$10,000. The agreement was crafted so that additional planning and engineering could be added in by amendment to continue the project development work. Green Dot has Adkins Engineering (Klamath Falls, OR) on their project team, and has submitted a proposal for the Phase 1 planning and engineering portions of the project for a not-to-exceed amount of \$xx,xxx (see attached). This would take the project through entitlements to a bidding set of plans.

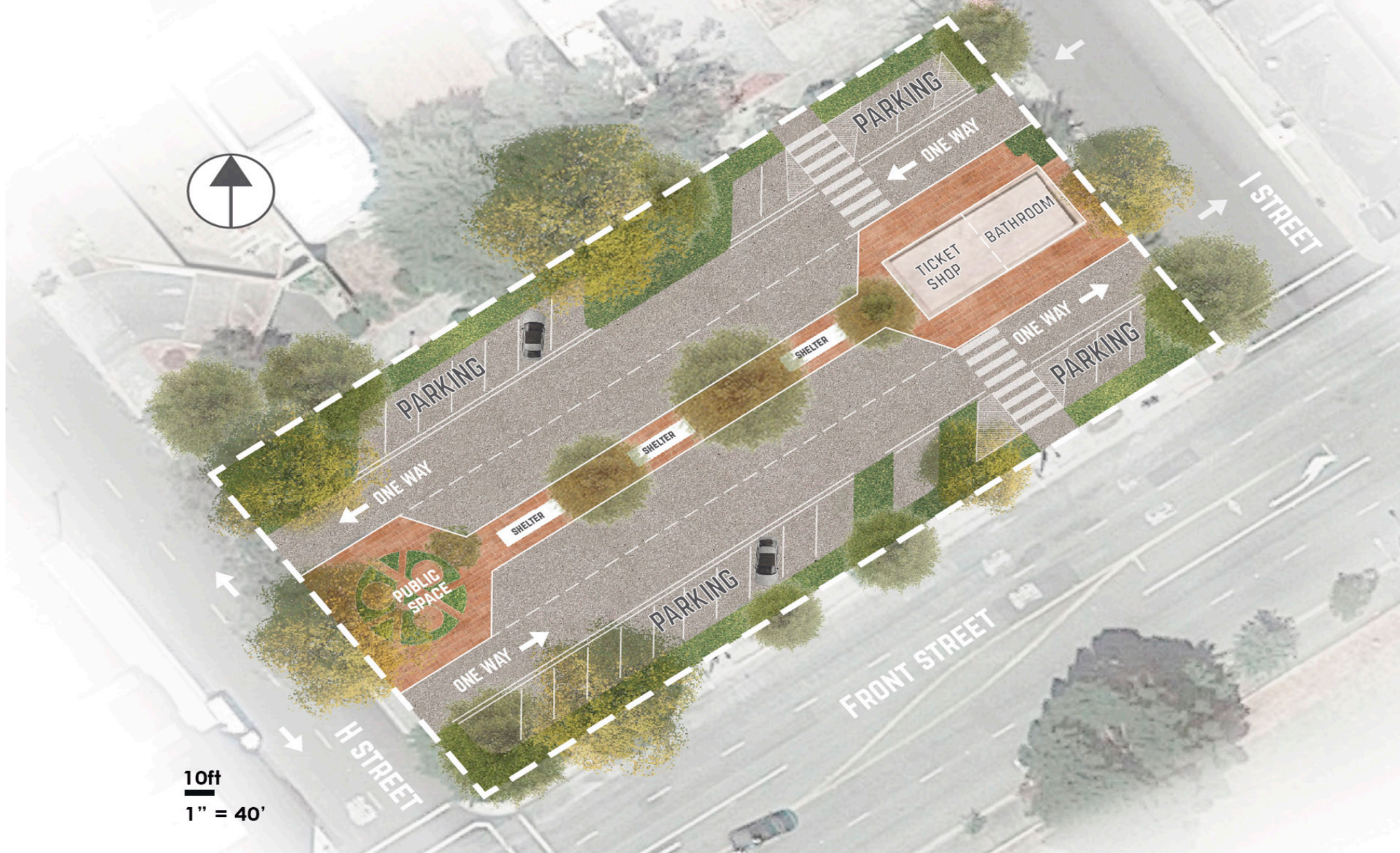
RCTA is unable to fund the building of the transit hub facility immediately without delving into debt-financing and prefers to “pay as you go” and develop the site in a phased approach over time. RCTA feels it can fund construction of critical lot repairs and median modifications in the next year. Initially, Phase 1 can include the reconstructing of the driveways and resurfacing and restriping of the parking lot, along with revision of the existing center median to better accommodate bus and passenger activity, and to host passenger waiting shelters, enhanced lighting, etc. Upon completion, Phase 1 will enable RCTA to relocate bus operations to the new site. Subsequent phases could include design and construction of a permanent transit center building to house operations staff for on-site information and customer service, and potentially a partnership with the City to build and maintain public restrooms. An interim condition after Phase 1 could utilize a mobile kiosk for the RCTA operations customer service staffing until such time that funds are available to develop the hub building.

Recommendation

Approve Amendment #1 with Green Dot Transportation in the not-to-exceed amount of \$xx,xxx for the Phase 1 planning, environmental, and design/engineering elements of the Cultural Center Transit Hub Project.

Attachments: Green Dot Transportation Transit Hub Planning & Engineering Letter Proposal 092622
RCTA Front Street Transit Hub Concept Plan – Green Dot Transportation May 2022
RCTA Amendment #1 with Green Dot Transportation for Planning and Engineering Services

Preferred Site - Front Street Lot between I and H Streets



September 26, 2022

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Update on Progress of Far North Group Contactless Fares Project



RECOMMENDATION:

Information only. Staff will update the Board on the progress on the Far North Group Contactless Fares Project (credit card acceptance on buses).

BACKGROUND:

The Far North Group Contactless Fare Payment (FIMP) Project will deploy a “regional fare” structure shared across transit agencies, with new on-board credit card readers that will allow the acceptance of credit and debit cards at the farebox for payment. Local base fares, distance-based fares, and standardization of discount fare eligibility are all focuses of FIMP to ease the regional implementation. Luckily, the changes to RCTA’s fare structure being proposed are modest. RCTA’s proactive move to an equitable distance-based fare structure in 2017 is being modeled for the entire Far North region.

The initial primary goal of the project was to enable passengers to travel using a credit/debit card like most businesses in 2022, but also to standardize the fares of the participating Far North Transit Operators to show a more unified and understandable fare structure for inter-regional travel on multiple agencies.

The project moved into implementation this summer, as the Board approved purchase orders to obtain required hardware, including Cradlepoint routers for communications, and validators to read credit and debit cards. Agreements are required between participating Far North agencies and fulfillment partners, including Elavon and LittlePay to process transactions, validate accounts, and distribute fare monies.

At this point, the agreements are in place, implementation is underway, and some of the hardware has arrived. RCTA has received installation of 12 of 13 Cradlepoint on-board wifi routers with Verizon SIM cards, but has not yet made them available to the general public, as additional setup and one more router is needed. However, RCTA can proceed with making wi-fi publicly available via the Cradlepoints before the card validator systems are functional (delayed, see below).

SC Soft is shipping the credit card validators (where you tap your card upon boarding and alighting) in early October, but pre-wiring activities are required of each transit agency to run wires and antenna to the validator mount locations. It is anticipated that with this task on top of general RCTA maintenance duties, it will take RCTA’s mechanic about a month to wire the 13 buses. This will take us into November, where it is hoped that testing and commissioning of the validators will occur.

Like many technology projects, the scope and costs of the project have proven higher than expected:

One-time capital outlay (routers, validators)	~\$54,900 (includes 1 year router support)
1 st Year Annual Processing Fees & Data Plans	~\$10,000 (cell data, validator support)
	~\$64,900 First Year Outlay
Future Years Annual Processing Fees and Data	~\$15,000 (cell data, router & validator support)

September 26, 2020

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Discussion of Public Transit
Modernization, Improvement, and Service Enhancement Account (PTMISEA)
Program Sunset in 2023 and Potential Revision of Expenditure Plan



RECOMMENDATION:

Information only. Discuss the upcoming June 30, 2023 sunset of the PTMISEA funding program and RCTA's strategy to fully expend the funding before the program closes and funds are rescinded.

BACKGROUND:

The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. PTMISEA funds are restricted to transit capital projects, but are very flexible and easy to spend. RCTA initially banked most of the funds, that accrued to RCTA in the period 2007-2016. RCTA has utilized the funding to help replace buses and for investments in bus stops and the RCTA Operations and Maintenance Facility. In total, including interest, RCTA was able to program over \$1,257,000 in PTMISEA funds. Currently, RCTA has its remaining PTMISEA fund balance (\$507,888) divided into two "projects": bus replacement and facilities.

- Bus Replacements (\$420,460 balance)
- RCTA Facility Improvements (\$87,422 balance)

DISCUSSION:

The current (August 2019) RCTA PTMISEA Expenditure Plan must be expended, or at least encumbered (committed with a contract or purchase order) by June 30, 2023, or Caltrans has indicated they would somehow initiate a rescinding of the funds, and RCTA may be required to send the funds back to the state. PTMISEA has been the primary source of capital funding in RCTA's 20 year history, and RCTA does not wish to have any of its PTMISEA funds rescinded.

Scenarios – How can RCTA expend/encumber all PTMISEA funds by June 30, 2023?

PTMISEA for Bus Replacements

The most common method RCTA has utilized to expend PTMISEA funds is on bus replacements, ideally as the smaller, "local match" element of bus replacement funds. RCTA has several awarded grants (although not yet under contract) that will use PTMISEA as "local match" to replace RCTA buses in the next 1-2 years (complicated by delays in bus manufacturing industry):

Grant Description	Federal Amount	PTMISEA Local Match	# of Buses
FTA 5310 (01220)	\$132,700	\$0 (toll credits)	1 ZEB, 1 local bus+
FTA 5339 (01465)	\$260,000	\$260,000	2 new+ & 2 rehab bus
FTA 5339 federal LoNo	\$241,500*	\$80,000*	1 ZEB bus
<u>FTA 5339 Statewide</u>	<u>\$304,000*</u>	<u>\$76,000*</u>	<u>2 LF local buses</u>
		\$416,000**	

+ indicates bus is on order (3 buses, 2 locals and one regional)

*Asterisk indicates new awards that Caltrans has yet to finalize with a contract

**Double asterisk notes assumed minimum local match, likely more local match will be needed

The analysis shows, that if local match demands for the existing (includes two not yet executed, but awarded publicly) grants were to come in exactly at the minimum level, there are enough PTMISEA funds in the PTMISEA Bus Replacement fund to cover the match on these grants. The grants will need to be executed by Caltrans and RCTA in time to encumber the funds with a committed bus order purchase order by June 30, 2023. If all goes well, this is feasible.

The 5339 grant with the 2 rehab buses has proven problematic. When RCTA applied for the funding, the buses to be rehabilitated were young enough to maximize the mid-life overhaul investment (new powertrain, interior amenities, etc), however, it took Caltrans 2 years to execute a standard agreement and RCTA has been in negotiations with Caltrans to change these funds from rehab to new bus purchase for another year, to no avail. It appears that RCTA will issue a solicitation for rehabilitation of these two buses (far more deteriorated now of course) at Caltrans direction late in 2022. If acceptable bids are received, RCTA will expend the minimum amount of funds on these buses to extend their lives as much as possible. However, if no bids are received, Caltrans has indicated that they might agree to reprogram the funds to purchase 1 or 2 new replacement buses, which RCTA now strongly prefers.

The two ZEB buses funded in the above grants will require concurrent investment in charging infrastructure that must happen before the buses can be utilized. RCTA has completed the planning work, but engineering calculations and site design plans are required, then a construction project to upgrade the electrical service to the Williams Drive site. RCTA included funds to start the engineering and design in FY 22-23 and is talking with engineering firms with ZEB charging experience in advance of seeking proposals. It is expected that the design will be ready for construction by sometime in second half 2023. Of the two grants, one is very small and likely requires “overmatch” to actually purchase a small electric vehicle. The other seems to have enough to nearly fully fund the purchase of RCTA’s first local/regional electric bus.

RCTA will need to push Caltrans and execute the two new 5339 grant agreements, which then allows the placement of an order for two more gasoline low-floor buses, and one ZEB, which together with the other grants, should suffice to avoid PTMISEA fund rescission.

PTMISEA for Facility Projects

RCTA also holds \$87k in PTMISEA funds currently programmed to “facility” projects. These have been recently used to upgrade the Williams Drive RCTA Facility, replace bus bay doors, re-gravel the parking lot, replace critical support beam in the bus wash, etc. Currently, there are several

smaller facility projects that could use this PTMISEA funding, including local match on a recent small OES grant for an integrated emergency power generator that could expend \$15k, plus needs for roof and rain gutter upgrades, and other small but needed TLC projects.

RECOMMENDATION

The process to modify PTMISEA Expenditure Plans (for example to move money from Facilities to Bus Replacements) is very easy. Staff recommends that RCTA continue to work proactively with Caltrans to ensure these newly awarded grants get executed in a timely fashion, then place the new bus orders (with actual sale prices known at that time) while pushing forward with the process to either rehab the two old buses or obtain Caltrans approval to use those funds to buy new replacement buses. This item will be brought back to the Board periodically between now and June 2023 to keep the Board updated on the evolving situation to ensure that RCTA loses none of its precious last PTMISEA funding.

September 26, 2022



MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Update on Performance of 2022 Summer Service

RECOMMENDATION:

Information only. Discuss the performance of the 2022 Summer Service platform versus prior year.

BACKGROUND:

In late May 2022, the Board approved an aggressive package of service reinstatements for the Summer of 2022, as part of an effort to expand RCTA service in advance of potential demand growth, and to position RCTA summer services as a higher level of service as compared to the winter (off-season) months. Changes included:

Summer 2022 Service Changes – Implemented on June 6th, 2022 or earlier included:

- 1) Reinstate the 7-8am Weekday CC Locals and DAR Service cut December 2021 – *done, May 23, 2022*
- 2) Reinstate the evening Route 20 Trip between Crescent City and Klamath cut in April 2020, *done June 6*
- 3) Reinstate the third (late afternoon) Route 199 trip between CC and Gasquet cut in April 2020, *done June 6*
- 4) Reinstate the second (midday) Route 20 trip between CC and Arcata cut in April 2020, *done June 6*

Discussion

Shown in Table 1, in Summer 2022 RCTA enjoyed a decent 27.5% uptick in ridership.

Table 1 – Route Level System Performance Summer 2022 versus Summer 2021

Route By Month/Year	2021 Revenue Hours	2021 Ridership	2022 Revenue Hours	2022 Ridership
Route 1	413	2549	384	2708
Route 2	369	2577	416	3540
Route 3	350	1762	320	1913
Route 4	372	1804	415	2730
Route 199	201	419	348	694
Route 20	1049	2634	1550	3395
Totals	2754	11,745	3443 (+25%)	14,980 (+27.5%)

As Table 1 above shows, the expanded Summer Schedule was successful in bringing ridership back to RCTA, as Summer 2022 ridership was 27.5% above Summer 2021. This makes sense as the pandemic travel restrictions and overall fear of infection had waned considerably in the span of the year. Also noteworthy was that the added hours were slightly more productive, as revenue hours were up 25% in 2022, but ridership rose more (27.5%). Of the routes, Routes 2 and 4 enjoyed the greatest ridership improvements in 2022. Not surprisingly, those routes run on Saturdays, adding more justification to avoid cutting Saturday service in the future if at all possible.

Recommendation

Discussion only.