

**MINUTES
REDWOOD CAOST TRANSIT AUTHORITY
BOARD OF DIRECTORS
DECEMBER 6, 2022, AT 5:30 P.M.**

PRESENT: RAY ALTMAN(CHAIRMAN), DARRIN SHORT (VICE-CHAIRMAN), VIDETTE ROBERTS, VALERIE STARKEY

ABSENT: BEAU SMITH

ALSO PRESENT: JOSEPH RYE, FERNANDO HERNANDEZ, NICOLE BURSHEM, DAN HERRON (VIA ZOOM), TAMERA LEIGHTON (VIA ZOOM)

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

Chairman Altman called the meeting to order at 5:53 P.M., following the Joint RCTA City Council Meeting. JOE 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. APPROVE RESOLUTION 2022-23-05 AUTHORIZING RECEIPT OF \$35,145 IN FTA SECTION 5310 FUNDS FOR PARATRANSIT SOFTWARE MODULES AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE GRANT DOCUMENTS.

3B. APPROVE THE MINUTES OF OCTOBER 24, 2022, RCTA BOARD 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. APPROVE A PURCHASE ORDER WITH SOLOMON ELECTRIC FOR WILLIAMS DRIVE LIGHTING UPGRADES IN THE NOT-TO-EXCEED AMOUNT OF \$28,236 FOR PURCHASE AND INSTALLATION OF LED LIGHTING.

Discussion was held regarding a proposal from Solomon Electric for Williams Drive Lighting Upgrades. Mr. Rye reported that RCTA's Williams Drive Maintenance and Operations Facility is 20 years old and many systems are failing and no longer meet codes. RCTA has residual PTMISEA funding that will cover facility upgrades and must be spent by June 30, 2023. RCTA staff has worked with First Transit's Crescent City Staff to identify top priority issues. RCTA local staff identify the lighting project as a top priority for the last PTMISEA funding. These lights that will be replaced will be upgraded to LED technology to save energy, increase lighting coverage, and help with safety. Mr. Rye reported it is Staff's recommendation to approve a purchase order for Solomon Electric in the amount of \$28,235.62 to upgrade lighting throughout the Facility.

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 a purchase order with Solomon Electric for Williams Drive lighting upgrades in the Not-To-Exceed amount of \$28,236 for purchase and installation of LED Lighting.

5. APPROVE A PURCHASE ORDER WITH CUMMINS ARCATA IN AMOUNT OF \$26,276 FOR AN INTEGRATED EMERGENCY GENERATOR FOR RCTA'S WILLIAMS DRIVE FACILITY.

Discussion was held regarding purchase and installation of an Integrated Emergency Generator for RCTA's Williams Drive Facility. Mr. Rye reported RCTA is an integral element of the County's emergency response toolkit and assists with support duties such as evacuations in an emergency. RCTA was offered a \$22,000 grant through Del Norte County Office of Emergency Services to purchase an integrated power generator to ensure that RCTA can function close to normally during power outages. The installation costs will be paid for with the last bit of PTMISEA funds or RCTA reserves as "local match" for the OES grant. This new generator will automatically turn on during a power outage and provide enough power to conduct all business as usual, plus enough power to charge some or all of RCTA's future electric buses. Mr. Rye reported staff's recommendation is to approve a purchase order with Cummins Arcata in amount of \$26,276 for an integrated emergency generator for RCTA's Williams Drive Facility.

On a motion by Director SHORT, seconded by Director STARKEY, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved purchase order with Cummins Arcata in amount of \$26,276 for an integrated emergency generator for RCTA's William's Drive Facility.

6. APPROVE A PURCHASE OF ORDER WITH CREATIVE BUS SALES IN AMOUNT OF \$75,000 FOR A REPLACEMENT ACCESSIBLE MINIVAN FOR RCTA'S DIAL-A-RIDE FLEET.

Discussion was held regarding approval of a purchase order to Creative Bus Sales. The funds for the purchase of the new minivan are from a 5310 grant received in 2020. Ordering this van was delayed due to trying to find an all-electric minivan that would be eligible for federal funding, including having successfully completed Altoona testing. To our dismay an-Altoona tested EV minivan has yet to be found. RCTA had delayed expenditure of these 2020 grant funds waiting on an appropriate EV van to emerge. Caltrans has recently demanded RCTA explain why we have not expended these funds. Caltrans directed that the funds be used to purchase an available, Altoona-tested gasoline accessible minivan ASAP. Mr. Rye reported staff's recommendation is for the Board to approve the purchase order to Creative Bus Sales in a not-to-exceed amount of \$75,000 and direct the General Manager to issue the purchase order.

On a motion by Director SHORT, seconded by Director STARKEY, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved purchase order with Creative Bus Sales in amount of \$75,000 for a replacement accessible minivan for RCTA's Dial-A-Ride Fleet.

7. UPDATE ON RCTA PTMISEA EXPENDATURE PLAN

Discussion was held regarding the PTMISEA expenditure plan. Mr. Rye reported out on the planned drawdown of the two PTMISEA projects: Facility and Bus Replacements. Funds are in RCTA accounts now, but must be at least encumbered by June 30, 2023.

8. UPDATE ON DEVELOPMENT APPROACH, TIMELINES, AND FUNDING PLAN FOR FRONT STREET TRANSIT HUB PROJECT.

Discussion was held regarding Front Street Transit Hub Project. Mr. Rye thanked the board for the discussion from previous Joint Meeting with the City Council.

9. UPDATE ON PROCUREMENT PROCESS FOR RCTA LEGAL COUNSEL SERVICES

Discussion was held regarding Procurement process for legal counsel services. Mr. Rye reported the news is that since this issue was brought to the Board in October, an opportunity to jointly procure and share an attorney with Del Norte Local Transportation Commission (DNLTC) has emerged. Commission staff are interested in a joint procurement and are assisting RCTA, which will be the lead agency. Staff plans to return to the Board with a request to release an RFP by January and hope by late February to bring an award recommendation for the board.

10. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER

Fernando Hernandez reported ridership has been good this fall and staffing levels have generally improved as well.

11. RCTA GENERAL MANAGER’S REPORT

Mr. Rye had nothing else to report.

12. ANNOUNCEMENTS

The following Director reported: Director Starkey commented she will be the alternate until January. Chairman Altman reported we are short one on the counsel and waiting to appoint someone. On the advance agenda for February 27th to change chairman.

13. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:09 p.m. The next meeting will be on Tuesday, January 3rd, 2023 at 4:30 p.m.

Joseph Rye, General Manager
Redwood Coast Transit Authority