

BOARD OF DIRECTORS SPECIAL MEETING AND ANNUAL WORKSHOP AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, February 27, 2023

TIME: 4:00pm

PLACE: RCTA Operations Facility, 140 Williams Drive; 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/> .

1. Call Meeting to Order
2. Roll Call. Pledge of Allegiance
3. Public Comment
4. Election of Officers
5. Consent Calendar
 - 5a. Adopt Resolution 2022-23-07 Approving Application for TIRCP Grant Submitted Jointly by Humboldt Transit Authority, Yurok Tribe, and Redwood Coast Transit for RCTA Electric Buses and Transit Center Design and Construction Funds.
 - 5b. Approve the Minutes of January 23, 2023
 - 5c. Adopt Resolution 2022-23-08 Approving Application for Caltrans' Sustainable Transportation Planning Grant to Fund RCTA's Next Short Range Transit Plan.
6. 2023 RCTA Annual Strategic Planning Workshop—
 - South Oregon/Humboldt Non Emergency Medical Shuttle – Presentation of Tech Memo #1
 - RCTA Fleet Challenges & Impacts on Staffing and Budgets
 - RCTA Financial Outlook – Higher Revenues and Costs, Ongoing Capital Fund Shortfall
 - RCTA Tech Projects – Update on Progress to Date and Next Steps
6. Discussion of FY 2022-23 Year-to-Date Budget and Draft FY 2023-24 RCTA Budget
7. Announcements
8. Adjourn – Next RCTA Board Meeting will be Monday, March 27th, 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.

February 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, RCTA General Manager



SUBJECT: Potential Grant Funding – Transit Intercity Rail Capital Program (TIRCP) – Resolution 2022-23-07 Authorizing General Manager to Submit Cycle 6 TIRCP Application and Execute Grant Documents

RECOMMENDATION

Approve Resolution 2022-23-07 authorizing the General Manager to submit RCTA’s joint Cycle 6 TIRCP application with Humboldt Transit and to execute grant documents if funds are allocated.

BACKGROUND

The Transit Intercity Rail Capital Program, or TIRCP, was The Transit and Intercity Rail Capital Program (TIRCP) was created by Senate Bill (SB) 862 (Chapter 36, Statutes of 2014) and modified by Senate Bill 9 (Chapter 710, Statutes of 2015), to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California’s intercity, commuter, and urban rail systems, and bus and ferry transit systems.

RCTA was approached by Humboldt Transit Authority (HTA) to submit a joint Cycle 6 TIRCP Grant application to include RCTA and Yurok Tribal Transit. RCTA engaged grant writing assistance from Green Dot Transportation to develop RCTA’s portions of the joint grant funding application. HTA remains the lead agency on the grant, but if funds are awarded RCTA will enter into Standard Agreements governing the funding for its portions of the project portfolio. TIRCP funds require zero local match.

RCTA’s portion of the Cycle 6 TIRCP Joint Grant Application with HTA includes the following projects:

- Purchase (6) replacement electric buses for the RCTA Fleet for use on Regional Routes
- Design and Construction of the Cultural Center Transit Center Hub Facility

Within the ask for the (6) replacement electric buses is major funding for construction of electrical upgrades and electric bus charging infrastructure at the RCTA Williams Drive bus yard. Within the ask for the Transit Center Hub is funding for both design and construction phases of the ultimate final project.

Project Name and Element/Phase	Funding Requested
RCTA Bus Replacement – (6) Electric Buses	\$4,621,614
Purchase (6) Green Power EV Star Electric Buses	\$1,303,400
Construct Yard Electrical Upgrades, Chargers, Pavement	\$3,317,814
RCTA Cultural Center Transit Hub	\$2,696,699
Design and Environmental	\$215,500
Construction	\$2,482,199
Total TIRCP Cycle 6 Application – All RCTA Elements	\$7,318,313

Attachment: Resolution 2022-23-07 Authorizing an Application for TIRCP Funds and Designating the RCTA General Manager as Authority to Execute all Grant Documents

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
#2022-23-07**

RESOLUTION AUTHORIZING APPLICATION FOR TRANSIT INTERCITY RAIL CAPITAL PROGRAM (TIRCP) CYCLE 6 FUNDING AND AUTHORIZING THE RCTA GENERAL MANAGER TO EXECUTED ALL FUNDING DOCUMENTS

WHEREAS, the California State Transportation Agency (CalSTA) has made grant funding available to qualifying entities for capital projects that improve the State’s passenger rail network, including projects that improve bus connections to rail stations, and adoption of zero emission buses to serve rail stations, and

WHEREAS, the Redwood Coast Transit Authority (RCTA) desires to apply for said financial assistance to assist with two major capital project needs in Del Norte County; and

WHEREAS, Redwood Coast Transit Authority desires to replace six of its aging gasoline and diesel buses with new all-electric zero emission vehicles and install associated electric vehicle charging infrastructure at is Crescent City Operations and Maintenance Facility; and

WHEREAS, Redwood Coast Transit Authority desires to design and build a new off-street transit center to centralize transit routes and amenities and provide a higher level of comfort and safety to transit passengers and operators; and

WHEREAS, the RCTA wishes to delegate authorization to execute these documents and any amendments thereto to Joseph Rye, General Manager; 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 Transit Intercity Rail Capital Program (TIRCP) 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 applications on behalf of 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 Caltrans and/or CalSTA.

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 27th of February, 2023, by the following vote:

- AYES:
- NOES:
- ABSENT:

BY: _____
 , Chairperson

Attest: _____
 Joseph Rye, General Manager

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MONDAY, JANUARY 23, 2023 AT 5:30 P.M.

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

ABSENT:

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

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

Ray Altman called the meeting to order at 5:30 P.M. Nicole Burshem called Roll.

2. PUBLIC COMMENT

The following person(s) addressed the Board: None

3. CONSENT CALENDAR

3A. UPDATE ON FTA COVID PANDEMIC RELIEF FUNDING ALLOCATIONS AND
EXPENDITURES.

3B. APPROVE THE MINUTES OF THE DECEMBER 6, 2022 RCTA BOARD MEETING

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 the Consent Calendar items 3A-3B, as presented.

4. APPROVE AMENDMENT #2 WITH GREEN DOT TRANSPORTATION FOR ADDITIONAL
TRANSIT CENTER HUB PLANNING SERVICES TO EVALUATE THE LIBRARY SITE & SUPPORT
OUTREACH ACTIVITIES

Discussion was held regarding amendment #2 with Green Dot Transportation.

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 amendment #2 with Green Dot Transportation for additional Transit Center Hub Planning Services to Evaluate the Library Site and Support Outreach Activities.

5. APPROVE AGREEMENT WITH GREEN DOT TRANSPORTATION FOR 2023 GRANT WRITING SERVICES

Discussion was held regarding an agreement with Green Dot Transportation for 2023 grant writing services.

On a motion by Director Starkey, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the agreement with Green Dot Transportation for 2023 Grant Writing Services.

6. APPROVE RELEASE OF REQUEST FOR PROPOSALS FOR RCTA LEGAL COUNSEL SERVICES

Discussion was held regarding release of request for proposals for RCTA Legal Counsel Services.

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 the release of request for proposals for RCTA Legal Counsel Services.

7. RCTA GENERAL MANAGER'S REPORT

Joseph Rye reported regarding the Annual Workshop, usually held at the RCTA Maintenance and Operations Facility, and usually in April. Mr. Rye asked the Board if they would be interested in having the Annual Workshop in February rather than April in 2023 to both help orient new Board Members and possibly avoid a late April meeting this year. The Board indicated that a February Workshop would be acceptable.

8. FIRST TRANSIT OPERATIONS MANAGER'S REPORT

Fernando Hernandez reported regarding First Transit's staffing targets. Currently during the holiday season First Transit did lose two drivers. However, recruiting has been more successful lately and First Transit has a training class with three trainees starting soon.

9. ANNOUNCEMENTS

The following Board Members commented on the following: None

10. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 5:40 P.M. The next regular meeting will be on Monday, February 27th, 2023 at 4:00 p.m.

Joseph Rye, General Manager
Redwood Coast Transit Authority

February 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, RCTA General Manager



SUBJECT: Potential Grant Funding – Caltrans Sustainable Transportation Planning Grants – Resolution 2022-23-08 Authorizing General Manager to Submit Grant Application and Execute Grant Documents

RECOMMENDATION

Approve Resolution 2022-23-08 authorizing the General Manager to submit RCTA's Sustainable Transportation Planning Grant application and to execute grant documents if funds are allocated.

BACKGROUND

RCTA has traditionally relied upon funding from the Del Norte Local Transportation Commission every few years to fund the production of its Short Range Transit Plan (also called Transit Development Plan). RCTA has received between \$30,000 to \$50,000 and delivered the SRTPs using a combination of consultant support and local expertise. DNLTC approached RCTA in late 2022 explaining that DNLTC's planning funds that normally are programmed to RCTA will be insufficient to provide a robust SRTP, and RCTA was encouraged to enlist grant writing help and apply to Caltrans for the Sustainable Transportation Plan funds in an amount enough to do all that RCTA needs rather than settle for what little planning funding that DNLTC could provide in the next year or two. DNLTC offered to provide enough funding (\$11,000) to engage outside help with the grant writing process. RCTA will ask for over \$100,000 in funding, enough to meaningfully engage an outside planning consultant, plus repeat 2017's innovative market research project to gain deeper insight into the evolving transit needs of the region.

Caltrans has divided the Sustainable Transportation Planning Grants into 3 silos for FY 23-24:

- **Sustainable Communities Grants** (\$29.5 million) to encourage local and regional planning that supports state goals, implements Regional Transportation Plan (RTP) Sustainable Communities Strategies (SCS) to achieve the State's greenhouse gas (GHG) reduction targets
- **NEW! Climate Adaptation Planning Grants** (\$50 million) support local and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level adaptation for transportation infrastructure
- **Strategic Partnerships Grants** (\$4.5 million) to identify and address statewide, interregional, or regional transportation deficiencies on the State highway system. A sub-category funds transit-focused planning projects that address multimodal transportation deficiencies

RCTA engaged Green Dot for the grant writing support, as Green Dot has successfully assisted other clients to obtain Sustainable Transportation Planning fund. It's a bit unclear which program within the Sustainable Transportation Planning Grant the RCTA Short Range Transit Plan will compete the best, but staff are coordinating with Caltrans District 1 planning staff to optimize RCTA's application. Applications are due in mid-March with funding projected to be available by late in 2023 or early 2024.

Attachment: Resolution 2022-23-08 Authorizing an Application for Sustainable Transportation Planning Funds and Designating the RCTA General Manager as Authority to Execute all Grant Documents

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
#2022-23-08**

**RESOLUTION AUTHORIZING APPLICATION TO CALTRANS FOR SUSTAINABLE
TRANSPORTATION PLANNING GRANT FUNDING AND AUTHORIZING THE RCTA
GENERAL MANAGER TO EXECUTED ALL FUNDING DOCUMENTS**

WHEREAS, the California State Department of Transportation (Caltrans) has made grant funding available to qualifying entities for planning projects to build greater resiliency and improve adaptation to climate change related environmental hazards, and to promote multimodal solutions to reduce greenhouse gas (GHG) production, helping the state meet its GHG reduction targets, and

WHEREAS, the Redwood Coast Transit Authority (RCTA) desires to apply for said financial assistance to assist with its next Short Range Transit Plan, where RCTA not only has its first chance to do a full update of its 2019 Short Range Transit Plan since the COVID-19 pandemic, but also to plan for the introduction of two major capital projects into RCTA's operations and budget: electric buses and charging infrastructure and the building of the new Cultural Center Transit Hub; and

WHEREAS, Redwood Coast Transit Authority desires to update and expand its Short Range Transit Plan to evaluate the impacts of replacing its aging gasoline and diesel buses with new all-electric zero emission vehicles as well as the impacts of building its new, off-street Cultural Center Transit Hub; and

WHEREAS, the RCTA wishes to delegate authorization to execute these documents and any amendments thereto to Joseph Rye, General Manager; 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 Caltrans Sustainable Transportation Planning funded transit planning 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 applications on behalf of RCTA with Caltrans for the Sustainable Transportation Planning funds.

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

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 27th of February, 2023, by the following vote:

AYES:
NOES:
ABSENT:

BY: _____
_____, Chairperson

Attest: _____
Joseph Rye, General Manager