

BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, February 27, 2023

Time: 5:30pm

PLACE: RCTA Maintenance & Operations Facility, 140 Williams Drive, Crescent City, CA 95531

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/> .

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1. Call Meeting to Order. Roll Call. Pledge of Allegiance
 2. Public Comment
 3. Consent Calendar
 - 3A. Adopt Resolution 2022-23-09 approving RCTA's Fiscal Year 2022-23 LCTOP Allocation Request
 - 3B. Approve the Minutes of the February 27, 2023 RCTA Board Workshop
 - 3C. Approve Purchase Order 2022-23-26 to Swiftly for AVL/CAD Software Annual Agreement
 - 3D. Approve Moving into Phase 2 of the South Oregon and Humboldt Medical Shuttle Study
 4. Approve Resolution 2022-23-10 Awarding Agreement to Hanson Bridgett, LLP for RCTA Legal Counsel Services
 5. Review and Accept Fiscal Year 2021-22 RCTA Financial Audit from O'Connor CPAs
 6. Review and Approve Fiscal Year 2021-22 RCTA Annual Report
 7. Update on Memorandum of Understanding (MOU) with Front Street Transit Hub Project
 8. Update on RCTA CTSA Projects and Programs
 9. Management Report – First Transit Project Manager
 10. RCTA General Manager's Report
 11. Announcements
 12. Adjourn – Next RCTA Board Meeting will be on Monday, April 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.

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MONDAY, FEBRUARY 27, 2023**

PRESENT: JOEY BORGES (CHAIRMAN), KELLY SCHELLONG (VICE CHAIR), DARRIN SHORT, VIDETTE ROBERTS, RAY ALTMAN

ABSENT: NONE

ALSO PRESENT: JOSEPH RYE, DAN HERRON, NICOLE BURSHEM, FERNANDO HERNANDEZ, NICK WEST, MARK SHAFFER

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

Chair Altman called the meeting to order at 4:10 P.M.

2. ROLL CALL. PLEDGE OF ALLEGIANCE.

Nicole Burshem conducted roll call. Pledge of Allegiance was skipped due to lack of a flag.

3. PUBLIC COMMENT

The following person(s) addressed the Board: None

4. ELECTION OF OFFICERS

Director Schellong nominated Director Borges for Chairman of the Redwood Coast Transit Authority Board of Directors, Chairman Short seconded and unanimously carried on a polled vote. Director Borges accepted the nomination to be Chairman. Chairman Borges nominated Director Schellong for Vice Chair of the Redwood Coast Transit Authority Board of Directors, Director Short seconded, and unanimously on a polled vote, Director Schellong accepted the nomination for Vice Chair.

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.

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 5a-5c, as presented with the following changes to 5b. “adding Director Schellong name to the attendance part of the minutes”.

6. 2023 RCTA Annual Strategic Planning Workshop

Discussion was held as part of the 2023 RCTA Annual Strategic Planning workshop. Fleet Crisis - Mr. Rye and Mr. West reported on RCTA’s current fleet crisis & maintenance staffing impacts. Director Short asked how often do we replace buses. Mr. Rye responded we need to replace 2 or 3 buses a year if funding allows and the industry is building buses. RCTA buses have useful lives of 6 years, and we have an active fleet of 13. Mr. Rye reported on steps taken through Caltrans to receive funding. Nick reported that Fleet cost per mile rises as buses age, and RCTA has not received any new buses since 2019, first due to delays with Caltrans processing grant funds, then from COVID-impacts and mergers within the light-duty (cutaway) bus manufacturing industry. There is a shortage everywhere on Ford Chassis, but even GM is having trouble fulfilling orders for cutaway style buses, in large part due to Forest River buying out competitor Champion and then shuttering the Champion factory. RCTA has limited options, and may need to acquire more used vehicles. Nick reported on how this bus crisis impacts RCTA maintenance staffing. Mr. Rye asked the board if RCTA should add a budget for a Tech Assistant to assist Nick in the shop? A full time entry level tech would run RCTA about \$75,000 per year but would free up Nick to do more on these older buses, as well as provide coverage for Nick when he is on vacation or sick.

Mr. Rye reported on the Southern Oregon Medical Shuttle Study. The idea for transportation to medical appointments in Southern Oregon (and Humboldt County) has appeared as a voiced “unmet transit need” several times in the recent past. This year, the Del Norte Healthcare District approached RCTA to partner on studying this issue in depth and is also interested in helping fund a solution should a project emerge. The study is funded 50/50 between RCTA and the Hospital District. Phase I of the study was presented today, and has found is that there are many referrals to medical specialists in both Grants Pass/Medford and the Eureka areas. Currently there is no viable route to go to Medford, RCTA runs nothing past Gasquet and SW Point costs \$30 each way and requires an overnight stay in Medford. Mr. Shaffer conducted extensive interviews over the phone/zoom with medical practitioners in Del Norte County as part of gathering Phase 1 existing conditions data. Mr. Shaffer then spoke with current transportation providers involved with transport to distant medical facilities to understand what options currently exist, including the Medi-Cal program, which not everyone qualifies for. What has been found so far is this breakdown of monthly out of county referrals:

	South Oregon	Eureka
Sutter Coast Clinic	32	46
Open Door Clinic	20	32
United Indian Health Services	24	38

Stalliant Health	40	60
Crescent City Internal Medicine	35	10
Redwood Medical Center	20	5
Medi-Cal	58	64
Veterans Medical	5	30
Del Norte Behavioral	5	5
Dental Referrals	12	10
Total per month	251	300

For initial planning purposes, Mr. Shaffer is assuming that 30% of these out-of-county referrals would use the shuttle (assuming it was setup effectively).

Mr. Rye’s recommendation is that there appears to be a market for something not currently being provided to assist Del Norte folks with obtaining specialty medical care out-of-county. Staff are surprised that slightly over half of the referrals are to Eureka, and yet we don’t often hear from existing Route 20 passengers that they are going to medical appointments in Humboldt. A quick analysis of how Route 20 serves (or doesn’t really serve) the main medical facility clusters in Eureka show that there are first mile and last mile challenges on both ends of Route 20 that are likely suppressing these medical appointment riders. Staff recommends that the study proceed into Phase 2, where Mr. Shaffer will work with staff and the community to develop and refine how the two referral target areas (South Oregon, Eureka) can be served best. Route 20 will still be the backbone of service to Eureka, RCTA was already planning to extend Route 20 into Eureka later in 2023 as part of improving regional trip taking, but to attract ridership by eliminating or minimizing transfers, RCTA may need to modify the alignment to directly visit the hospitals in Eureka. On both ends, especially in and around Crescent City, Route 20 may need some dial-a-ride support to cover the first and last mile for patients that live far from a Route 20 bus stop.

Mr. Shaffer also recommends that RCTA expand its CTSA programs to include a one-stop transportation call center, where our dispatchers are not only experts on RCTA services, but become familiar with and refer callers to other options in the area that might work better for their transport needs. The long delayed implementation of a new phone system will be required to enable easy transferring of callers from the call center line to other transportation resources in the region. The RCTA Board of Directors approved by consensus that Mr. Shaffer and RCTA staff continue on the current course and come back next month for official approval of Phase 2 of the study, developing alternatives.

RCTA Transit Technology Projects - Mr. Rye provided a brief update on RCTA’s transit technology projects. Mr. Rye reported that RCTA had in the last year upgraded its AVL/CAD (automatic vehicle location/computer aided dispatch) system from DoubleMap to Swiftly, including replacing the tablets on all the buses. As part of the regional contactless fares project (on-board acceptance of tap credit cards) RCTA

installed state-of-the-art Cradlepoint wifi routers that not only power the credit card validators but also provide the signal for the AVL/CAD as well as pleasure Wi-Fi for riding passengers on all the buses.

7. DISCUSSION OF FY 2022-23 YEAR TO DATE BUDGET AND DRAFT FY 2023-24 RCTA BUDGET

Discussion was held regarding the Fiscal Year 2022-23 year-to-date budget and draft fiscal year 2023-24 budget. Dan Herron reported out on the financial report on the following topics: budget and spending to date; projections of resources; and trends for TDA and other important funding. Mr. Herron asked the Board of Directors what they think staff could do to cut costs to increase our revenue and boost efficiency? RCTA staff was unable to put together the preliminary FY 2023-24 Budget in time for this early workshop, but will bring the draft budget to the Board in April or May. The RFP for the new Attorney has been released and we are hoping to have an award on the Board agenda for March 27th to fill this important position. Director Schellong would like Mr. Rye to send her the current budget and current Routes. Chairman Borges would like a copy as well.

8. ANNOUNCEMENTS

The following director(s) reported on the following: None

9. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 5:40 p.m. The next regular meeting will be on Monday, March 27, 2023 at 5:30 p.m.

Joseph Rye, General Manager
Redwood Coast Transit Authority

March 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approve Purchase Order 2022-23-26 to Swiftly for Annual AVL-CAD Software as a Service Fees



RECOMMENDATION:

Approve purchase order 2022-23-26 to Swiftly for AVL-CAD software as a service (SaaS) fees.

BACKGROUND:

The scope of the first major collaborative project of the Far North Transit Providers (now an official working group of the North State Super Region) is a regional deployment of a contactless fares project enabling agencies to collect fares on-board buses via tap credit cards. This is a pilot project led by Caltrans' Cal-ITP program, entitled the Fare Integration and Modernization Project (FIMP). The system FIMP project requires an AVL/CAD system that produces GTFS real-time data. The project includes:

- Publishing to the riding public the exact location and estimated time of arrival of buses. RCTA will publish data using Swiftly real-time GTFS to various apps, including its website, Google Maps, Apple Maps, Transit App, and Moovit.
- Deploying on-board equipment (card readers, wifi routers) to provide connectivity.
- Clearinghouse services through SC Soft and LittlePay to process credit card transactions
- Implementing a regional tiered, distance-based fare structure (on regional routes).

In early 2022, RCTA procured Swiftly to replace its aging initial AVL/CAD system (DoubleMap) with a system capable of publishing GTFS real-time data, a prerequisite for the FIMP project.

Swiftly Transit Data Dashboard

Swiftly is a transit data platform in addition to being a modest priced AVL/CAD. Swiftly has emerged in recent years as the industry's most popular and affordable "transit data dashboard". Swiftly features GTFS-RT which RCTA requires in order to participate in the Far North FIMP Project. RCTA added the On-Board module of Swiftly in late 2022 to provide additional driver support via the on-board tablet computers in each RCTA bus. All together, RCTA utilizes the base Swiftly, the On-Time Performance module, Rider Alerts, and the On-Board app inside the buses.

Swiftly operates as a software service (SaaS) with annual all-inclusive license fees for its main system, and any add-on modules. Swiftly has offered an annual extension proposal as well as discounted rates for multi-year extensions.

RECOMMENDATION

It is recommended that the Board approve Purchase Order 2022-23-26 to Swiftly for a year of AVL-CAD software as a service (SaaS) covering the period February 2023 through February 2024.



PURCHASE ORDER

c/o TMTP Consulting LLC
 900 Northcrest Drive, #134
 Crescent City, CA 95531
 707-235-3078
tmtconsulting@gmail.com

P.O. NO. 2022-23-26
DATE March 27, 2023
CUSTOMER ID tax ID 83-0497811

VENDOR Swiftly, Inc.
 Attn: Siena Guerrazzi
 2261 Market Street, #4151
 San Francisco, CA 94114
 415-223-7970

SHIP TO
 Redwood Coast Transit
 140 Williams Drive
 Crescent City, CA 95531
 707-464-6400

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
	net 30	3/27/23

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
12.00	RT passenger ETA module	real-time passenger ETA module		\$ 623.08	7,476.96
12.00	OTP module	on-time performance module		297.83	3,573.96
12.00	On-Board App	On-Board Driver Support App		\$ 540.25	6,483.00
12.00	rider alerts	rider alert module		\$ 245.42	2,945.04
12.00	GPS Playback	GPS Playback Module		297.83	3,573.96
		subtotal - taxable			24,052.92
		Shipping			

SUBTOTAL	\$ 24,052.92
SALES TAX	0.00
TOTAL (including shipping)	\$ 24,052.92

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
 Joseph Rye - TMTP RCTA
 900 Northcrest Drive, #134
 Crescent City, CA 95531
 707-235-3078

27-Mar-23

Authorized by

Date

Swiftly Budgetary Quote



Customer	Redwood Coast Transit Authority
Quote Number	Red-44981
Quote Date	2/24/2023 – Pricing Valid for 30 Days
Effective Date of Service	2/16/2023
Contract Term	The exact service term (the 'Initial Term'): 36 Months (2/16/2023 - 2/15/2026).
Billing Terms	Annually in Advance
Renewal Term Pricing	After the initial term, the annual cost shall increase by up to 10% for each one year 'Renewal Term'.
Marketing Terms	Willingness to work with Swiftly to develop a case study, mutually agreeable press release, and ability to use your agency as a reference (website, presentations, etc.).

Annual Estimated Fees

PRODUCT	PART NUMBER	QUANTITY	ESTIMATED UNIT COST	ESTIMATED ANNUAL COST
Connect with Passengers				
Real-Time Passenger Predictions Module:	SWFT-CP-RTPP-1	12	\$623.08	\$7,477.00
Live Operations Module	SWFT-CS-LO-1	12	-	Included
Rider Alerts Module	SWFT-CP-RA-1	12	\$245.42	\$2,945.00
Connect with Staff				
On-Time Performance Module	SWFT-CS-OTP-1	12	\$297.83	\$3,573.96
GPS Playback	SWFT-CS-GPS-1	12	\$297.83	\$3,573.96
Connect with Vehicles				
Onboard App	SWFT-CV-OA-1	12	\$540.25	\$6,483.00
Total Annual Estimate				\$24,052.92
Total Annual Increase After Year 1				10.00%

Billing Table

Billing Date	Estimated Total
Estimated Year 1	\$24,052.92



Budgetary Quote Terms

Payment Terms: Due Net 30. Invoice sent separately. All fees are non-refundable and non-cancellable without Swiftly's written consent.

SMS & Voice Limits: Up to a combined 5,000 SMS and voice calls are included per month for US customers only. Each additional 5,000 combined SMS and voice calls per month costs \$125.

Sales Tax: If your agency is not tax exempt, sales tax may be added to this purchase order.

Terms of Use: By signing below, Customer agrees that this Order Form is subject to, and Customer is bound by, the Swiftly SaaS Terms of Service located at: <http://goswift.ly/saas-terms-of-service> (the "Swiftly Terms"). Unless otherwise specifically stated in an Addendum, in the event of a conflict between the Addendum and the Swiftly Terms, the Swiftly Terms shall govern.

Order Details

- We use a Software as a Service (SaaS) model with annual subscriptions per product. There are no hosting or maintenance fees.
- Subscriptions include unlimited users within your agency.
- We believe in data access and availability. As long as your agency is a paying customer, you will have easy access to download up to three years data from the modules you purchase.
- Every time we update the platform or launch or a new feature, your agency will automatically have access to that feature so long as you have paid for that module. Since the system is cloud-based, you will never need to download or re-install new software. Simply login and you'll see the new feature!
- We pride ourselves on having the best support team in the industry. Always feel free to reach out with questions, comments, or suggestions on how we can better serve you. We typically respond to inquiries within 24 hours.

Technical Requirements

Swiftly's Dashboard:

- The core Swiftly dashboard is hosted in the cloud – you do not need to install or download any software.
- You can access the software from any computer, anywhere, anytime.
- Swiftly works on the latest version of any browser.

Onboard App:

- The Onboard App is an Android app that must be installed on an Android device.
- If you do not have an Android device, you may also use Swiftly's web-based Onboard App on iOS devices. This app is supported by most web browsers.
- Onboard App works on the latest versions of Android and iOS, and updates can be rolled out through the App Store
- Please contact your Account Executive for a list of supported devices and mobile browsers for Onboard App.

March 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Authorize Phase 2 of the South Oregon Medical Shuttle Study



RECOMMENDATION:

Authorize RCTA's Consultant, Mark Shaffer Consulting, to proceed with phase 2 of the South Oregon Medical Shuttle Study.

BACKGROUND:

RCTA was approached during the 2022 Del Norte Local Transportation Commission Unmet Transit Needs (UTN) process about the need to provide transportation to either Southern Oregon or Humboldt County to meet the needs of folks who must travel out of the area for specialty medical services. The Del Norte Healthcare District pledged \$20,000 to help fund a planning study, and RCTA pledged to match this with \$20k for a total planning study budget of \$40,000.

RCTA awarded the consultant contract to Mark Shaffer Consulting of San Luis Obispo on October 22, 2022 and Phase 1 (existing conditions) work began. Mr. Shaffer did extensive interviews with local physicians and identified the level of out-of-county referrals being issued, and the destination of these specialist referrals. Mr. Shaffer gathered a group of interested community members and has conducted two zoom meetings to gain input from the stakeholders and build momentum. Mr. Shaffer also did outreach calls with local non-emergency medical transportation providers, to ascertain what markets may not be currently receiving adequate transportation to these specialist referrals in Southern Oregon and Eureka areas.

The agreement awarded back in October contained the funding to perform Phase 2 work, but due to uncertainty regarding the findings of Phase 1 (identifying a viable market) this item is brought back to the Board for formal direction to undertake Phase 2 to develop service alternatives and conduct additional community outreach. The consultant and RCTA staff presented the findings of Phase 1 at the Annual Workshop in February, and now seek official direction to proceed.

RECOMMENDATION

That the Board authorize Mark Shaffer Consulting to continue the study by conducting phase 2 work, developing service alternatives to improve existing Route 20 service to Eureka and alternatives for a new service between Del Norte and Southern Oregon.

March 27, 2023



MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approve Resolution 2022-23-10 Awarding Agreement to Hanson Bridgett LLP for RCTA Legal Counsel Services

RECOMMENDATION:

Approve Resolution 2022-23-10 awarding agreement to Hanson Bridgett LLP for RCTA legal counsel services.

BACKGROUND:

RCTA requires an attorney for routine legal items, such as review of key contracts, leases, agreements, policy documents, and the annual Certifications and Assurances. While RCTA has been fortunate to avoid most litigation over the years, the need for a transit-savvy attorney to ensure compliance with the growing array of Federal Transit Administration (FTA) and Caltrans legal requirements is clear. After utilizing the Del Norte County Attorney during the formative years of RCTA (2004-2007), RCTA utilized the local Black & Rice LLP law firm for over a decade. During that time, Autumn Luna of Black and Rice became RCTA's main attorney and became familiar with RCTA and transit law. In 2021 Ms. Luna joined the Del Norte County Attorney's Office. In April 2021, RCTA then transferred legal representation from Black and Rice back to the County, in order to continue to utilize Ms. Luna's expertise. Ms. Luna left employment at Del Norte County in early 2022. The County Attorney is not interested in providing RCTA with legal counsel, citing staffing and lack of transit experience. RCTA has lacked an attorney since 2022, and requires attorney signature for FTA and Caltrans documents.

DISCUSSION:

The Board approved the release of a Request for Proposals (RFP) for RCTA Legal Counsel on January 23, 2023. The RFP was posted online on the RCTA website, and distributed locally through the Humboldt Bar Association. Two responsive proposals were received. The proposals were evaluated and scored by a selection committee comprised of RCTA and DNLTC staff, First Transit/Transdev regional management, and the GM of Humboldt Transit, a regional partner transit agency.

The selection committee unanimously ranked the Hanson Bridgett proposal as the clear top proposal of the two. Their qualifications and transit-specific experience was strong and their billing rates lower than the Day-Wilson proposal. The Selection Committee recommends that the Board award the four-year agreement to Hanson Bridgett LLP.

RECOMMENDATION:

That the Board approve Resolution 2022-23-10 awarding an agreement to Hanson Bridgett LLP for RCTA General Legal Services and authorize the General Manager to execute the agreement.

Attachments: 1) Hanson Bridgett Proposal to RCTA 2023 Legal Services RFP
2) Selection Committee Scoresheets
2) RCTA Agreement for General Legal Counsel Services

Response to Request for Proposals to Provide
General Legal Services to

Redwood Coast Transit Authority

SUBMITTED ON MARCH 1, 2023 BY:



Michael Conneran

Partner

415.995.5042

mconeran@hansonbridgett.com



Catherine Groves

Senior Counsel

415.995.5171

cgroves@hansonbridgett.com

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Introduction

We appreciate your consideration of Hanson Bridgett to provide general legal counsel services to Redwood County Transit Agency (RCTA). We understand you are in need of assistance with general legal representation, including agreements, documents, policies and responsibilities relating to public transit operations, contracting and procurements. Hanson Bridgett has represented public agencies as a central aspect of its practice for more than 60 years, with a particular specialty in transportation work. We have included below representative clients we have provided general and special counsel legal services for, many of whom have been firm clients for more than 50 years.

Technical Approach

Founded in 1958, Hanson Bridgett is a limited liability partnership, multidisciplinary *AmLaw* 200 law firm with more than 200 attorneys across California. Clients range from individuals to governmental agencies, to state and local highway and transportation authorities, to multinational *Fortune* 500 corporations. Hanson Bridgett LLP is a certified B Corp and a proud socially responsible member of the communities in which we are located and serve. The firm is driven by a commitment to fostering and developing its unique culture, which is focused on excellence in service and leading by example.

Hanson Bridgett is the preeminent public transit law firm in Northern California. We have served as General Counsel to the Golden Gate Bridge, Highway and Transportation District for more than 50 years and the San Mateo County Transit District (SamTrans) for more than 45 years. In addition, we represent the following transit agencies as general counsel or special counsel, providing a variety of legal services including, but not limited to, public agency law, labor negotiations, employee benefits, labor/employment, insurance recovery, intellectual property, civil rights, civil litigation, government tort claims, public contracts and procurement, transit finance, and real estate and construction:

- Santa Cruz Metropolitan Transit District (Santa Cruz Metro)
- Golden Gate Bridge, Highway & Transportation District
- Peninsula Corridor Joint Powers Board (Caltrain)
- San Mateo County Transportation Authority
- Central Contra Costa Transit Authority (County Connection)
- Livermore Amador Valley Transit Authority (LAVTA)
- San Francisco Bay Area Water Emergency Transportation Authority (WETA)
- Sacramento Regional Transit District
- Metropolitan Transportation Commission
- Alameda-Contra Costa Transit District
- Santa Clara Valley Transportation Authority (VTA)

- Tri-Valley-San Joaquin Valley Regional Rail Authority
- Sonoma-Marín Area Rail Transit
- San Joaquin Regional Transit District
- Southern California Regional Rail Authority

Through our work as general and special counsel to transit agencies, we are intimately familiar with the broad array of federal, state and local laws and regulations which govern public transit operations. Special areas of expertise include compliance with the Americans with Disabilities Act and related paratransit service; Buy America compliance; public hearing requirements under federal and state law; CARB regulatory requirements; Master Agreements for FTA grants; FTA charter and school bus regulations; Disadvantaged Business Enterprise programs; and TDA funding law and regulations. These are areas in which we have regularly provided interpretative guidance, prepared comments on rulemaking proceedings, or developed implementing policies and procedures, as well as appeared before the administrative agencies responsible for these programs.

The transit industry is a heavily regulated one. Regulations have a direct effect on what transit agencies are able to do and, therefore, must be taken into account continuously as our transit clients operate in the present and plan for the future. We are able to serve our transit agency clients given our substantial experience in the day-to-day practice of law involving the public transit industry. We know the transportation industry, having been immersed in it for more than four decades. Over the years, we have established strong relationships with officials in the field which have facilitated positive results for our clients on numerous occasions.

We propose the following team to provide legal services to Redwood Coast Transit:

CATHERINE GROVES (SENIOR COUNSEL – CA BAR NUMBER 286731) is the proposed general counsel to represent the Redwood Coast Transit Authority. She has experience serving as outside general counsel to numerous local government agencies and has particular expertise counseling clients on compliance with FTA and FHWA requirements. In addition to advising on government ethics, governance laws, legislation, and constitutional issues, Catherine drafts, reviews, negotiates, and analyzes a wide variety of contracts in collaboration with procurement staff, project managers, and executive staff, including agreements for professional services, goods, real estate, public works/construction, design-build and alternative project delivery, intergovernmental collaboration, funding/grants, and complex technology procurements. Her representative experience includes assisting Valley Link with preparing all legal documents and policies required to become an FTA grantee. In addition, Catherine has prepared numerous procurement policies and manuals as well as template solicitation documents and contracts.

MICHAEL CONNERAN (PARTNER – CA BAR NUMBER 135978) serves as general counsel for four transit agencies, has significant experience in all aspects of transit operations

and is particularly knowledgeable regarding environmental compliance and property acquisitions. Mr. Conneran will provide oversight and technical assistance to the project team.

DAYNA LOUIE (ASSOCIATE – CA BAR NUMBER 327368) assists public agency clients with a variety of matters. Most relevant here, Dayna provides significant day-to-day support for LAVTA, Valley Link, SamTrans, Caltrain, and SMCTA with all procurement matters.

An organization chart has been provided below, in the Consultant Staff section.

Project Management

Having served as general counsel and special counsel for public agencies for decades, we are acutely aware of the variability in funding sources from year to year. We focus on providing the most efficient legal representation possible by staffing matters appropriately to maximize the value of each team member's expertise and time and by consulting with our clients to ensure that we do only what is needed.

We work hard to ensure predictability in our billing, providing detailed and accurate budgeting at the outset of new assignments, and offer regular updates if and when the scope or nature of an assignment changes. We take seriously the importance of keeping within approved legal budgets, and advising the agency promptly when circumstances may warrant a revision.

We have also made significant investments in legal project management technology to oversee significant projects. We are proud to say that our people are our greatest assets in this effort, and our deep bench of experienced attorneys in all subject matters provides the necessary depth and breadth to provide timely and high quality legal services. Further, many attorneys have attended legal project management training and regularly work on client collaboration, matter budgeting, and time management projects.

With regard to representation of RCTA, and the required Governance Audit, we would propose to develop a project plan that focuses on identified areas of initial concern, primarily the procurement policies and any form documents used for contract solicitations. We would also review past "Triennial Reviews" conducted by the Federal Transit Administration to determine if there were areas of particular concern identified in those reviews and ensure that those issues had been adequately addressed. From there, we would look at the adopted policies of RCTA, particularly ones that address areas of concern to FTA, such as ADA compliance, drug and alcohol testing, and public hearing requirements. We would also review areas of compliance with state law, including public meeting and public records policies, as well as conflict of interest codes. In addition, we would look at claims management procedures and risk management policies, including insurance coverage and limits. For many of these

tasks, we will be able to compare RCTA's existing policies and practices to those we have worked on for other clients. In addition, to the extent more junior attorneys are able to perform these reviews, we would have them do so in order to reduce costs, subject to review of their work by Catherine or Michael.

Consultant Staff

As we have identified above, we propose Catherine Groves serve as the Brief biographies have been provided below, with resumes behind [Appendix A](#).



Catherine Groves

Senior Counsel and Lead Attorney for this RFP | San Francisco, CA
415.995.5171

cgroves@hansonbridgett.com

Catherine focuses her practice on government and public agency law. She serves as Deputy General Counsel to the Livermore Amador Valley Transit Authority, Tri-Valley – San Joaquin Valley Regional Rail Authority, and Purissima Hills Water District. She also serves as a key team member for clients including the San Mateo County Transit District, San Mateo County Transportation Authority, and Sacramento Regional Transit District Retirement Boards. Catherine assists the firm's public agency clients with various legal issues such as public contracts and procurements, legislation, fees and rates, governance laws, ADA compliance, implementation of public grant programs, and ethics issues, including conflict of interest analyses. She regularly attends client Board meetings and advises on the preparation of Board agendas, staff reports, resolutions, ordinances, and meeting minutes.



Michael Conneran

Partner | San Francisco, CA
415.995.5042

mconneran@hansonbridgett.com

Michael represents public agencies in matters involving real estate, transportation, and environmental law. He serves as general counsel to four transit agencies. He has played an active role in major infrastructure projects, including the extension of the BART system to the San Francisco Airport and the acquisition of the Caltrain commuter rail line between San Jose and San Francisco. He has participated in acquisitions of railroad rights-of-way on behalf of public transportation agencies, including the purchase of the Northwestern Pacific Railroad right-of-way between Marin and Mendocino counties (now the right-of-way of the SMART service) and several rail segments for BART extensions and light rail extensions for the Santa Clara Valley Transportation Authority. He has also advised public and private railroad clients with regards to regulatory issues arising under federal and state law.

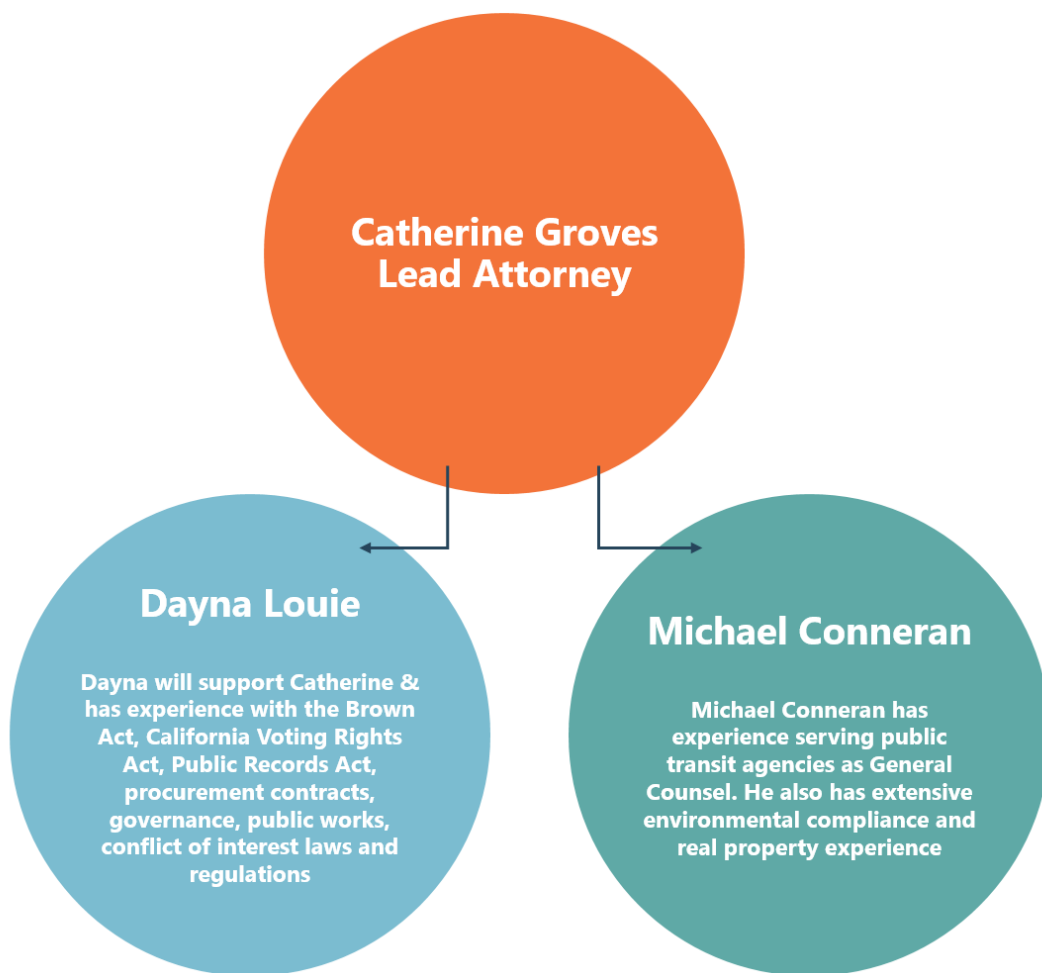


Dayna Louie

Associate | San Francisco, CA
415.995.6435

dlouie@hansonbridgett.com

Dayna's experience includes assisting the firm's public agency clients with various legal issues such as the Brown Act, California Voting Rights Act, Public Records Act, governance, public works, and conflict of interest laws and regulations. She also drafts, reviews and analyzes a variety of contracts including agreements for technology, software as a service, professional services, goods, cooperative purchasing, and public works.



Consultant Qualifications and References

Kevin Sheridan, Executive Director/CEO

TRI-VALLEY – SAN JOAQUIN VALLEY REGIONAL RAIL AUTHORITY

2600 Kitty Hawk Road, Suite 103

Livermore, CA 94551

Email: ksheridan@valleylinkrail.com

Phone: (925) 784-2759

Work Performed: General counsel services for new commuter rail agency

Dates of Work: January 1, 2018 (date of formation)

Staffing: Michael Conneran, General Counsel, Catherine Groves, Deputy General Counsel, Dayna Louie, Attorney

Michael Tree, Santa Cruz Metro General Manager/CEO (former LAVTA Executive Director)

SANTA CRUZ METRO

110 Vernon Street

Santa Cruz, CA 95060

Email: mtree@scmtd.com

Phone: (831) 426-6080

Work Performed: General counsel services for transit authority (LAVTA)

Dates of Work: July 1, 1993

Staffing: Michael Conneran, General Counsel, Catherine Groves, Deputy General Counsel
[Note: Hanson Bridgett Partner Julie Sherman is the General Counsel for SCMTD, which has been a client since 2013.]

Christy Wegener, Executive Director

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

1362 Rutan Court, Suite 100

Livermore, CA 94551

Email: cwegener@lavta.org

Phone: (925) 455-7564

Work Performed: General counsel services for transit authority

Dates of Work: July 1, 1993

Staffing: Michael Conneran, General Counsel, Catherine Groves, Deputy General Counsel, Dayna Louie, Attorney

Affirmative Action Policy, DBE

1. Please see attached "Diversity and Inclusion Mission Statement" attached as [Appendix B](#).
2. There will be no DBE's involved in this contract.

Conflicts of Interest

We have identified one potential conflict of interest, as we are adverse to a member agency of RCTA in a matter for a client. This would not prevent us from representing RCTA, but the ethical rules governing attorney conduct require that we provide you with notice of the situation should you engage our firm.

Cost Proposal

We propose the following hourly rates for the Hanson Bridgett team.

NAME	TITLE	LOCATION	PROPOSED 2023 HOURLY RATE
Michael Conneran	Partner	San Francisco	\$450
Catherine Groves	Senior Counsel	San Francisco	\$420
Dayna Louie	Associate	San Francisco	\$375

When appropriate, we will use attorneys, paralegals, and legal research assistants at different hourly rates to handle work commensurate with their experience and expertise. Attorneys with special expertise in a given area may become involved in your representation from time to time, with your approval.

Appendix A: Resumes for the Hanson Bridgett Team



Michael N. Conneran

Partner (he/him)
San Francisco, CA

Hanson Bridgett LLP

425 Market Street, 26th Floor
San Francisco, CA 94105

mconneran@hansonbridgett.com

Phone: +1 (415) 995-5042

Fax: +1 (415) 995-3412

FIRM LEADERSHIP

Municipal and Public Agency Practice
Leader

PRACTICES/INDUSTRIES

Government

Municipal and Public Agency

Government Ethics

Infrastructure

Land Use

Public Transit & Transportation

Overview

Michael represents public agencies in matters involving real estate, transportation, and environmental law. He has played an active role in major infrastructure projects, including the extension of the BART system to the San Francisco Airport and the acquisition of the Caltrain commuter rail line between San Jose and San Francisco. He has participated in acquisitions of railroad rights-of-way on behalf of public transportation agencies, including the purchase of the Northwestern Pacific Railroad right-of-way between Marin and Mendocino counties (now the right-of-way of the SMART service) and several rail segments for BART extensions and light rail extensions for the Santa Clara Valley Transportation Authority. He has also advised public and private railroad clients with regarding to regulatory issues arising under federal and state law.

Michael has overseen the environmental review process for major projects, including the electrification of Caltrain, the Valley Link rail project between Dublin/Pleasanton and Lathrop, and the Suicide Deterrent System for the Golden Gate Bridge, as well as other bus and rail transit projects. Michael has counseled cities and transit agencies with regard to transit-oriented development projects and has negotiated long-term ground leases and other types of public-private partnerships. He has also negotiated numerous contracts for the use of public property by telecommunications companies.

Michael currently serves as general counsel to the Livermore Amador Valley Transit Authority and the Tri-Valley—San Joaquin Valley Rail Authority. He has also served as the principal assistant to

the city attorney of a Bay Area municipality, where he is responsible for zoning, land use and environmental compliance. He has extensive experience in the legal obligations of public agencies under statutes governing access to public records, conflict of interest regulations and open meeting laws.

Professional Affiliations

Bar Association of San Francisco, Environmental and Water Law Section

State Bar of California, State and Local Governmental Law Section

Bay Area Council, Transportation Committee

Press

"Credit firm sues San Francisco agency, says it let taxi industry die," *Daily Journal* (March 2018)

"Hanson Bridgett: Official Outside Counsel to the America's Cup," *San Francisco Attorney* (Summer 2012)

Publications

"New Laws of 2018 Series: Part VI To Indemnify and Defend? SB 496 Changes The Rules for Design Professional Contract," *CSDA e-News* (December 2017)

"The Local Regulation of Interstate Railroads and the Establishment of 'Quiet Zones'," *IMLA Magazine* (September 2013)

"Partnering with the Private Sector to Fill the Infrastructure Gap," *Progressive Fix* (May 2010)

"Creative Approaches to Land Acquisition," co-author, *California Transit Magazine* (January/February 2008)

"Governor Vetoes Bill Limiting Staff Briefings of Public Officials," *Public Agency Advisory* (November 2007)

"Public Agencies Face New Restrictions in Contracting with Design Professionals," *Public Agency Advisory* (March 2007)

Presentations

"Capital Project Life Cycle in Two Acts- Transit 101," co-speaker, American Public Transit Association Legal Affairs Seminar (February 2020)

"Navigating Conflict Issues in Engaging Professional Consultants," League of Cities Conference (September 2018)

"Shared Rides – City and California Public Utilities Commission Perspectives," 2017 City Attorneys' Spring Conference (May 2017)

"Local Regulation of Railroads: Guidance for Municipal Attorneys on Navigating the Complexities of Federal Preemption," Strafford Webinar (March 2016)

"Payments-Based Public-Private Partnerships (PPP): Public Benefit and Private Capital in 2015," co-speaker, Knowledge Group Webinar (June 2015)

"Local Government in a Brave New World: Law Enforcement, Code Enforcement, and Public Agency Liability," moderator, Municipal Law Institute Symposium (February 2015)

"Local Regulation of Railroads and the Establishment of 'Quiet Zones,'" IMLA Conference San Francisco (October 2013)

"Current Issues in Public Agency Law," County Counsels' Association (September 2012)

"Negotiating Indemnity Provisions in Contracts with Design Professionals," League of California Cities (May 2012)

"Creative Options for Delivering Public Works Projects: Design/Build and Public-Private Partnerships," co-presenter, 2011 CSDA Annual Conference (October 2011)

"Design Build/Public Private Partnerships," co-presenter, County Counsels' Association of California Fall 2011 Public Works & HazMat Study Section (October 2011)

"Bracing for Construction Claims During a Slow Economic Recovery," Hanson Bridgett Public Agency Construction Seminar (September 2010)

"The ABC's of PPP's: The Basics Regarding Public-Private Partnerships," International Right of Way Association (June 2010)

"Addressing Railroad Noise via Quiet Zones," League of California Cities and California Employer Advisory Council Public Works Officers Institute (March 2009)

"High Speed Rail: Who Knows Where or When?" Peninsula Forward Project, Local Cable Television (October 2008)

"The Local Regulation of Interstate Railroads," City Attorneys Annual Conference, League of California Cities (May 2008)

"Transit Oriented Development (TOD): Best Practices and Funding," California Transit Association (November 2007)

"Do You Hear My Train A Comin' — Railroad Crossings & Quiet Zones," Contra Costa City Attorney's Association (March 2007)

"The Troubled Public Construction Project: When is it Time to Call in the Surety?" League Of California Cities Annual Conference (October 2005)

Education

J.D., University of California, UC San Francisco Law (1988)

A.B., Princeton Univeristy, Princeton School of Public and International Affairs (1976)

Admissions and Courts

- California
- U.S. Court of Appeals for the Ninth Circuit



Catherine J. Groves

Senior Counsel (she/her)
San Francisco, CA

Hanson Bridgett LLP

425 Market Street, 26th Floor
San Francisco, CA 94105

cgroves@hansonbridgett.com

Phone: +1 (415) 995-5171

Fax: +1 (415) 995-3535

PRACTICES/INDUSTRIES

Government

Municipal and Public Agency

Government Ethics

Privacy, Data Security and Information
Governance

Public Transit & Transportation

Technology

Infrastructure

Water Law

Overview

Catherine's practice focuses on government and public agency law. Catherine serves as Deputy General Counsel to the Livermore Amador Valley Transit Authority, Tri-Valley – San Joaquin Valley Regional Rail Authority, and Purissima Hills Water District. She also serves as a key team member for clients including the San Mateo County Transit District, San Mateo County Transportation Authority, and Sacramento Regional Transit District Retirement Boards. Catherine assists the firm's public agency clients with various legal issues such as public contracts and procurements, legislation, fees and rates, governance laws, ADA compliance, implementation of public grant programs, and ethics issues, including conflict of interest analyses. Catherine regularly attends client Board meetings and advises on the preparation of Board agendas, staff reports, resolutions, ordinances, and meeting minutes.

Catherine is passionate about helping her clients create tangible improvements to local communities, including building climate infrastructure. She helps clients navigate unique project delivery challenges in the public contracting arena and regularly assists clients with complex procurements and infrastructure projects, including complex technology procurements, power purchase agreements (PPAs), long term operations and maintenance agreements, and design-build and alternative project delivery agreements.

In addition, Catherine assists clients in developing procurement policies, manuals and template solicitation documents and contracts to streamline and standardize agencies contracting

processes. She also advises on compliance with local, state and federal funding requirements, including Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations.

Catherine has particular enthusiasm for, and expertise in, the evolving legal landscape of data security and privacy laws and counsels clients regarding privacy policies, end-user license agreements, website terms and conditions, data breach response, and privacy issues in technology agreements.

Catherine frequently advises and trains clients on compliance with the Brown Act, Public Records Act, and conflict of interest laws and regulations.

Representative Matters

- Developed all formation documents for new special district, including bylaws, procurement manual, conflict of interest code (including interfacing with the Fair Political Practices Commission), investment policy, and template agenda materials.
- Counseled a county water district in developing and implementing a 5 MW multi-site solar PV project, including collaborating with staff and outside consultants to develop a procurement strategy, draft/review all procurement documents, and lead negotiations for six 25 year power purchase agreements.
- Drafted and advised transit agency in preparing all legal documents and policies required to become a FTA grantee.
- Counseled a municipal utility district and transit agencies on assessing and implementing agency-wide data security and privacy programs.
- Advised public transit agency clients through all stages of the procurement and launch of mobile ticketing and mobility applications.

Publications

"Amendment to the Brown Act Provides for New Website and Agenda Requirements," *Government Law Alert* (July 2017)

"New Sexual Harassment Prevention Training Requirement For Local Agency Officials: FAQ & Compliance Tips," co-author, *Labor & Employment Law Alert* (March 2017)

"California Supreme Court Case Alert: Public Records on Private Accounts," co-author, *Government Law Alert* (March 2017)

"Why Take 8 Steps When You Can Get There In 4? The FPPC's New Conflict of Interest Regulations for Public Officials in California," co-author, *Public Law Journal* (March 2016)

"Ask the Experts: The Brown Act," co-author, *California Special Districts Association Magazine* (April 2015)

"New Public Works Requirements for Contractors and Public Agencies Pursuant to SB 854," co-author, *Public Agency Law Alert* (December 2014)

"New Brown Act Reporting Requirements," co-author, *Public Agency Law Alert* (March 2014)

Presentations

"An Overview of Laws and Compliance," co-presenter, MCLE Marathon (January 2020)

"First Amendment Issues and Transit: A Discussion of Speech Rights and Recent Developments in Advertising and Filming on Transit Systems," co-presenter, American Public Transit Association Legal Affairs Seminar (February 2020)

"Cyber Sense: Legal and Strategic Insights on How to Protect Sensitive and Confidential Information Amid Increased Security Threats," co-speaker, California Special Districts Associations (June 2019)

"Data Sharing Opportunities and Managing Data Risks in a "Smarter" World," co-speaker, Transportation Research Board Annual Meeting (January 2019)

"Information Privacy Law: Government Data Collection & Disclosure Laws," lecturer, University of San Francisco School of Law (November 2018)

"Who Owns the Data-Mitigating Data Breach Risks in a 'Smarter' World," co-speaker, Transportation Research Board 57th Annual Workshop (July 2018)

"Laws Governing Sensitive Information & Tips for Advising on Common Cyber Security Issues," co-speaker, American Public Transportation Association (APTA) Legal Affairs Seminar (February 2018)

"Contract Tips for Protecting Sensitive Data and Reducing the Risk of a Breach and Top 5 Things to Do in the Week After a Data Breach," co-speaker, Northern California County Counsel Meeting (June 2017)

"Government Ethics Academy," co-speaker, Santa Clara University's Markkula Center for Applied Ethics (May 2016)

"Welcome to the Fishbowl: An Interactive Government Ethics Workshop," co-speaker, 2015 CSDA Annual Conference (September 2015)

"Ask the Legal Experts," co-speaker, 2015 CSDA General managers Leadership Summit (July 2015)

Professional Affiliations

League of California Cities, Fair Political Practices Commission Committee (2020 - present)

The Bar Association of San Francisco, Cybersecurity and Privacy Law

Academic Distinctions

Berkeley Ecology Law Quarterly, Articles Editor

Berkeley Law Board of Advocates Team

Certificate of Specialization in Environmental Law

Education

J.D., University of California, Berkeley School of Law

B.A., highest departmental honors, University of California, Berkeley

Admissions and Courts

- California



Dayna Louie

Associate (she/her)
San Francisco, CA

Hanson Bridgett LLP

425 Market Street, 26th Floor
San Francisco, CA 94105

dlouie@hansonbridgett.com

Phone: +1 (415) 995-6435

Fax: +1 (415) 995-9366

PRACTICES/INDUSTRIES

Government

Overview

Dayna is an associate in Hanson Bridgett's Government Practice Group. Her experience includes assisting the firm's public agency clients with various legal issues such as the Brown Act, California Voting Rights Act, Public Records Act, governance, public works, and conflict of interest laws and regulations. She also drafts, reviews and analyzes a variety of contracts including agreements for technology, software as a service, professional services, goods, cooperative purchasing, and public works. Dayna was a summer associate at Hanson Bridgett in 2018.

Presentations

"2022 California Public Records Act Update and Review," ACBA Entity Law Section (May 2022)

Judicial Clerkships

Judicial Extern to Associate Justice Ming W. Chin, Supreme Court of California

Academic Distinctions

CALI Award: Criminal Law, Constitutional Law, Evidence, Property II, and Community Property

University of San Francisco Law Review, Staff Member, 2017-2019

Education

J.D., *summa cum laude*, University of San Francisco School of Law (2019)

B.A., *cum laude*, California State University, Sonoma (2009)

Admissions and Courts

- California

Appendix B: Affirmative Action Policy

DIVERSITY AND INCLUSION MISSION STATEMENT

Hanson Bridgett is strongly committed to providing excellent and cost-effective service to our clients with attorneys and staff from diverse backgrounds. We are zealous advocates and seasoned legal advisors – dedicated to fully serving our clients’ interests with integrity and professionalism. The firm actively seeks, and supports, attorneys and staff who come from backgrounds that historically have been disadvantaged and are under-represented in the legal profession. We strive for widespread diversity among all of our attorneys and staff. We believe this diversity strengthens our leadership role in the community, as well as in the fields of expertise in which we specialize.

- ***Goals and Commitments***

Our goal is to maintain a workplace environment that recognizes that no one culture is intrinsically superior to others. We are proud that our firm is rich with different perspectives, opinions and beliefs, and we foster a strong sense of community by respecting and accepting the cultural differences that exist within the firm.

Our commitment to diversity is based on four fundamental beliefs. First, and most important, we believe that it is the right thing to do. Discrimination in the legal profession has been well-documented, and we are dedicated to overcoming the vestiges of prior discrimination. Second, as a long-time member of the San Francisco Bay Area community, we feel that it is important that the attorneys and staff in our firm reflect the diversity that surrounds us. We are proud of our efforts in helping clients establish their own diversity programs and non-discrimination policies, as well as advising them regarding the significant legal and political challenges now confronting those programs. Third, we firmly believe that it is good business for our attorneys and staff to come from diverse backgrounds, as our diversity enhances our ability to serve our clients. Our local and national economies are increasingly becoming multi-cultural marketplaces, and our clients rightfully seek diversity from those that serve them. Fourth, we ourselves highly value and enjoy the interaction with colleagues who come from diverse backgrounds. We strongly believe that one of our unique attributes within the legal community is the collegial, respectful, and caring attitude that exist at our firm. We are proud to say that this is one of the core values at our firm.

In terms of diversity of our attorneys, we consistently strive to achieve the racial and gender composition of the firm’s partners and associates that reflect the diversity of the San Francisco Bay Area. The firm has subscribed to the goals recommended by the Bar Association of San Francisco (“BASF”) for ethnic minority and women representation. Hanson Bridgett signed onto the BASF Goals and Timetables for Minority Hiring

Advancement in 1989 and has renewed its commitment in 1995, 2000, 2005, and 2010. Hanson Bridgett has also signed onto the “No Glass Ceiling” Initiative in 2011. While we have made significant progress toward achieving these guidelines, we are determined to continue to work toward meeting, and eventually exceeding, the BASF goals in the new millennium.

- ***Recruitment, Mentoring, and Training***

Recruitment of attorneys is a critical part of our commitment to diversity. We aggressively recruit students of diverse backgrounds from law schools throughout the country. We are concerned about declining minority enrollment at our law schools, and we are invigorated to broaden our recruitment to find those students who we believe will be successful lawyers. Our summer associate program is a primary source of the attorneys whom we hire; the firm also recruits lateral attorneys to meet particular needs. We focus our recruitment efforts primarily through on-campus interviews, advertisement, participation at minority job fairs, solicitations through minority bar associations, and careful review of resumes submitted to us directly by candidates. In addition, to further increase the diversity within the firm, we conduct informal outreach efforts by asking for referrals from attorneys within the firm, by hosting social events for targeted candidates, by maintaining ties with local judges and law schools, and by supporting local minority, women, and gay and lesbian bar associations.

The firm is also dedicated to supporting its attorneys throughout their careers. Our mentoring program was originally established with the recognition that effective mentoring is essential for an attorney’s successful career development. Mentors are responsible for overseeing, encouraging, and facilitating each associate’s development toward his or her full potential. We are particularly sensitive to the need for effective mentoring of attorneys from diverse backgrounds. We recognize that attorneys from diverse backgrounds face unique pressures and demands, and we are committed to developing and providing opportunities for all of our attorneys to fulfill their potential. Training is another key component of our diversity plan. We train our attorneys not only to achieve the high level of service that we demand for our clients, but also to develop leadership roles in the profession.

- ***Sensitivity Toward Others***

For all of our employees, we emphasize an environment that is sensitive to each individual person within our workplace. We hold training sessions that reinforce the values of diversity. We conduct educational programs and workshops addressing a wide range of diversity and non-discrimination themes and issues, including policies on subjects such as sexual orientation and sexual harassment. In those sessions, we promote open communication and mutual respect of others, including the firm’s

discouragement of inappropriate conduct toward others. Moreover, we are particularly sensitive to ensuring that the attorneys and staff from diverse backgrounds are fully integrated within the entire firm, that cultural differences are respected, and that opportunities for development and advancement are fairly, objectively, and equitably allocated.

- ***Support of the Community***

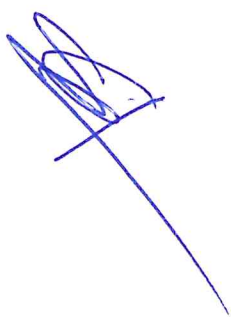
We also believe it is important to encourage and support those minority and women-owned businesses located in the Bay Area community. When appropriate, we contract with those vendors to provide services for our firm. On occasion, we have joint ventured with minority law firms to provide service to our clients. While we do not maintain a formal procurement process for retention of vendors, we do encourage attorneys and staff to support local minority and women owned firms when we need to use outside support.

- ***Summary***

In summary, Hanson Bridgett is committed to providing excellent and cost-effective service to our clients. We are equally committed to providing this service through attorneys and staff of diverse backgrounds. This Mission Statement reflects our deep and collective commitment to achieving these two goals.

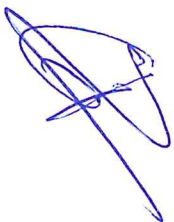
Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	DW Law
Specialized public sector experience and technical competence (of firm) (25 pts)	20
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	18
Qualifications of personnel to be assigned to this contract (25 pts)	15
Price - Hourly Fee Schedule of Staff (25 pts)	18
100 points possible - 25 points per category	71



**Redwood Coast Transit Authority
2023 General Legal Counsel Services
Request for Proposals Scoresheet**

Proposal Eval Criteria	Hanson Bridgett
Specialized public sector experience and technical competence (of firm) (25 pts)	25
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	23
Qualifications of personnel to be assigned to this contract (25 pts)	23
Price - Hourly Fee Schedule of Staff (25 pts) 100 points possible - 25 points per category	20
	91



Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	DW Law
Specialized public sector experience and technical competence (of firm) (25 pts)	15
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	18
Qualifications of personnel to be assigned to this contract (25 pts)	20
Price - Hourly Fee Schedule of Staff (25 pts)	18
100 points possible - 25 points per category	71

Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	Hanson Bridgett
Specialized public sector experience and technical competence (of firm) (25 pts)	25
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	23
Qualifications of personnel to be assigned to this contract (25 pts)	25
Price - Hourly Fee Schedule of Staff (25 pts)	10
100 points possible - 25 points per category	83

Mark Elias

3/17/23

Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	Hanson Bridgett
Specialized public sector experience and technical competence (of firm) (25 pts)	25
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	25
Qualifications of personnel to be assigned to this contract (25 pts)	20
Price - Hourly Fee Schedule of Staff (25 pts)	20
100 points possible - 25 points per category	90

Tamera Leighton

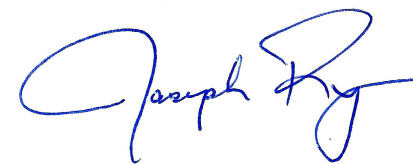

Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	DW Law
Specialized public sector experience and technical competence (of firm) (25 pts)	15
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	10
Qualifications of personnel to be assigned to this contract (25 pts)	15
Price - Hourly Fee Schedule of Staff (25 pts)	20
100 points possible - 25 points per category	60



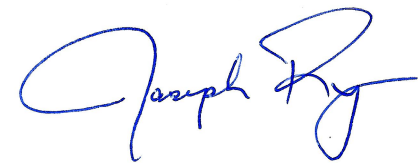

Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	Hanson Bridgett
Specialized public sector experience and technical competence (of firm) (25 pts)	23
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	24
Qualifications of personnel to be assigned to this contract (25 pts)	23
Price - Hourly Fee Schedule of Staff (25 pts)	20
100 points possible - 25 points per category	90



Redwood Coast Transit Authority
 2023 General Legal Counsel Services
 Request for Proposals Scoresheet

Proposal Eval Criteria	DW Law
Specialized public sector experience and technical competence (of firm) (25 pts)	20
Familiarity with issues and problems associated with transit, including FTA, Caltrans, and Americans with Disabilities (ADA) requirements (of firm) (25 pts)	18
Qualifications of personnel to be assigned to this contract (25 pts)	18
Price - Hourly Fee Schedule of Staff (25 pts)	15
100 points possible - 25 points per category	71



**AGREEMENT FOR GENERAL LEGAL COUNSEL SERVICES FOR
REDWOOD COAST TRANSIT AUTHORITY**

THIS AGREEMENT (“Agreement”) is made and entered into this 27th day of March 2023, by and between the Redwood Coast Transit Authority (“RCTA”), and Hanson Bridgett LLP, an independent Contractor (“Contractor”).

RECITALS

WHEREAS, RCTA has a need to contract with an established legal counsel with transit agency experience to general legal counsel services to Redwood Coast Transit Authority in Del Norte County, operating under the moniker of Redwood Coast Transit, services that Contractor is specially trained and experienced and competent to perform; and

WHEREAS, RCTA requested written proposals and Contractor submitted a timely and complete proposal in response, and RCTA deemed Contractor the most qualified to perform the services of RCTA General Legal Counsel; and

WHEREAS, RCTA has selected Contractor for General Legal Counsel position.

NOW THEREFORE, in consideration of the work to be rendered and the sums to be paid for that work, and each and every covenant and condition contained in this Agreement, the parties agree as follows:

1. SERVICES

Contractor is engaged by this Agreement as the duly authorized general legal counsel firm to represent, advise, and defend RCTA and will provide general legal counsel services including legal advice document creation and review, Board and staff counsel, and other legal counsel duties as required. The Scope of Services may be revised or updated from time to time by mutual written agreement of the parties.

2. TERM AND TERMINATION

This Agreement begins on March 27, 2023 and, continues for four years, terminating on March 31, 2027.

3. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and not an employee of RCTA. At all times during the term of this Agreement, Contractor will be responsible for his/her own property and income taxes, worker’s compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. RCTA does not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.

Contractor must provide all his/her own general overhead necessary to perform the required services, including but not limited to office equipment, clerical assistance, utilities, telephone

charges, local travel, insurance, and office supplies, and is not entitled to reimbursement for these. Details at this level are contained in the RFP, and the Contractor Proposal and are enforceable herein.

4. COMPENSATION

As compensation for the services provided hereunder, RCTA will pay Contractor in accordance with Contractor's Cost Proposal, which is an element of Contractor's Proposal and incorporated herein by this reference and attached hereto as Exhibit A. Contractor will submit invoices reflecting work performed prior to payment for services. Invoices will be submitted to RCTA once per month or as mutually agreed upon during the course of the agreement. Contractors invoicing procedure must comply with all federal, state, and local laws, policies, and guidelines.

5. RECORDS

Contractor must file and keep all records pertinent to RCTA activities. These are the property of RCTA and Contractor must transfer all records to RCTA upon termination of the contract. Contractor will develop and follow a records retention policy that complies with applicable State of California, Caltrans, and Federal Transit Administration laws and policies. Contractor will make all records available to state and local agencies and the public as appropriate and in compliance with California law.

6. INSURANCE

During the term of this Agreement, Contractor must maintain insurance of the types and amounts designated below. Certificates of insurance in the form approved by the Risk Manager of Del Norte County must be filed with the County Risk Manager concurrent with the execution of this Agreement. The insurance must name RCTA as an additional insured on a primary basis for General Liability Insurance and must state that the policy will not be canceled nor the scope of coverage reduced by the insurer except after filing written notice thereof with RCTA 30 days in advance. No work is authorized until the insurance certificates are filed.

- a. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than One Million Dollars (\$1,000,000.00) per occurrence. If general aggregate limit applies, either the general aggregate limit will apply separately to this Agreement or the general aggregate limit will be twice the required occurrence limit.
- b. Worker's Compensation. As required by the State of California, within Statutory Limits, and Employer's Liability Insurance with limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease.
- c. Automobile Liability Insurance. ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.

7. LICENSES, PERMITS, ETC.

Contractor represents and warrants to RCTA that he/she/it has all licenses, permits, qualifications, and approvals legally required for Contractor perform the services required by this Agreement. If at any time Contractor ceases to have the licenses, permits, qualifications, or approvals required for Contractor to perform the services, Contractor will immediately notify RCTA and this Agreement may be terminated at RCTA's discretion.

8. STANDARD OF PERFORMANCE

Contractor must perform all services required by this Agreement in a manner and according to the standards observed by competent practitioners of the profession in which Contractor is engaged. Failure to perform services in such a manner is grounds for termination of this Agreement.

9. INDEMNITY

Contractor must defend, indemnify, and hold harmless RCTA and its elected and appointed officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of Contractor in the performance of services rendered under this Agreement.

10. THE CIVIL RIGHTS, HCD, AND AGE DISCRIMINATION ACTS

During the performance of this Agreement, Contractor ensures that no otherwise qualified person will be excluded from participation or employment, denied program benefits, or be subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

11. STATE NONDISCRIMINATION CLAUSE

During the performance of the services required by this Agreement Contractor and any subcontractors must not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or sex. Contractor and any subcontractors will ensure that the evaluation and treatment of any employees and applicants for employment are free of such discrimination. Contractor and any subcontractors will comply with the provisions of the Fair Employment and Housing Act and the applicable regulations, which are incorporated by this reference. Contractor and any subcontractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement.

12. CONFLICT OF INTEREST

No Congressional representative and no resident commissioner may receive any benefit from this grant agreement or activity. None of the Contractor's officers, members or employees, designees or agents, governing board members, or other officials of Contractor have any interest in any

contracts or proceeds for the work done in conjunction with this Agreement other than payment for services provided under this Agreement.

13. DRUG-FREE WORKPLACE CERTIFICATION

The Contractor certifies, when signing the contract, that it complies with the Drug-Free Workplace Act of 1990 and will take the following actions, if necessary:

- a. Publish a statement to notify the Contractor's employees, if any, of prohibition of the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and tell them what actions may be taken against them for violations;
- b. Establish a Drug-Free Awareness Program to inform employees, if any, of the danger of drug abuse at work, the Contractor's drug-free workplace policy, and available employee assistance programs, and the penalties for violation of the drug-abuse policies; and
- c. Give every employee, if any, a copy of the drug-free policy statement and require they abide by its terms as a condition of employment.

14. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Contractor must comply with the ADA and applicable regulations and guidelines thereof, which prohibit discrimination on the basis of disability in employment, state and local government service, and in public accommodations and commercial facilities.

15. COMPLIANCE WITH LAWS.

Contractor will comply with all federal, state, and local laws and ordinances applicable to the work performed under this Agreement. Contractor is responsible for understanding and adhering to laws and policies specific to the work performed under this Agreement. The exclusion of an applicable law, policy, or guideline from this Agreement does not excuse Contractor from responsibility for knowing and following such law, policy, or guideline. Contractor's failure to comply with applicable law, policy, or guideline is grounds for early termination of this Agreement.

16. MONITORING AND AUDITING

Contractor agrees to be subject to monitoring and auditing by RCTA and any other entity legally entitled to account for funds expended for performance under the terms of this Agreement. Such monitoring may include, but not be limited to, monitoring for compliance with RCTA's state and federal contracts, project schedule adherence, and plan content.

17. GOVERNING LAW AND CHOICE OF FORUM

This Agreement will be administered and interpreted under California law. Any litigation arising from this Agreement must be brought in Superior Court of Del Norte County.

18. COSTS AND ATTORNEYS FEES

If any party commences any legal action against the other party arising out of this Agreement of the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys’ fees.

19. SEVERABILITY

If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

20. ENTIRE AGREEMENT

This Agreement, and the Proposal submitted by Mark Shaffer Consulting in response to the request for quotes, combine to form the entire agreement between the parties with respect to its subject matter. This Agreement may be amended from time to time by the written approval of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to commence on March 27, 2023.

REDWOOD COAST TRANSIT AUTHORITY:

By: Joseph Rye, General Manager

Date: _____

APPROVED AS TO FORM:

, Counsel
Redwood Coast Transit Authority

CONTRACTOR:

Hanson Bridgett LLP

Date: _____

March 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Acceptance of FY 2021-22 Financial Audit



RECOMMENDATION:

That the Redwood Coast Transit Authority Board of Directors accept the RCTA Financial Audit for the Fiscal Year Ending June 30, 2022.

BACKGROUND:

The attached subject document is recommended for Board acceptance. Shortly prior to this year's audit, RJ Ricciardi retired and Michael O'Connor, longtime Senior Accountant at RJ Ricciardi took over the practice. O'Connor worked with RCTA and Del Norte County Auditor staff to finalize the audit and submit to the State Controller by the new December 31st reporting deadline. This allows RCTA to remain eligible for various state transit funding.

There were no significant findings again this year.

One item of note was that the cash reserves item appears unusually low at the time of audit (\$364,740) compared to what RCTA projected to have. This is a result of delays in receiving FTA reimbursement-based funds, including (5311, 5311(f), and various pandemic relief funds) which rely upon submittal of complex reimbursement document packets and then extended Caltrans approvals. This causes an annual undercount in RCTA's cash reserves. RCTA has subsequently received FTA funds, as \$322k in pandemic relief funds arrived in early March and were deposited into RCTA's main funding account, replenishing reserves. Two additional tranches of FY 2021-22 5311 funds in the amount of \$450k are expected to arrive any day now, making the current April 2023 RCTA reserve balance in the range of \$1,000,000, compared to the modest \$364,740 in the fund account on June 30th, the snapshot date of this audit. These reserve funds are not truly reserves in the sense of extra money, they are required and used to provide all RCTA's local match and allow for any budget augmentations that may be required due to unexpected expenses during the course of a fiscal year.

This is the third RCTA Annual Audit under the 3-year contract (plus 2 option years) approved by the RCTA Board in August 2020. The base contract with RJ Ricciardi takes RCTA through this FY 2021-22 audit. RCTA has options to extend the contract but has been approached by the Del Norte Local Transportation Commission to participate in a joint procurement of a new audit firm during FY 23-24. The role and level of effort of the annual fiscal audit has grown over the years, as additional tasks have been required due to changes in the State Controller Report and GASB 87.

ATTACHMENT

1. RCTA Annual Financial Audit for Fiscal Year Ended June 30, 2022

DRAFT

3/21/2023

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

**REDWOOD COAST TRANSIT AUTHORITY
TRANSPORTATION DEVELOPMENT ACT FUNDS**

CRESCENT CITY, CALIFORNIA

ANNUAL FINANCIAL REPORT

JUNE 30, 2022

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Redwood Coast Transit Authority
Crescent City, California

Opinions

We have audited the accompanying financial statements of the business-type activities and the major fund of Redwood Coast Transit Authority as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Redwood Coast Transit Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the major fund of Redwood Coast Transit Authority, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Redwood Coast Transit Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of a Matter

Implementation of New Accounting Standards

As discussed in Notes 1H and 8 to the financial statements, Redwood Coast Transit Authority implemented Governmental Accounting Standards Board Statement No. 87, *Leases*, which became effective for the year ended June 30, 2022 and had material effects on the financial statements. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Redwood Coast Transit Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a

substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Redwood Coast Transit Authority’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Redwood Coast Transit Authority’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

O’Connor & Company

San Rafael, California
March 16, 2023

Redwood Coast Transit Authority
 Transportation Development Act Funds
MANAGEMENT'S DISCUSSION & ANALYSIS
 June 30, 2022

This section of Redwood Coast Transit Authority's (the Authority's) financial statements presents management's overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2022. The Authority is a joint powers authority entered into by the County of Del Norte and the City of Crescent City. The Authority administers transportation programs to the public including local and regional bus routes, specialized transportation services for seniors and disabled, and intercity bus routes that connect to national carriers, Greyhound and Amtrak Thruway.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's audited financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. The required financial statements include the Statement of Net Position - Proprietary Fund; Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Fund; and Statement of Cash Flows - Proprietary Fund.

Statement of Net Position

This statement includes all assets and liabilities using the accrual basis of accounting as of the statement date. The difference between the classifications is represented as "Net Position"; this section of the statement identifies major categories of restrictions on these assets and reflects the overall financial position of the Authority.

Statement of Revenues, Expenses and Changes in Net Position

This statement presents the revenues earned and expenses incurred during the year using the accrual basis of accounting. Under the accrual basis of accounting, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of the cash flow.

Statement of Cash Flows

This statement reflects the inflows and outflows of cash, summarized by type of activity. The direct method was used to prepare information for the reporting period activities. This means the gross rather than net amounts were presented for the year's activities.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Authority.

Proprietary Fund Analytical Overview

Table 1
Proprietary Fund Net Position at June 30

	2022	2021
Current assets	\$ 640,865	\$ 541,925
Capital assets	1,493,253	708,962
Total assets	2,134,118	1,250,887
Current liabilities	197,905	122,010
Long-term liabilities	836,810	-
Total liabilities	1,034,715	122,010
Net position:		
Net investment in capital assets	629,136	708,962
Restricted	127,358	126,433
Unrestricted	342,909	293,482
Total net position	\$ 1,099,403	\$ 1,128,877

Redwood Coast Transit Authority
 Transportation Development Act Funds
MANAGEMENT'S DISCUSSION & ANALYSIS
 June 30, 2022

The Authority's cash balance increased partly due to the timing of FTA grant receipts. The Authority's account receivable balance was \$273,896 which is included with the cash balance in current assets. The Authority's net position amounted to \$1,099,403 as of June 30, 2022, a change of \$(29,474) from the June 30, 2021 balance. This change in net position is reflected in Table 2, the Statement of Changes in Proprietary Fund Net Position.

The Authority's programs are financed through a combination of passenger fares, federal and state grants, and Local Transportation Funds derived from 1/4 cent of the state sales tax collected per dollar in Del Norte County. Since most state and federal grant funds are received on a reimbursement basis, the Authority has a significant Accounts Receivable at the conclusion of each fiscal year. The reliance on reimbursement of grant funds affects available cash, and also results in a significant Accounts Payable balance.

Table 2
Changes in Proprietary Fund Net Position

	2022	2021
<u>Expenses</u>		
Services and supplies	\$ 1,718,582	\$ 1,520,989
Total expenses	<u>1,718,582</u>	<u>1,520,989</u>
<u>Revenues</u>		
Program revenues:		
Charges for services	81,680	91,811
Government grants	346,398	175,000
Total program revenues	<u>428,078</u>	<u>266,811</u>
General revenues:		
Interest and other income	10,873	4,692
Taxes	1,250,157	982,532
Total general revenues	<u>1,261,030</u>	<u>987,224</u>
Total revenues	<u>1,689,108</u>	<u>1,254,035</u>
<u>Change in net position</u>	<u>\$ (29,474)</u>	<u>\$ (266,954)</u>

As shown in Table 2 above, \$428,078 or 25% of the Authority's 2022 revenue, came from operating revenues which consisted of passenger fares and government grants. \$1,261,030, or 75% of the Authority's 2022 revenue, came from non-operating revenues consisting of sales taxes, gas taxes, local transportation funds, and other revenue.

Government grants changed \$171,398 in 2022. This change is due to a variety of factors including timing of federal operating assistance grants, and the use of federal capital grants for the purchase of equipment and vehicles.

Capital Assets

GASB Statement No. 34 requires the Authority to record all its capital assets that were not recorded in prior years. Detail on capital assets can be found in Note 3 of the financial statements.

Debt Administration

The Authority does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Authority.

Redwood Coast Transit Authority
Transportation Development Act Funds
MANAGEMENT'S DISCUSSION & ANALYSIS
June 30, 2022

Statement of Cash Flows

The Authority cash and cash equivalent at the end of the period is \$364,740, which is synonymous with "reserves" and is used by the Authority to buffer against funding fluctuations and provide the required local match to capital grant funded projects.

In addition, the Authority anticipates receiving an estimated \$400,000 per year in FTA pandemic funds through 2029.

Contacting the Authority's Financial Management

These financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances. Questions about this Report should be directed to Redwood Coast Transit Authority, c/o TMTP Consulting LLC, 900 Northcrest Drive #134, Crescent City, CA 95531.

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Redwood Coast Transit Authority
Transportation Development Act Funds
STATEMENT OF NET POSITION
Public Transit Fund
June 30, 2022

ASSETS

Current assets:

Cash	\$	364,740
Prepaid items		2,229
Accounts receivable		273,896
Total current assets		640,865

Right to use leased asset, net of accumulated amortization		864,117
Capital assets, net of accumulated depreciation		629,136

Total assets		2,134,118
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LIABILITIES AND NET POSITION

Current liabilities:

Accounts payable		170,598
Lease payable		27,307
Total current liabilities		197,905

Long-term liabilities:

Lease payable		836,810
Total liabilities		1,034,715

Net Position:

Net investment in capital assets		629,136
Restricted		127,358
Unrestricted		342,909
Total net position	\$	1,099,403

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The accompanying notes are an integral part of these financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN FUND NET POSITION
Public Transit Fund
For the Fiscal Year Ended June 30, 2022

Enterprise Fund

Operating revenue:	
Fares	\$ 81,680
Total operating revenue	81,680
Operating expenses:	
Purchased transportation	1,239,727
Administrative services and supplies	372,281
Amortization	26,384
Depreciation	79,826
Total operating expenses	1,718,218
Net operating income (loss)	(1,636,538)
Other revenues and (expenses):	
Local Transportation Funds	897,315
State Transit Assistance Funds	352,842
Intergovernmental revenue	346,398
Other income	8,638
Interest expense	(364)
Interest	2,235
Total other revenues and expenses	1,607,064
Change in net position	(29,474)
Net position, beginning of period	1,128,877
Net position, end of period	\$ 1,099,403

The accompanying notes are an integral part of these financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2022

Transit Fund

Cash flows from operating activities:	
Receipts from customers	\$ 81,680
Payments to suppliers	<u>(1,563,420)</u>
Net cash provided (used) by operating activities	<u>(1,481,740)</u>
Cash flows from non-capital financing activities:	
Taxes and aid from other governments	<u>1,361,017</u>
Net cash provided (used) by non-capital financing activities	<u>1,361,017</u>
Cash flows from capital and related financing activities:	
Lease proceeds	72,627
Current lease principal payments	(26,384)
Interest expense	(364)
Purchase of right to use assets	<u>(72,627)</u>
Net cash provided (used) by capital and related financing activities	<u>(26,748)</u>
Cash flows from investing activities:	
Interest earned	<u>2,235</u>
Net cash provided by investing activities	<u>2,235</u>
Net increase (decrease) in cash and cash equivalents	(145,236)
Cash and cash equivalents - beginning of period	<u>509,976</u>
Cash and cash equivalents - end of period	<u>\$ 364,740</u>
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:	
Operating income (loss)	<u>\$ (1,636,538)</u>
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:	
Depreciation	79,826
Amortization expense	26,384
Changes in certain assets and liabilities:	
Accounts payable	<u>48,588</u>
Total adjustments	<u>154,798</u>
Net cash provided (used) by operating activities	<u>\$ (1,481,740)</u>

The accompanying notes are an integral part of these financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The financial statements are intended to present the financial position and results of operations of only those transactions attributable to the Transportation Development Act Funds used by the Redwood Coast Transit Authority (the Authority).

This summary of significant accounting policies of the Authority is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of the financial statements.

The Authority owns buses and related equipment, and contracts with a third party, First Transit, Inc., for the operations of the bus routes in Del Norte County and surrounding areas. The financial statements are intended to present the financial position and results of operations of only those transactions attributable to the Authority. The Authority does not exercise control over any other governmental agency. Criteria used in determining the reporting entity was based on control or dependence determined on the basis of budget adoption, funding, and appointment of the respective governing board.

B. Basis of Presentation

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. In the financial statements in this report, the various funds are grouped into two generic fund types and one broad fund category as described below:

Proprietary Funds:

Enterprise Funds (Public Transit Fund) - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when earned and their expenses are recognized when incurred.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Accounting (concluded)

The fixed assets of the Proprietary Fund are recorded on a historical cost basis. Depreciation is provided for on the straight-line method over the remaining useful life of the asset, which ranges from five to forty years. The threshold for capitalizing capital expenses is \$5,000.

Proprietary fund *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Non-operating* revenues, such as subsidies and investment earnings, result from non-exchange transactions or ancillary activities. The Authority may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Authority's policy is to first apply restricted grant resources to such programs, followed by other revenues if necessary.

D. Use of Estimates

The financial statements have been prepared in conformity with U.S. generally accepted accounting principles and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

E. Cash and Cash Equivalents

Cash and investments are used in preparing the statement of cash flows because these assets are highly liquid and are expended to liquidate liabilities arising during the year.

F. Fair Value Hierarchy

The Authority categorizes the fair value measurements of its investments within the fair value hierarchy established by GAAP. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. These levels are determined by the Authority's investment manager based on a review of the investment class, structure and what kind of securities are held in the portfolio. The Authority's holdings are classified in Level 1 of the fair value hierarchy.

G. Contingencies

The Authority receives revenue from Federal, State and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures would be a liability to be refunded to the appropriate agency. Although that is a possibility, management currently deems the contingency remote based upon their knowledge of the objectives of the grantors and the provisions of the grants. Accordingly, no amount has been accrued as a contingent liability in the accompanying financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

H. Leases

At the commencement of a lease, the District initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the District determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The District uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the District generally uses its estimated incremental borrowing rate as the discount rate for leases. If the District does not have an incremental borrowing rate the District uses the risk free 52-week treasury bill rate.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the District is reasonably certain to exercise.

The District monitors changes in circumstances that would require a remeasurement of its lease and will remeasure any lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported as right to use along with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

I. Net Position

In the financial statements, fund net position is reported in three categories as follows:

- Net investment in capital assets - This category of net position reports the net book value of capital assets used in Authority operations including construction in progress all net of related accumulated depreciation, and reduced by the carrying value of related long-term debt issued to finance the acquisition of such assets.
- Restricted for debt service and capital projects - This category of net position reports all unspent proceeds from the issuance of long-term debt restricted for capital asset improvement, replacement, or construction net of the related long-term debt. It also includes funds restricted for debt service payment and reserve requirements.
- Unrestricted - Unrestricted net position represents all other assets net of related liabilities available for use by the Authority.

Redwood Coast Transit Authority
 Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
 June 30, 2022

NOTE 2 - CASH & INVESTMENTS

The Treasurer of Del Norte County (the County) is responsible for maintaining the cash and investment pool. The total cash deposited with the County was \$364,740 as of June 30, 2022.

Credit Risk, Carrying Amount and Market Value of Investments:

The Authority maintains specific cash deposits with the County and involuntarily participates in the external investment pool of the County. The County is restricted by state code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, the County has an investment committee that performs regulatory oversight for its pool as required by California Government Code Section 27134.

The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2022, the Authority's cash with the County Treasurer is stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Authority's position in the pool.

NOTE 3 - FIXED ASSETS

A summary of changes in fixed assets of the Proprietary Fund is as follows:

	Balance 6/30/21	Additions	Deletions	Balance 6/30/22
Vehicles	\$ 1,772,570	\$ -	\$ -	\$ 1,772,570
Buildings	1,032,198	-	-	1,032,198
Subtotal	2,804,768	\$ -	\$ -	2,804,768
Less accumulated depreciation	(2,095,806)			(2,175,632)
Total fixed assets	\$ 708,962			\$ 629,136

Depreciation was \$79,826 for the year ended June 30, 2022. Depreciation was calculated using the straight-line method over the useful life of the asset. Useful lives of the assets range from five to ten years.

	Balance 7/1/21	Additions	Deletions	Balance 6/30/22
<u>Right To Use Asset</u>				
Right to use land space	\$ -	\$ 890,501	\$ -	\$ 890,501
Less accumulated amortization	-	(26,384)	-	(26,384)
Total net Right To Use Asset	\$ -	\$ 864,117	\$ -	\$ 864,117

NOTE 4 - FARE REVENUE RATIO

The Authority is required under the Transportation Development Act to maintain a fare revenue to operating expenses ratio of 10%. Governor Newsom signed AB 149 into law on July 16, 2021, which suspends the Fare Box Recovery Ration requirements through June 30, 2023. The calculation of the fare revenue ratio for the year ending June 30, 2022 is as follows:

Redwood Coast Transit Authority
 Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
 June 30, 2022

NOTE 4 - FARE REVENUE RATIO (concluded)

Fare revenues		\$ 81,680
Total		<u>\$ 81,680</u>
Operating expenses		\$ 1,718,582
Less: Depreciation		(79,826)
Capital outlay		-
Exempted services		-
Total		<u>\$ 1,638,392</u>
Fare revenue ratio		<u>5%</u>

NOTE 5 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Authority engages contractors for its operations and management services and requires all of these contractors to provide commercial insurance covering such risks of loss.

NOTE 6 - CONCENTRATIONS

The Authority receives a substantial amount of its support from Transportation Development Act funding as well as Federal Transit Administration Grants. A reduction in the level of support may have a significant effect on the Authority's activities.

NOTE 7 - LONG-TERM OBLIGATIONS

A. Long-Term Obligation Activity

Long-term obligations include debt and other long-term liabilities. Changes in long-term obligations for the year ended June 30, 2022, are as follows:

	Beginning	Additions	Retirements	Balance	Due in one Year
Leases payable	\$ -	\$ 890,501	\$ 26,384	\$ 864,117	\$ 27,307

NOTE 8 - LEASES

The Authority leases ground space with State of California located on the Del Norte County Fair Grounds through February 28, 2024. The lease has an option for an additional 20 years through February 28, 2044 which the Authority intends to execute. The Authority uses the estimated incremental borrowing rate of 3%. The Authority has recorded a right to use asset with a net book value of \$864,117 at June 30, 2022. Future minimum payments required under the above lease are as follows:

Redwood Coast Transit Authority
 Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
 June 30, 2022

NOTE 8 - LEASES (concluded)

<u>Year End June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 27,307	\$ 377	\$ 27,684
2024	28,263	390	28,653
2025	29,249	403	29,652
2026	30,278	418	30,696
2027	31,332	432	31,764
2028	32,433	447	32,880
2029	33,557	463	34,020
2030	34,741	479	35,220
2031	35,948	496	36,444
2032	37,203	513	37,716
2033	38,505	531	39,036
2034	39,854	550	40,404
2035	41,251	569	41,820
2036	42,695	589	43,284
2037	44,187	609	44,796
2038	45,737	631	46,368
2039	47,347	653	48,000
2040	49,004	676	49,680
2041	50,721	699	51,420
2042	52,496	724	53,220
2043	54,331	749	55,080
2044	37,678	330	38,008
Totals	<u>\$ 864,117</u>	<u>\$ 11,728</u>	<u>\$ 875,845</u>

NOTE 9 - SUBSEQUENT EVENTS

In preparing these financial statements, the Authority has evaluated events and transactions for potential recognition or disclosure through the date the financial statements were available to be issued.

DRAFT

3/21/2023

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. ****Report/Letter date is TENTATIVE-TBD****

REDWOOD COAST TRANSIT AUTHORITY

BOARD & MANAGEMENT REPORT

**For the Year Ended
JUNE 30, 2022**

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DRAFT

Board of Directors
Redwood Coast Transit Authority
Crescent City, California

In planning and performing our audit of the basic financial statements of Redwood Coast Transit Authority for the fiscal year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of Redwood Coast Transit Authority's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Redwood Coast Transit Authority in implementing the recommendations.

This report is intended solely for the information and use of the Board of Directors and management of the Redwood Coast Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Redwood Coast Transit Authority's staff for its cooperation during our audit.

O'Connor & Company

San Rafael, California
March 16, 2023

Board of Directors
Redwood Coast Transit Authority
Crescent City, California

We have audited the basic financial statements of Redwood Coast Transit Authority for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 3, 2023, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Redwood Coast Transit Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Redwood Coast Transit Authority are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by Redwood Coast Transit Authority during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole. The most sensitive estimates affecting the basic financial statements were:

- Capital asset lives and depreciation expense;
- Fair value of investments and financial instruments;
- Accrual and disclosure of leases.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Of the 3 audit adjustments detected as a result of audit procedures and corrected by management most were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 16, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Redwood Coast Transit Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Redwood Coast Transit Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of the Board of Directors and management of the Redwood Coast Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redwood Coast Transit Authority
BOARD & MANAGEMENT REPORT
For the Year Ended June 30, 2022

Current Year Observations

1. Lease Capitalization Policy

Observation:

As discussed in Notes 1H and 8 to the financial statements, Redwood Coast Transit Authority (the District) implemented Governmental Accounting Standards Board Statement No. 87, *Leases*, which became effective for the year ended June 30, 2022, and had material effects on the financial statements. This new standard requires leases to be capitalized as intangible assets. In compliance with the new accounting statement the District should consider formalizing a capitalization policy for leases similar to their capitalization policy for capital assets.

Recommendation:

We recommend the District consider formalizing a capitalization policy for leases over \$30,000.

Prior Year Observations

There were no prior year observations.

DRAFT

March 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: RCTA Fiscal Year 2021-22 Annual Report



RECOMMENDATION:

Information only.

BACKGROUND:

RCTA experienced the slightest of ridership rebounds in FY 2021-22, 16-28 months into a devastating global pandemic, but with travel restrictions generally lifted as the FY went on. COVID-19 (coronavirus) ravaged public transit perhaps worse than any other sector, and nationwide ridership has been unable to recover. When travel restrictions were put into place in March 2020, RCTA had been doing well and even growing its student and overall ridership. That came to a swift halt in the spring of 2020. Fiscal Year 2021-22 featured gradual relaxing of travel restrictions, increasing percentages of vaccinations, and a general attempt to return to “normal life”. However, the ridership loss impacts of COVID-19 are profound, devastating RCTA like no other enemy. The RCTA Fiscal Year 2021-22 Annual Report “highlights” include:

- Service was reinstated to near pre-pandemic levels, but ridership failed to respond to this stimulation. RCTA’s new, higher, labor costs, combined with historically high fuel costs, lead to some very poor performance metrics, especially considering costs.
- Overall system ridership was up 7%, DAR ridership was up 14%
- Overall system revenue hours were up 8%, DAR hours were up 17%
- Dial-a-Ride activity was less impacted than fixed route, DAR ridership increased by 14% where fixed route increased by only ~6%.
- Crescent City Local Routes (1-4, 300) increased by 6% over FY 2020-21 ridership.
- Regional Route 20 (down 1%) and 199 (up 113%) were interesting, as the resource intensive Route 20 struggled, but the long-underperforming Route 199 was up 113%.

DISCUSSION:

In general, transit agencies in the USA have experienced staggering ridership losses since early 2020 due to the COVID-19 pandemic, with very few agencies seeing those riders return, even three years after the pandemic onset. The road back to “normal” is going to be a long one.

Attachment 1 – FY 2021-22 RCTA Annual Report Draft



Redwood Coast Transit Authority
2021-22
Annual Report

Crescent City "Local" Fixed Routes 1 – 4, 300
Smith River-Arcata Intercity Route 20
Gasquet - Hiouchi Intercity Route 199
Dial-A-Ride

Prepared by:

RCTA Administration
TMTP Consulting/Herron Consultants
900 Northcrest Drive #134
Crescent City, CA 95531
March 27, 2023

System Performance Summary

A system performance summary follows. This is followed by a summary of each service component including a service description, performance measure data, and a brief analysis of the FY 2021-22 statistics and changes to the route/service during the year.

This Annual Report will try to avoid repetitively pointing to the impacts of the COVID-19 pandemic and lockdown. The pandemic travel restrictions were imposed in FY 19-20 but relaxed in general during FY 21-22, but lingering ridership losses continuing to bedevil the transit industry. Speculation as to if and/or when transit ridership in the USA will recover is a popular topic. Certainly for RCTA, the pandemic tripped up a successful new route (Route 300) as students were quickly transitioned from campus settings to home remote learning. The pandemic also seemed to hit regional travel very hard, for RCTA this means continued struggle of Route 20, compared to historic productivity numbers. This report will simply publish the numbers (now with audited financials) and allow readers to understand the acute impact on the system that occurred between March 2020 and the end of the Fiscal Year 2021-22. The pandemic impacts continue at press time and unfortunately will be felt in the FY 2022-23 Annual Report also.

Its been a unique period as RCTA was able to address one of its historic problems, high employee turnover and sloppy performance attributed to low morale and high employee attrition. In order to stay operating during the pandemic, RCTA in cooperation with First Transit (RCTA's operations and maintenance contractor) implemented wage increases of \$4/hour or more, finally achieving a notable delta between RCTA and the larger overall service sector in Del Norte County, most of which pays around \$15-\$17/hour. RCTA's starting wage has now increased to \$18/hour and the average wage of drivers once they complete training is now over \$20/hour. This has been a huge help in recruiting and retaining staff, and has for the most part helped RCTA to avoid unplanned service reductions and devastating missed trips.

Unfortunately, the higher labor costs required to maintain operations during the pandemic combine with the lost ridership to paint an discouraging picture of RCTA performance. RCTA is far from alone in this predicament (most agencies in the nation are struggling with lost ridership and higher labor costs) but RCTA will need to increase ridership and farebox collection in order to ensure a bright future as the pandemic continues to wane and life returns to a new normal.

REDWOOD COAST TRANSIT AUTHORITY

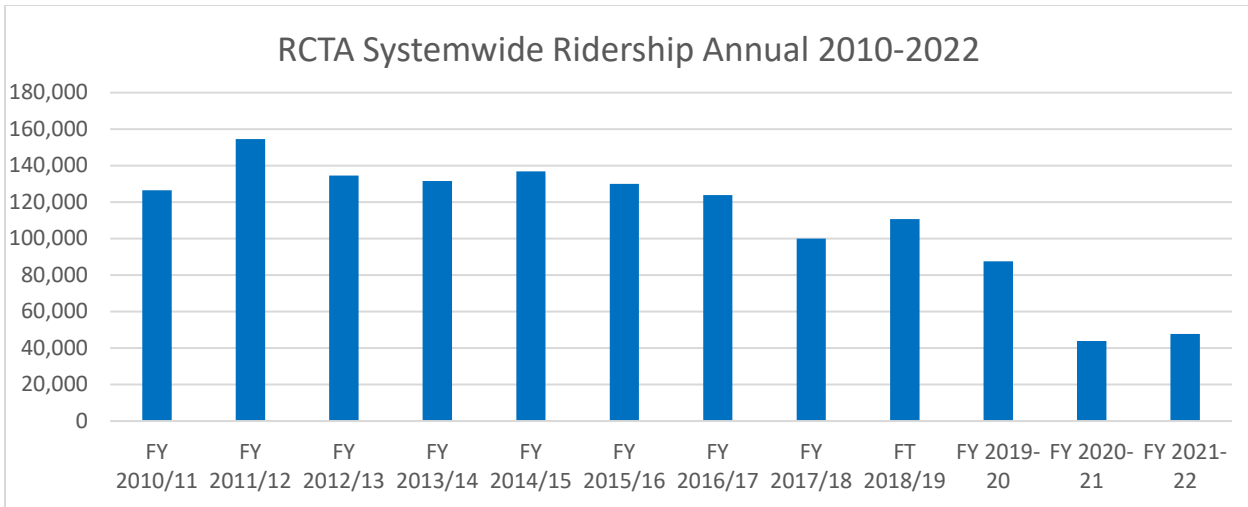
SYSTEM

The Redwood Coast Transit system provides a variety of services to respond to the needs of Del Norte County. Redwood Coast Transit has evolved its service over time seeking to test various markets and meet as many travel needs as possible. Redwood Coast Transit is also the lone provider of public transit services in extreme northern Humboldt County, with Route 20 providing service to Orick, Trinidad, Eureka Arcata Airport in McKinleyville, and both Redwood National and State Parks and Prairie Creek Redwood State Park. Local bus routes provide inexpensive and convenient service in and around Del Norte County's only incorporated city, Crescent City, and are RCTA's most productive routes. Dial-A-Ride offers separate ADA complementary paratransit service for both elderly and disabled passengers, plus the general public (above and beyond ADA, at a higher fare) in the Crescent City area (a service area that includes the City and populated areas just outside City limits). Intercity and regional routes and schedules offer travel opportunities within the county and to intercity destinations. RCTA has historically provided a reasonably high level of intercity/regional service, born of the loss of direct Greyhound service in the early 2000s. Since taking over the Crescent City to Arcata segment of Greyhounds old North Coast line, RCTA has featured 2-3 daily trips between Arcata and Crescent City, although the productivity never was good, requiring a higher subsidy.

The COVID-19 pandemic has deepened this issue, as regional ridership has recovered even slower than local transit ridership in and around Crescent City. The first part of this report provides a summary of performance of the RCTA system. FY 2021-22 was a frustrating year, in that COVID-impacts, including lockdowns, travel restrictions, mandatory mask wearing, all were reduced during FY 2021-22, but ridership did not rebound quickly. RCTA did restart its suspended Route 300 school tripper route, but the momentum of growing student ridership that RCTA had experienced prior to the pandemic did not return, especially at Del Norte High School. Most of FY 2021-22 RCTA continued its reduced services in reaction to the pandemic, including shortened weekday service span, and lowered regional route service (removed one round trip daily from each of the Regional Routes).

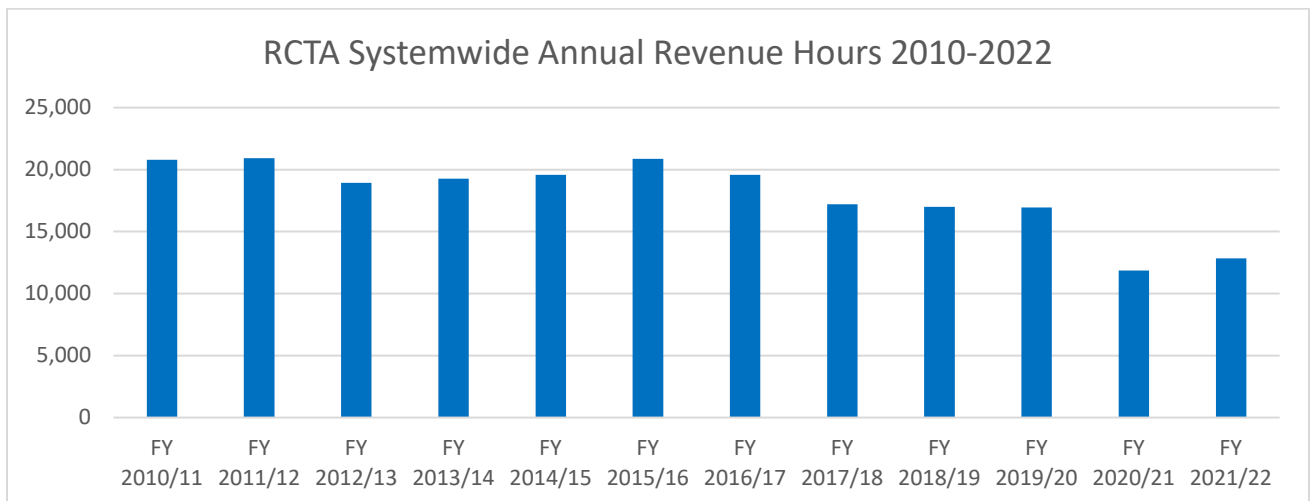
SYSTEM PERFORMANCE

A decline in Redwood Coast Transit system ridership began in 2012 and escalated in 2017, possibly linked to low fuel prices. The ridership levels have been dropping since 2011-12 until FY 2018-19. Route 20 has been impacted by the growth of the Yurok Tribal Transit System, starting in 2013, and expanded in 2015. However, recent reductions in service at YTTS have not resulted in ridership recovery on Route 20 post-pandemic. YTTS is expected to restore driver-shortage related service cuts and this will continue to split the Klamath-area transit market and challenge RCTA. Fiscal Year 2021-22 rebounded somewhat from the abysmal pandemic-marred ridership of FY 2020-21. FY 2021-22 system ridership grew 7.25% compared with FY 2020-21, but is still far behind FY 2018-19, the last non-COVID impacted fiscal year.



After a notable service reduction in FY 2017-18, RCTA service levels were stable in FY 2018-19 and heading up in FY 2019-20 prior to the decisive cuts of April 2020. As shown in the chart below, the System service level has capped out just under 21,000 in better economic years, and been reduced in response to funding challenges in 2012, 2016, and 2017, and COVID in 2020. Notable is that even during those early years of 20,000+ annual revenue hours, RCTA was unable to address its capital project needs and likely should have been providing less hours, and investing more in its fleet, facilities, and bus stops. Service levels in FY 2021-22 were slightly higher than FY 2020-21, mostly due to reinstatement of Route 300 school tripper and a bold reinstatement of services in June 2022 (Summer Schedule).

Comparing these two charts, it's clear that both service hours provided and ridership peaked in FY 2011-12, after the economic recovery from the Great Recession and prior to the launch of the YTTS service. Since the service cuts of 2012, ridership rebounded slightly through 2015-16, then fell significantly until FY 2018-19. The key productivity performance measure, Passengers per Vehicle Revenue Hour, see below, after dropping 8.2% in Fiscal Year 2017-18, rebounded back to its historic range in FY 2018-19, only to fall late in FY 2019-20, FY 2020-21, and FY 2021-22 due to the pandemic.



SYSTEM PERFORMANCE MEASURE ACTIVITY REPORT

The following matrix compares a 3-year trend of data for RCT system performance measure 2019-20 through FY 2021-22. In general, none of these 3 fiscal years were untouched by the COVID-19 pandemic, but FY 2019-20 was a strong year until the pandemic lockdowns were issued in March 2020. The malaise of lockdowns, fear, and reduced travel demand continued through the entirety of FY 2020-21 and well into FY 2021-22. In FY 2021-22 overall ridership was increased 7.25%, although productivity was still down 1%. RCTA extended its April 2020 service cuts through most of FY 2021-22, providing significantly less hours and miles of revenue service, mitigating some of the statistical decline and protecting agency resources. On a positive note, RCTA in an effort to maintain staffing amid the pandemic, enacted long-desired pay increases in the form of hazard pay of \$2/hour during FY 2020-21, increased to \$4/hour in September, 2021. This increase also coincided with sustained all-time high fuel costs to dramatically increase RCTA's cost per revenue hour in FY 2020-21. Predictably, simply reducing service hours without cutting support and supervision staff naturally drives up the per hour cost metric, especially when increasing labor and fuel costs. Statewide, farebox recovery mandates have been lifted temporarily so as not to further punish the struggling transit industry.

Systemwide Performance - Three Year Trends						
Performance Measure	2019/20	% Annual	2020/21 Total	% Annual Change	2021/22 Total	% Annual Change
Operating Cost	\$ 1,093,267	-12%	\$ 1,441,103	32%	\$ 1,612,000	12%
Operating Cost Per Passenger	\$ 12.49	11%	\$ 32.83	163%	\$ 34.25	4%
Operating Cost Per Vehicle Revenue Hour	\$ 64.53	-12%	\$ 121.53	88%	\$ 125.47	3%
Total Passengers	87,525	-21%	43,891	-50%	47,072	7%
Passengers Per Vehicle Revenue Hour	5.17	-21%	3.70	-28%	3.66	-1%
Passengers Per Vehicle Revenue Mile	0.24	-21%	0.18	-22%	0.17	-6%
Vehicle Revenue Service Hours	16,942	0%	11,858	-30%	12,848	8%
Vehicle Revenue Service Miles	369,873	0%	237,322	-36%	269,368	14%
Farebox Revenue	\$ 145,534	-12%	\$ 73,481	-50%	\$ 91,679	25%
Farebox Revenue as a Percent of Operating Cost	13.3%	1%	5.1%	-62%	5.7%	12%

Major Changes: reinstated 8% of pandemic cut of revenue hours (Saturdays, select weekday trips), regained 7% of lost ridership. Small increase in cost per hour after major jump in FY 20-21, per hour increase primarily fuel, plus new contract labor costs.

REDWOOD COAST TRANSIT CRESCENT CITY FIXED ROUTES

The Crescent City Fixed Routes cover the Crescent City/Del Norte urban area using two buses that "interline" to provide four routes each running once hourly on weekdays, plus a 3rd bus at school bell times schooldays only (Route 300). Saturday service operates with one bus alternating between Routes 2 and 4, but was suspended throughout most of FY 2021-22 due to the pandemic and driver shortages. For most of FY 2021-22 the CC Locals ran 7 a.m. to 6 p.m. weekdays ONLY. RCTA was forced to support its operations contractor, First Transit, who was experiencing acute bus driver shortages in late 2021 and into early 2022 by reducing service, including suspending CC Local service in the 7am hour.

COMBINED PERFORMANCE MEASURE ACTIVITY REPORT

The Crescent City Fixed Route system featured a promising 6% increase in ridership, just under the system average. Productivity increased 5%, slightly less by percentages due to RCTA adding some hours back during FY 2021-22, offsetting the unplanned "Reduced Holiday Service" enacted due to driver shortages from December 2021 through April 2022.

Crescent City Locals Combined						
CC Locals Performance	2019/20	% Annual Change	2020/21 Total	% Annual Change	2021/22 Total	% Annual Change
Operating Cost	\$ 501,527	1%	\$ 726,871	45%	\$ 760,455	5%
Operating Cost Per Passenger	\$ 8.05	30%	\$ 23.43	191%	\$ 23.05	-2%
Operating Cost Per Vehicle Revenue Hour	\$ 64.53	-12%	\$ 121.53	88%	\$ 125.47	3%
Total Passengers	62,338	-22%	31,019	-50%	32,987	6%
Passengers Per Vehicle Revenue Hour	8.02	-33%	5.19	-35%	5.44	5%
Passengers Per Vehicle Revenue Mile	0.52	-42%	0.37	-28%	0.38	2%
Vehicle Revenue Service Hours	7,772	15%	5,981	-23%	6,061	1%
Vehicle Revenue Service Miles	120,760	34%	82,994	-31%	86,581	4%
Farebox Revenue	\$ 62,338	-22%	\$ 31,019	-50%	\$ 46,866	51%
Farebox Revenue as a Percent of Operating Cost	12.4%	-23%	4.3%	-66%	6.2%	44%

The improved performance of the Crescent City routes was encouraging but frustratingly slow.

Invidual CC Local Route Performance to be handed out on Monday

ROUTE 20 - SMITH RIVER – ARCATA INTERCITY ROUTE

Route 20, the Smith River-Arcata Intercity Route exists to connect Del Norte County with the intercity bus and rail network at Arcata in Humboldt County. Until April 2020, the route operated Monday-Saturday, making five daily roundtrips between Crescent City and Smith River, and three daily roundtrips between Crescent City and Arcata. Effective April 2020 (COVID cuts) the route was reduced to 2 daily round trips to Arcata and four daily trips to Lucky 7 in Smith River. This reduced service level remained until June 2022. The max regional one-way fare for Smith River to Arcata is \$10. Route 20 fared worse than other RCTA services in FY 2021-22, with a ridership loss of 1%, versus the rest of the system which gained 7.25%. Productivity drops of another 16%, while adding back 17% of revenue hours. While it continues to be an important lifeline regional connection for Del Norte County residents, and fares were reduced in 2017, ridership between Del Norte and Humboldt County remains stagnant.

ROUTE 20 PERFORMANCE MEASURE ACTIVITY REPORT

Route 20 - Smith River/Arcata						
Route 20 Performance	2019/20	% Annual	2020/21 Total	% Annual Change	2021/22 Total	% Annual Change
Operating Cost	\$ 392,342	-23%	\$ 456,953	16%	\$ 551,553	21%
Operating Cost Per Passenger	\$ 22.36	-8%	\$ 50.14	124%	\$ 61.28	22%
Operating Cost Per Vehicle Revenue Hour	\$ 64.53	-12%	\$ 121.53	88%	\$ 125.47	3%
Total Passengers	17,550	-16%	9,113	-48%	9,000	-1%
Passengers Per Vehicle Revenue Hour	2.89	-4%	2.42	-16%	2.05	-16%
Passengers Per Vehicle Revenue Mile	0.09	-6%	0.08	-16%	0.06	-18%
Vehicle Revenue Service Hours	6,080	-12%	3,760	-38%	4,396	17%
Vehicle Revenue Service Miles	193,700	-10%	119,396	-38%	143,734	20%
Farebox Revenue	\$ 43,029	0%	\$ 32,989	-23%	\$ 32,659	-1%
Farebox Revenue as a Percent of Operating Cost	11.0%	30%	7.2%	-34%	5.9%	-18%

Major Changes: ran reduced service July 2021 through May 2022: no midday weekday south segment (Arcata) trip, last evening Smith River trip eliminated, and Saturday service suspended until April 2022. Increasing hours did not lead to increased ridership.

ROUTE 199 – RIVER ROUTE: HIOUCHI - GASQUET

Route 199, the River Route operating between Crescent City, Gasquet, and Hiouchi, was initiated on July 7, 2009. Service schedules included variations including three roundtrips per day on Tuesdays and Fridays ONLY, up to making three daily round trips six days per week since 2015, then cut back to weekdays only effective April 2020 due to the pandemic. Route 199 is gaining ridership mostly due to summer tourism. Although the 199 stops remain mostly unmarked, the route traverses some of the most desired tourist areas in Del Norte County. While improved, the route still featured low productivity overall, although noticeably better in summer.

Route 199 was the shining star of FY 2021-22, with ridership rebounding from a putrid FY 2020-21 to show a robust 113% increase in FY 2021-22. Predictably, productivity doubled over the previous year, up to a still very modest 1.54 riders per revenue hour. Route 199 featured two daily trips (reduced from 3 prior to pandemic) with the exception of June 2022, when RCTA reinstated the late afternoon trip, cut in April 2020. While RCTA still needs to invest in bus stops, marketing, and perhaps adjust the route times to serve school commutes, the seasonal summer service could be a great fit for this route.

Route 199 Performance						
199 Performance	2019/20	% Annual	2020/21 Total	% Annual Change	2021/22 Total	% Annual Change
Operating Cost	\$ 77,759	-15%	\$ 95,401	23%	\$ 103,761	9%
Operating Cost Per Passenger	\$ 27.55	29%	\$ 159.27	478%	\$ 81.45	-49%
Operating Cost Per Vehicle Revenue Hour	\$ 64.53	-12%	\$ 121.53	88%	\$ 125.47	3%
Total Passengers	2,822	-34%	599	-79%	1,274	113%
Passengers Per Vehicle Revenue Hour	2.34	-32%	0.76	-67%	1.54	102%
Passengers Per Vehicle Revenue Mile	0.08	-28%	0.03	-66%	0.05	93%
Vehicle Revenue Service Hours	1,205	-3%	785	-35%	827	5%
Vehicle Revenue Service Miles	34,784	-8%	21,885	-37%	24,092	10%
Farebox Revenue	\$ 4,233	-31%	\$ 1,048	-75%	\$ 2,548	143%
Farebox Revenue as a Percent of Operating Cost	5.4%	-19%	1.1%	-80%	2.5%	124%

Major Changes: eliminated Saturday trips and the late afternoon trip in April 2020. This service remained on suspension throughout almost all of FY 2021-22, except June 2022.

Dial-A-Ride

Dial-A-Ride is a demand-response, door-to-door service in the greater Crescent City area. Service area is defined by a Board-adopted map that includes areas outside Crescent City proper, but it is hard to understand the methodology used to decide service area boundaries. Service hours mirror that of CC Local Fixed Routes. Service is provided with the new low-floor MV-1 sedan, and overflow trips ride on cutaway-type mini-buses, all of which are fully accessible to people with disabilities. Fares are \$5.00 per trip for "general public" adults and youth, and \$1.75 per trip for *ADA-eligible* riders. Since 2020, RCTA has an eligibility determination process that requires all new applicants for the ADA paratransit submit a paper application for evaluation and phone interviews are often required. Those eligible under ADA regulations pay the lower fares (\$1.75), and those not eligible can still use the service but must pay the higher, general public fare (\$5). Ridership rebounded slightly faster than system average in FY 2021-22, with RCTA DAR ridership up 14% but productivity down -3% over the pandemic-marred FY 2020-21.

DIAL-A-RIDE PERFORMANCE MEASURE ACTIVITY REPORT

DAR ONLY						
DAR Performance	2019/20	% Annual	2020/21 Total	% Annual Change	2021/22 Total	% Annual Change
Operating Cost	\$ 117,251	-23%	\$ 161,149	37%	\$ 194,850	21%
Operating Cost Per Passenger	\$ 24.36	-14%	\$ 51.11	110%	\$ 54.20	6%
Operating Cost Per Vehicle Revenue Hour	\$ 64.53	-12%	\$ 121.53	88%	\$ 125.47	3%
Total Passengers	4,814	-11%	3,153	-35%	3,595	14%
Passengers Per Vehicle Revenue Hour	2.65	2%	2.38	-10%	2.31	-3%
Passengers Per Vehicle Revenue Mile	0.24	7%	0.24	3%	0.24	-1%
Vehicle Revenue Service Hours	1,817	-13%	1,326	-27%	1,553	17%
Vehicle Revenue Service Miles	20,185	-17%	12,878	-36%	14,836	15%
Farebox Revenue	8,425	-11%	8,425	0%	9,606	14%
Farebox Revenue as a Percent of Operating Cost	7.2%	16%	5.2%	-27%	4.9%	-6%

Performance Measure Definitions

farebox revenue: all revenues earned under contractual arrangements, passenger fares, and revenues from cash donations

operating cost: all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the Controller. The operating cost includes costs for the Paratransit Contract, fuel, supplies and advertising, vehicle maintenance, administration, and new equipment. The Operating cost also includes the fare box revenue.

operating cost per passenger: total operating costs divided by the total number of passengers

operating cost per vehicle service hour: total operating cost divided by the number of vehicle service hours (also called **vehicle revenue hours**).

passengers per vehicle service hour: total number of passengers divided by the total number vehicle service hours (also called **vehicle revenue hours**).

passengers per vehicle service mile: total number of passengers divided by the total number of vehicle service miles (also called **vehicle revenue miles**)

total passengers: total number of boarding passengers, whether revenue producing or not, carried by the public transportation system

transit vehicle: a vehicle used for public transportation services which is funded, in whole or in part, by local transportation funds

vehicle service hours: total number of hours each transit vehicle is utilized for revenue service - including layover time

vehicle service miles: total number of miles that each transit vehicle is utilized for revenue service

March 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager



SUBJECT: Update on RCTA Consolidated Transportation Services Agency (CTSA) Programs

RECOMMENDATION:

Discussion only. Staff is updating the Board on the progress of its CTSA programs.

BACKGROUND:

In 2018 the Board approved RCTA accepting the nomination to be Del Norte County's official CTSA, and used the 2019 Short Range Transit Plan (SRTP) as a vehicle to plan initial RCTA CTSA programs. The 2019 SRTP identified ADA Eligibility Determination and Transit Travel Training as the highest priority initial projects to undertake as the CTSA. The overall annual CTSA budget was projected to be approximately \$35,000/year, initially, but has grown to nearly \$50,000. The CTSA is setup by TDA law to receive up to 5% of a County's TDA LTF funds annually, any funds not utilized each fiscal year are returned to the DNLTC for reprogramming the next fiscal year.

RCTA already receives all the TDA LTF funds for Del Norte County as the only public transit agency in the county. By taking the CTSA designation, RCTA did not really receive more TDA funds, but rather set aside up to 5% of the annual funds for special CTSA-type projects and separate annual budget funds. By RCTA being the CTSA, it ensures RCTA receives all TDA LTF. The 2019 SRTP CTSA Chapter developed a model that best fits with RCTA's staffing levels and remote location and the initial budget projections. The initial model includes the two existing programs, both launched in January of 2020, just before the pandemic:

- ADA Eligibility Determination
- Transit Travel Training

DISCUSSION:

ADA Eligibility Determination

This program requires cooperation between RCTA staff and local First Transit operations staffing. As potential new Dial-A-Ride customers contact RCTA, they are provided access to our paper ADA eligibility application. Once the applicant submits their completed application, First Transit staff enter the data into the GetGoing Software, where RCTA staff are alerted to the application, review and evaluate the application, including phone interviews when necessary, and then make the eligibility determination. First Transit staff then contact the applicant and invite them to the office for a photo ID proving eligibility. Most applicants receive 3 years

eligibility at a time, and so far 24 applicants have applied, and 23 have been deemed eligible, at least conditionally/temporary. This 24 applications 3.25 years is far less than the projected 30-40 per year originally anticipated. The pandemic dramatically slowed the program.

RCTA has NOT initiated an effort to compel existing DAR customers (in the active database prior to 2020) to complete the application process. This would likely uncover some riders that have been using the service without truly being eligible, but its also a labor-intensive effort that has not been top priority due to the other staff commitments dealing with the pandemic and capital projects such as the Williams Drive Facility, Electrification, and the new Transit Center. Should the Board want to see RCTA bring existing (never before certified) DAR customers through the evaluation process, staff can do that but will want to target a 2-3 month period with relatively little else happening in order to set aside enough time to evaluate dozens of applications. Each ADA eligibility evaluation takes 45-60 minutes of staff time on average. Another key reason to have the Eligibility Determination Program in place is to ensure the integrity of the \$5 per trip "General Public" (GP) Dial-A-Ride fare category. Without screening, anyone can claim ADA eligibility and choose to pay the lower ADA fare (\$1.75).

Transit Travel Training

The Transit Travel Training Program also requires close cooperation between RCTA and First Transit, but with First Transit taking the lead role. Fernando is responsible for leading the travel training program, and has taken online training on this topic. Travel Training is also supported by the GetGoing software and works in conjunction and cooperatively with ADA Eligibility Determination, often receiving referrals from the evaluation process. The intent of the travel training program is to visit local gatherings of potential riders and do group presentations, and sign up interested persons for one-on-one training sessions. The pandemic eliminated the Senior Center as a standing travel training venue, and this has slowed the program to a snail's pace. With more "normalcy" in FY 2023-24, First Transit must energetically seek training opportunities in other venues. RCTA can help with more advertising.

Event Transportation

CTSA's have a bit more freedom than regular transit agencies to provide needed exclusive group transportation locally. Since the CTSA inception in 2020, RCTA has taken a cautious approach to these event transportation opportunities. However, demand has grown, and RCTA is performing more of these each year. RCTA provided shuttles to various partner agency trips, the Elk Valley Casino Grand Opening, and will be supporting the upcoming bike tour event in July. RCTA has a Board-adopted rate of \$70/hour, enough to cover costs plus a modest profit margin for this community service program. RCTA can only use buses that were not purchased with federal funding as part of these CTSA events. RCTA is getting more requests for special events on Sundays, which increase RCTA's costs, because the agency is closed on Sundays. These Sunday events require RCTA to bring in another staffer to provide support to drivers that are out driving these event buses. RCTA proposes a \$120/hour rate for Sundays only.

Future Project – One Stop Call Center for Local and Regional Transportation