

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MARCH 27, 2023 AT 5:30 P.M.**

PRESENT: Joey Borges (Chairman), Kelly Schellong (Vice Chair), Darrin Short, Ray Altman

ABSENT: Vidette Roberts

ALSO PRESENT: Joseph Rye, Dan Herron (Via Zoom), Nicole Burshem (Via Zoom), Fernando Hernandez, Mark Schaffer (Via Zoom), Michael Conneran (Via Zoom)

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

Chairman Borges called the meeting to order at 5:30 p.m. Nicole Burshem conducted Roll call. Chairman Borges led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) address the Board of Directors: None

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.

On a motion by Director Short, seconded by Director Schellong, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the consent agenda items 3A.-3D, as shown.

4. APPROVE RESOLUTION 2022-23-10 AWARDED AGREEMENT TO HANSON BRIDGETT, LLP FOR RCTA LEGAL COUNSEL SERVICES

Discussion was held regarding resolution 2022-23-10. Mr. Rye reported RCTA requires an attorney for routine legal items. While RCTA has been fortunate to avoid most litigation the need for an attorney to ensure compliance and provide legal guidance is clear. Over the years we have used Ms. Luna as our legal representation, mostly when she was a member of Black & Rice, then when she was at Del Norte County. The new County Attorney has no interest in providing RCTA with legal counsel. RCTA requires an attorney signature for FTA and Caltrans Documents. Mr. Rye reported the RCTA Board of Directors approved the release of an RFP for RCTA legal counsel in January 2023. The RFP was posted and distributed, and received two responses. The proposals were evaluated and scored by a selection committee, which unanimously ranked Hanson Bridgett as proposal number one. Their qualifications and transit-specific experience was strong and billing rates were lower. Director Schellong asked if this will be an as

needed contract? Mr. Rye replied yes, it will be an as-needed contract. Director Schellong asked how much has been budgeted for that. Mr. Rye responded we have been budgeting about \$5,000 a year, but plans to increase that.

On a motion by Director Schellong, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2022-23-10 awarding agreement to Hanson Bridgett, LLP for RCTA Legal Counsel Services and authorize the General Manager to execute the agreement.

5. REVIEW AND ACCEPT FISCAL YEAR 2021-22 RCTA FINANCIAL AUDIT FROM O'CONNOR CPAs

Discussion was held regarding the Fiscal Year 2021-22 RCTA Financial Audit. Mr. Rye reported the attached document is for Board acceptance. Michael O'Connor worked with RCTA and DN County Auditor to finalize the audit and submit to the State Controller by December 31. There were no significant findings this year. The cash reserves appear to be lower than anticipated due to delays in receiving FTA reimbursements. We have since received FTA funds in early March 2023 that are not reflected in the audit. This will be our third year of Audits conducted by RJ Ricciardi which took us through FY 2021-22. 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 an audit firm during FY 23-24. The role and level effort of the annual fiscal audit has grown due to changes in the State Controller Report and GASB 87.

On a motion by Director Short, seconded by Director Schellong and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors accepted Fiscal Year 2021-22 RCTA Financial Audit From O'Conner CPAs.

6. REVIEW AND APPROVE FISCAL YEAR 2021-22 RCTA ANNUAL REPORT

Discussion was held regarding Fiscal Year 2021-22 RCTA Annual Report. Mr. Rye reported Since Covid RCTA has seen fluctuations in ridership. RCTA lost 60% of its ridership in the beginning due to travel restrictions, but then has slowly gained back a small amount of that ridership in FY 2020-21 and 2021-22 as travel restrictions relaxed. Mr. Rye reported out on the following highlights: Service reinstated to near pre-pandemic levels, but ridership failed to respond directly to this stimulation. RCTA's new, higher, labor costs, combined with historically high fuel costs, lead to some poor performance numbers when ridership is mixed with costs. Overall ridership was up 7%, DAR was up 14%. Overall system revenue hours were up 8%, DAR was up 17%. Dial-a-Ride activity was less impacted than fixed routes. Crescent City Local Routes increased 6%. Regional Route 20 and 199 were interesting. Route 20 struggled but Route 199 was up 113%. In general most transit agencies in the USA are experiencing staggering ridership losses since early 2020.

On a motion by Director Short, second by Director Schellong, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Fiscal Year 2021-22 RCTA Annual Report.

7. UPDATE MEMORANDUM OF UNDERSTANDING (MOU) WITH FRONT STREET TRANSIT HUB PROJECT

Discussion was held regarding the Transit Hub Project. Mr. Rye reported Eric Wier and his staff sent over the first draft of the MOU and RCTA held up review until Hanson Bridget was on-board to review and provide comments back to the city. RCTA continues to participate with partner agencies (City of Crescent City, Humboldt Transit Authority) on collaborative grant applications that could fund the design and construction. Director Altman asked if the grants would require any matching funds. Mr. Rye responded no he doesn't believe it does, but that would vary depending on the grant secured.

8. UPDATE ON RCTA CTSA PROJECTS AND PROGRAMS

Discussion was held regarding RCTA CTSA Projects and Programs. Mr. Rye reported out on the following: ADA Eligibility Determination; Transit Travel Training; Even Transportation; and Future Projects such as Event Transportation. Director Schellong asked what does travel training look like? Mr. Rye responded Fernando would go out and show and instruct the riders on how the route work and how to pay for services.

9. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER

Fernando Hernandez reported First Transit/Transdev has eight drivers and two in training. We should have 10 drivers by next week.

10. RCTA GENERAL MANAGER'S REPORT

Mr. Rye reported there isn't too much to report at this time and next month he will have to attend via Zoom.

11. ANNOUNCEMENTS

The following Director(s) commented on the following: None.

12. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:30 P.M. The next regular meeting will be on Monday, April 24, 2023, at 5:30 P.M.

Joseph Rye, General Manager
Redwood Coast Transit Authority