

BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, June 12, 2023

Time: 3:00pm

PLACE: 981 H Street – Flynn Bldg, 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. Approve the Minutes of the April 24, 2023 RCTA Board Meeting
 - 3B. Approve Resolution 2022-23-12 Authorizing Submittal of Fiscal Year 2023-24 RCTA TDA Claim
 4. Presentation on Medical Shuttle Study, Approve Recommendations Including Implementation of a One-Stop Call Center, a Pilot Demand-Response Service to South Oregon and Route 20 Extension into Eureka
 5. Approve Resolution 2022-23-13 Authorizing Budget Transfer Request Moving Funds from Bus Purchase Line Item to Various Other Line Items
 6. Receive Update on Final RCTA PTMISEA Expenditure Plan
 7. Adopt Resolution 2022-23-14 Approving an Agreement with GHD Inc. for Site Planning and Preliminary Engineering on the RCTA Williams Drive Electric Vehicle Charging Infrastructure Project
 8. Approve Summer 2023 Service Changes
 9. Receive Presentation on and Approve Resolution 2022-23-15 Authorizing RCTA General Manager to Submit RCTA's 2023 California Air Resources (CARB) Innovative Clean Transit (ICT) Rollout Plan
 10. Update on Front Street Library Site Transit Hub and Williams Drive Electric Bus Charging Projects – Award of TIRCP Grant and Adjusted Timeline for Project Development
 11. Approve Resolution 2022-23-16 Adopting the Fiscal Year 2023-24 RCTA Budget
 12. Management Report – First Transit Project Manager
 13. RCTA General Manager's Report
 14. Announcements
 15. Adjourn – Next RCTA Board Meeting will be on Monday, July 24th, 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, APRIL 24, 2023, AT 5:30 P.M.

PRESENT: Joey Borges (Chairman), Ray Altman, Vidette Roberts, Darrin Short (via Zoom at entered 6:20 P.M.)

ABSENT: Kelly Schellong

ALSO PRESENT: Joseph Rye (Via Zoom), Fernando Hernandez, Nicole Burshem, Dan Herron (Via Zoom), Makenzy C (Via Zoom), Michael Conneran Hanson Bridgette LLP (Via Zoom), Tamera Leighton (Via Zoom),

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

Chairman Borges called the meeting to order at 5:30 P.M. Roll Call was taken by Nicole Burshem. Chairman Borges led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) addressed the Board: None

3. CONSENT AGENDA

3A. APPROVE RESOLUTION 2022-23-10 AUTHORIZING RCTA APPLICATION FOR FTA 5311-F OPERATING FUNDS FOR FISCAL YEAR 2023-24.

3B. APPROVE THE MINUTES OF THE MARCH 27, 2023, RCTA BOARD WORKSHOP

3C. APPROVE RESOLUTION 2022-23-11 APPROVING RECEIPT OF VOLKSWAGEN SETTLEMENT FUND GRANT FUNDING FOR ONE REPLACEMENT ELECTRIC BUS AND DIRECTING THE GENERAL MANAGER TO EXECUTE GRANT DOCUMENTS

On a motion by director Altman, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Consent Agenda items 3A-3C, as presented.

4. APPROVE RELEASE OF AN RFP FOR PRELIMINARY ENGINEERING AND SITE PLANNING FOR THE RCTA WILLIAMS DRIVE ELECTRIC VEHICLE CHARGING INFRASTRUCTURE PROJECT

Discussion was held regarding RFP. Mr. Rye reported RCTA is mandated by California Air Resources Board to comply with the Innovative Clean Transit (ICT) regulation. We are required to start replacing our buses with ZEBs in 2026, and to purchase only ZEBs from 2030 on. The initial approach by RCTA is to start on purchasing battery electric buses while monitoring the hydrogen path. There are still concerns with range and power issues with regard to how well electric buses will perform on RCTA's regional routes. The most difficult part of the transition is the requisite design and construction of the yard charging infrastructure required to charge electric buses. The buses must be charged overnight and it would make sense to also have a small amount of "fast chargers" that can charge a bus quicker, for use during the service day. Pacific Power requires RCTA to figure out maximum future charging capacity needs before putting together a new service order and cost

estimate. In order to do that we will need to hire a consultant to develop these calculations and a site plan layout of future equipment needed for the yard. Mr. Rye reported that the RFP scope of work will include an evaluation of future maximum RCTA bus charging needs and infrastructure; development of an optimal site plan for the location of the electrical service equipment, while maintaining bus and employee parking and circulation; and evaluate potential drainage and paving considerations for the site plan. Staff is close to finalizing the RFP and would like to release it soon for award in June. The full scope of the preliminary engineering is expected to be completed by late 2023. Staff recommendation is to authorize the release of the Electric Bus Charging Preliminary Engineering Request for proposals.

On a motion by Director Roberts, seconded by Director Altman, and unanimously carried on a polled vote the Redwood Coast Transit Board of Directors approved the release of an RFP for Preliminary Engineering and Site Planning for the RCTA Williams Drive Electric Vehicle Charging Infrastructure Project.

5. UPDATE ON RCTA ON-DEMAND SERVICE TO CRESCENT CITY AIRPORT

Discussion was held regarding on-demand service to Crescent City Airport. Mr. Rye reported that RCTA soft launched this in the Fall of 2022, while working with the Airport to place a bus sign for an official drop off/pick up location. RCTA has now reached agreement with the Airport on a location near the terminal. Due to the CEC being well off the nearest fixed route and the flights leaving and arriving just at the start and end of RCTA's service schedules, RCTA has developed a "on-demand" model to get to and from the airport. The current flights are departure at 7:00 A.M. and arrival at 7:15 P.M., just before and after our current Dial-A-Ride DAR service hours. Chairman Borges suggested getting flyers on the plane and asked how someone calls for a ride. Mr. Rye responded right now it is a phone call to dispatch. We are working on a module to request trips online and waiting on Caltrans for an agreement for a grant awarded over a year ago, which will have funding for this software module. Mr. Rye responded not exactly, as DAR uses a different software than RCTA fixed route which does stream bus location via the RCTA website. Mr. Rye will check on the CTS software and see if its capable of a visual real-time bus location function. Director Altman asked regarding the fee schedule. Mr. Rye responded that staff recommends that RCTA would use our current Dial-A-Ride service area to operate this on demand service, and our General Public DAR fare of \$5 unless the passenger is ADA-qualified. Chairman Borges asked once we get the app service would it still need to be 24-hour notice. Mr. Rye responded you will probably not have to give 24-hour notice but it makes RCTA able to not schedule a driver for hours that are unnecessary, but that if the CTS Software is eventually able to handle more real-time trip requests, this might be possible. Director Roberts asked if there has been any discussion about if a flight coming in gets diverted into McKinleyville. Mr. Rye responded no we haven't discussed that either, but we still have to work through some of those details. Ryan Cooley, Airport Director commented he is excited to explore this opportunity to have transit to the airport. We currently do not have taxi service before 10:00 A.M. and Mr. Cooley believes if we promote this actively many people would actually be able to use this option. Mr. Cooley responded in regarding to delayed flights that RCTA dispatch will be in email and phone contact with Airport staff, as well as passengers, to make adjustments as needed when flights are delayed or cancelled.

6. **DISCUSSION OF FARE INCREASE OPTIONS AND MINIMUM FAREBOX RECOVERY STANDARDS**
Discussion was held regarding fare increase options and farebox recovery. Director Altman asked regarding the Contactless fares (Credit Cards, Pay apps) promotion that is started with rides being \$1.00. and how long that promo will run? Mr. Rye will research this, as it is a regional collaboration project led by Humboldt Transit and Caltrans, so it requires a group decision on when the promo period will end, he guesses most likely late in 2023. It was discussed how September might be counterproductive to change RCTA's fares during the contactless fares promotion. Mr Rye responded that RCTA has been accepting contactless cards for about a month now in a soft launch mode, while working out the complex array of vendors involved to ensure the system works well before pushing it to the public. This project is intense, has cost more than expected, and stresses RCTA's minimalist management model. However, it is exciting and provided immediate value to some of RCTA's local Social Service Agencies pass buyers, who are now buying their paper monthly passes with credit cards. Chairman Borges asked is a fare increase of \$.50 for adults doesn't sound like a lot, but what does staff predict the impact will be on ridership. Mr Rye responded it would be a risk and we aren't sure how it will do, usually fare increases drop ridership, at least at first. However, if Mr. Rye has implemented fare increases along with addition of new premium services that actually led to ridership and fare revenue increases. Consensus of the board to move forward and look into this more and come back with options and an outreach plan.
7. **DISCUSSION OF DIAL-A-RIDE SERVICE AREA EXPANSION, SENIOR FARE, AND LATE CANCEL AND NO-SHOW POLICIES**
Discussion was held regarding Dial-A-Ride service area expansion; late cancellation and no show policies. Director Roberts asked if there were chronic abusers and if letters get sent out? Fernando Hernandez responded yes and we send a letter stating this behavior can lead to a suspension of 3 days, but we have never actually suspended anyone for these infractions. This is an issue that will involve our new attorney to ensure RCTA remains in compliance with FTA laws and best practices. Consensus of the Board to move forward to come up with some policies for the late and no shows. Director Roberts would like to get a map of the current DAR Service Area and the areas being considered for extensions, and asked if we could possibly charge more for far-flung areas? Mr. Rye responded yes we can definitely get a map and research the extra charges concept.
8. **DISCUSSION OF FISCAL YEAR 2023-24 PRELIMINARY RCTA DRAFT BUDGET**
Discussion was held regarding the Fiscal Year 2023-24 RCTA Draft Budget. Chairman Borges asked regarding operation expenses and shelters and asked why there is a 0 placed there. Mr. Rye responded that that is a operational (maintenance) line and that Transdev (First Transit) is responsible for maintaining those under the current contract and those costs are contained in the monthly fee RCTA pays Transdev for services. Chairman Borges expressed concern over bus stop maintenance in general, and asked how the responsibility is divided between RCTA and Transdev? Mr. Rye responded that Transdev does maintenance for the shelters and bus stop equipment, and RCTA purchases and arranges installation of same.

Chairman Altman asked about the electric buses projects, and are we on a compliant timeline with CARB and how does that relate to the extension of the Williams Drive land

lease with the state? Mr Rye responded for CARB compliance we are required to start purchasing a percentage of new buses as ZEB (zero emission, electric or hydrogen) buses by 2026 and then all ZEB by 2030. Director Altman was concerned putting in a major infrastructure investment (yard charging systems) on a ground lease until we have the 20 year lease extended with the State. Mr. Rye responded that he and the Fairgrounds Manager had reached a verbal agreement to extend the lease, and she had submitted the request to the state to draft up the extension, but we have not seen the draft yet. The current land lease ends in 2024 but plans and possibly even yard charging infrastructure may be ready for installation prior to the beginning of the ground lease extension. The Board asked Mr. Rye to check in on the status of the ground lease extension before we commit major funds to upgrade the site.

9. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER

Fernando Hernandez reported staffing levels are back up to normal. 10 drivers on board and looking to get 1-2 more part time positions for summer trips and another full time position for/if we do the Southern Oregon medical shuttle. Chairman Borges asked regarding the general maintenance on benches. Mr. Hernandez responded we have spray cans to paint them, but they are not an exact match in color.

10. RCTA GENERAL MANAGER'S REPORT

Mr Rye reported we were successful obtaining a large TIRCP Grant to design and build the downtown transit center, the aforementioned Williams Drive electric bus charging infrastructure, and to purchase 4-6 electric buses. The grant takes time to be executed, so the money is unlikely to be available in 2023, but should be by this time in 2024. Mr. Rye found and purchased two lightly used MV-1 paratransit vehicles (like our popular MV-1, bus 210) to augment the DAR fleet at a low-cost. These can also be deployed on lighter passenger trips of the future South Oregon Medical Shuttle and for special events.

11. ANNOUNCEMENTS

The following Directors commented on the following: Director Altman get the buses ready for the Forest Moon Festival on June 3rd.

12. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 7:01 p.m. The next regular scheduled meeting will be on Monday, May 22nd, 2023, at 5:30 p.m. (later rescheduled to June 12th at 3pm)

Joseph Rye, General Manager
Redwood Coast Transit Authority

June 12, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager



SUBJECT: Approval of Resolution 2022-23-12 Authorizing the Submittal of the RCTA Fiscal Year 2023-24 Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission

RECOMMENDATION:

Staff is requesting the Board approve Resolution 2022-23-12 authorizing the submittal of the RCTA Fiscal Year 2023-24 Transportation Development Act (TDA) Claim Packet to the Del Norte Local Transportation Commission (DNLTC).

BACKGROUND:

In 1971, the Mills-Alquist-Deddah Act (SB 325) was passed by the California Legislature creating stable and continuous funding for public transportation for cities and counties throughout the state. The annual (TDA) Claim process is a routine, but important mechanism that allows the DNLTC to program the TDA LTF (Local Transportation Fund) and STA (State Transit Assistance) funding that makes up the majority of RCTA's operating funding.

DISCUSSION:

A couple noteworthy elements to the FY 2023-24 claim are:

- The revenue projections provided to RCTA and DNLTC by the Del Norte County Auditor continue at strong and resilient levels, not only undamaged by the COVID-19 pandemic, but TDA-LTF is projected near an all-time high level.
- TDA-LTF is at \$873,829, down from \$955,212 in FY 2022-23, a decrease of 8.5%. This is attributable to a lower amount of TDA carryover available this fiscal year, generated two fiscal years ago. This relates to the fact that TDA claims are based on projections, and actuals each year vary, and in this case actuals in FY 2021-22 came in higher than projected, but not as much higher as the actuals did the year before. The FY 2021-22 excess funds get programmed in FY 2023-24.
- Per direction from DNLTC, RCTA is claiming the maximum amount possible but will adopt a budget based on approved service levels and should excess TDA-LTF accrue, it will be used to add to RCTA reserves, which will soon be needed to help with capital projects.
- State Transit Assistance (STA) projections are at an all-time high, STA is projected at \$401,609, up from \$265,609 in FY 2022-23, an increase of 33%. This is also impacted by higher than projected actuals two years prior which are reprogrammed through the DNLTC two years later.

Attachment 1: Resolution 2020-21-10 Approving FY 2022-23 RCTA TDA Claim

Attachment 2: FY 2022-23 RCTA TDA Claim Packet

RESOLUTION NO. 2022-23-12

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2023-24 TRANSPORTATION
DEVELOPMENT ACT CLAIM TO DEL NORTE LOCAL TRANSPORTATION
COMMISSION FOR OPERATING EXPENSES**

WHEREAS, RCTA submits its annual Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission, which, in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for transportation purposes; and

WHEREAS, there is need for low or low-priced transportation in Del Norte County; and

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

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

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

WHEREAS, the available funds include Local Transportation Fund estimate of \$873,828 plus \$45,991 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$401,756;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2023-24, an allocation from the Local Transportation Fund a sum not to exceed \$919,819 and State Transit Assistance Fund a sum not to exceed \$401,756, and adjusted quarterly to actual income, to Redwood Coast Transit Authority for transportation purposes pursuant to Public Utilities Code Section 99262 and Transportation Development Act Articles 4 & 4.5 for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2023-24.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 12th day of June 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

Joey Borges, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye, General Manager
Redwood Coast Transit Authority



*Transportation Development Act
Redwood Coast Transit Authority*

Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531
(707) 465-3878

**TRANSPORTATION DEVELOPMENT ACT FUNDS
CLAIM FORMS: DUE JUNE 30, 2023**

Please check the items that are either included with the submitted Transportation Development Act claim package or are on file at Del Norte Local Transportation Commission and return this checklist with the Transportation Development Act claim.

<u>ITEM</u>	<u>SUBMITTED</u>
a) TDA-1 Annual Transportation Development Act Claim	X
b) TDA-2 Project & Financial Plan (for the fiscal year of the claim)	X
c) TDA-3 TDA Funds – Current Status	X
d) TDA-4 Statement of Conformance	X
e) Resolution by governing body that authorizes filing the claim	X
f) CHP Safety Compliance Report	X
g) Statement of projected or estimated revenues and expenditures for prior fiscal year	X
h) Adopted or proposed budget for the fiscal year of the claim	X
i) Signed copy of transit service contract	X
j) Documentation of eligibility under TDA efficiency criteria	X
k) Standard Assurances for Applicants	X

TRANSPORTATION DEVELOPMENT ACT FUNDS
ANNUAL TRANSPORTATION CLAIM

TO: Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531

FROM: Claimant: Redwood Coast Transit Authority

Address: 900 Northcrest Drive #134

City: Crescent City, CA ZIP: 95531

Contact Person: Joseph Rye Phone: 707-235-3078

The Redwood Coast Transit Authority hereby requests, in accordance with TDA article 4 Section 99260(b) and applicable rules and regulations, that its Local Transportation Fund annual transportation claim be approved in the amount of \$919,819 for fiscal year 2023-2024 be drawn from the local transportation fund of the County of Del Norte for the purposes and amounts shown on the attached statements.

Approval of the claim and payment by the County Auditor of this application is subject to such monies being on hand and available for distribution, and to the provision that such monies will be used only accordance with terms of the allocation instructions.


APPROVED:

SUBMITTED:

By _____
Signature

Chair _____
Del Norte Local Transportation Commission

Approval Date _____


By _____
Claimant's Signature

Title General Manager_
Redwood Coast Transit Authority

Submittal Date 6/30/2023

TRANSPORTATION DEVELOPMENT ACT FUNDS **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

PROJECT TITLE: RCTA Operating Project #1

BRIEF DESCRIPTION: Operations of RCTA fixed routes, inter-city routes, and Dial-A-Ride (including ADA paratransit) service for Del Norte County

SECTION & SUBSECTION OF ACT: 99262

FUNDING SOURCE AND

1. LTF (SB325) \$873,828	4. FARES \$100,000
2. STAF \$401,756	5. OTHER \$0
3. SECTION 5311 \$538,456	6. TOTAL \$1,914,040

1. LTF (SB325) \$873,828	PROJECT COST BY FUNDING SOURCE	4. FARES \$100,000
2. STAF \$401,756	5. OTHER \$0	
3. SECTION 5311 \$538,456	6. TOTAL \$1,914,040	

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,914,040

TDA FUNDS CLAIM: (LTF AND STAF) \$1,275,584

TRANSPORTATION DEVELOPMENT ACT FUNDS **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

PROJECT TITLE: RCTA CTSA Operating Project #2

BRIEF DESCRIPTION: Operations of RCTA CTSA Projects, including ADA Eligibility Determination, Travel Training, and planning/launch of Health/Shopping Bus to Medford

SECTION & SUBSECTION OF ACT: 99262

FUNDING SOURCE AND

1. LTF (SB325) \$45,991	4. FARES \$0
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$45,991

1. LTF (SB325) \$45,991	PROJECT COST BY FUNDING SOURCE	4. FARES \$0
2. STAF \$0	5. OTHER \$0	
3. SECTION 5311 \$0	6. TOTAL \$45,991	

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$45,991

TDA FUNDS CLAIM: (LTF-CTSA) \$45,991

TRANSPORTATION DEVELOPMENT ACT FUNDS **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

PROJECT TITLE: RCTA Capital, Project #3

BRIEF DESCRIPTION: Capital projects for RCTA fixed routes, inter-city routes, and Dial-A-Ride (including ADA paratransit) services for Del Norte County

SECTION & SUBSECTION OF ACT: 99262

FUNDING SOURCE AND

1. LTF (SB325) \$0	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$537,845 PTMISEA \$240,000, SGR \$173,109, VW \$160,000 LCTOP-\$220,966
3. SECTION 5311 \$0	6. TOTAL \$1,331,920

PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$0	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$537,845 PTMISEA \$240,000, SGR \$173,109, VW \$160,000 LCTOP-\$220,966
3. SECTION 5311 \$0	6. TOTAL \$1,331,920

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,331,920

TDA FUNDS CLAIM: (LTF) \$0


TRANSPORTATION DEVELOPMENT ACT FUNDS CURRENT STATUS

Briefly describe the current fiscal year annual Transportation Claim including: a) Project progress to date; b) Income and expenditures to date. In addition, provide a projection of a) and b) by July 1.

Please see the attached Redwood Coast Transit Authority FY 2022-23 Budget – April 2023

The report provides a summary of the performance of the Redwood Coast Transit Authority system and is a year-to-date financial status report. The attached Fiscal Year 2023-24 Budget includes a summary of projected Fiscal Year 2022-23 year-end revenues and expenditures.

CERTIFIED:

BY:  _____

Title: General Manager

Date: June 30, 2023

TRANSPORTATION DEVELOPMENT ACT FUNDS **STATEMENT OF CONFORMANCE**

The Redwood Coast Transit Authority (Claimant) hereby certifies that the Local Transportation Fund Annual Transportation Claim for fiscal year 2023-24 in the amount of \$873,828, plus \$45,991 for CTSA Activities conforms with the requirements of TDA Article 4, Chapter 1400, Section 99260, and applicable rules and regulations.

CERTIFIED:



By: _____

Title: General Manager

Date: June 30, 2023

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev. 12-17) OPI 062

NEW TERMINAL INFORMATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CA NUMBER 100967	FILE CODE NUMBER 352297	COUNTY CODE 8	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Mod Limo	CODE B	OTHER PROGRAM(S)	LOCATION CODE 120	SUBAREA N89

CARRIER LEGAL NAME First Transit Inc	TERMINAL NAME (IF DIFFERENT)	TELEPHONE NUMBER (W/ AREA CODE) (707) 464-6400
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TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)
140 Williams Dr. Crescent City, CA 95531

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE) Same	INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)
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LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO.	HWT REC. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	PASS VEHs BY TYPE I 12 II	Mod Limo	DRIVERS I	BIT FLEET SIZE Powered
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HWVEH.	HW CONT.	PPB/CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		Towed
TERMINALS IDENTIFIED IN SECTION 34515(b) CVC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC					

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Fernando Hernandez	DAY TELEPHONE NO. (W/ AREA CODE) (707) 434-6400	NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 954-1692
EMERGENCY CONTACT (NAME) Nick West	DAY TELEPHONE NO. (W/ AREA CODE) (707) 434-6400	NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 951-7066

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2022]

A <input type="checkbox"/> UNDER 15,000	B <input type="checkbox"/> 15,001 — 50,000	C <input type="checkbox"/> 50,001 — 100,000	D <input checked="" type="checkbox"/> 100,001 — 500,000	E <input type="checkbox"/> 500,001 — 1,000,000	F <input type="checkbox"/> 1,000,001 — 2,000,000	G <input type="checkbox"/> 2,000,001 — 5,000,000	H <input type="checkbox"/> 5,000,001 — 10,000,000	I <input type="checkbox"/> MORE THAN 10,000,000
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OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T	<input checked="" type="checkbox"/> TCP <input type="checkbox"/> PSC 24770	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT 1002211	<input checked="" type="checkbox"/> MC <input type="checkbox"/> MX 576222	<input type="checkbox"/> MC <input type="checkbox"/> MX	REASON FOR INSPECTION Annual Bus Terminal Inspection

INSPECTION FINDINGS REQUIREMENTS VIOL	INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable				
	HAZARDOUS MATERIALS	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
HAZARDOUS MATERIALS	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S
DRIVER RECORDS	No. 2 Time 1.5	No. 9 Time 2.5	No. 4 Time 4.0	TIME	TOTAL TIME
DRIVER HOURS	HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units	REMARKS	
BRAKES					
LAMPS & SIGNALS					
CONNECTING DEVICES					
STEERING & SUSPENSION					
TIRES & WHEELS					
EQUIPMENT REQUIREMENTS	4				
CONTAINERS & TANKS					
HAZARDOUS MATERIALS					


INSPECTION TYPE <input type="checkbox"/> I <input type="checkbox"/> R	NON-BIT <input type="checkbox"/>	CPSS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 343 <input type="checkbox"/>	CHP 100D COL. <input type="checkbox"/>	INSPECTION DATE(S) 4/11-5/4/23	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) Rick Steele					ID NUMBER(S) A12843	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 10), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (530) 242-4357 within 5 business days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE	DATE 05/04/2023
CARRIER REPRESENTATIVE'S PRINTED NAME Fernando Hernandez	TITLE General Manager	DRIVER LICENSE NUMBER STATE

California Highway Patrol Northern Division

	US DOT # 1002211	Legal: FIRST TRANSIT INC Operating (DBA):								
MC/MX #: 576222 State #: 100967 Federal Tax ID: 23-1716119 (EIN)		Review Type: Non-ratable Review - Special Study								
Scope: Terminal		Location of Review/Audit: Company facility in the U. S.		Territory:						
Operation Types		Interstate	Intrastate	Business: Corporation						
Carrier: N/A		Non-HM		Gross Revenue: _____ for year ending: _____						
Shipper: N/A		N/A								
Cargo Tank: N/A		N/A								
Company Physical Address:										
600 VINE STREET CINCINNATI, OH 45202-2400										
Contact Name: Fernando Hernandez										
Phone numbers: (1) 303- 319-9904 (2)			Fax							
E-Mail Address:										
Company Mailing Address:										
600 VINE STREET CINCINNATI, OH 45202-2400										
Carrier Classification										
Authorized for Hire		Private Passenger, Business		Local Government						
Cargo Classification										
Passengers										
Equipment										
	Owned			Term Leased			Trip Leased			
	Owned	Term	Leased	Trip	Leased	Owned	Term	Leased	Trip	Leased
Minibus, 16+	12		0		0					
Power units used in the U.S.: 12 Percentage of time used in the U.S.: 100										
Does carrier transport placardable quantities of HM? No										
Is an HM Permit required? N/A										
Driver Information										
	Inter	Intra								
< 100 Miles:		9	Average trip leased drivers/month: 0							
>= 100 Miles:			Total Drivers: 9							
			CDL Drivers: 9							





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/04/2023

Part A

QUESTIONS regarding this report maybe directed to the Northern Division MCSU
@ 530 242 4357

2485 Sonoma St
Redding, CA 96001-3206

This TERMINAL REVIEW deals only with safety compliance at this terminal.

Person(s) Interviewed

Name: Aline Titus

Title: Safety Manager

Name: Nick West

Title: Maintenance Manager





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/04/2023

Part B Violations

Safety Fitness Rating Information:

Total Miles Operated 370,712
Recordable Accidents 0

OOS Vehicle (CR): 0

Number of Vehicle Inspected (CR): 4

OOS Vehicle (MCMIS): 0

Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

This Review is not Rated.





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/04/2023

Part B Requirements and/or Recommendations

1. You are encouraged to review your company's SMS results and take action to make the roads safer for everyone. Your public safety records are available at the following website: <http://ai.fmcsa.dot.gov/sms>. Also visit <https://portal.fmcsa.dot.gov> which provides real time data and the opportunity to review you safety data. You will need to use your PIN number that has been provided by FMCSA. Registration and access is free.





FIRST TRANSIT INC - Terminal
 U.S. DOT #: 1002211

State #: 100967

Review Date:
 05/04/2023

Part C

Reason for Review: Other Annual Bus
Planned Action: Compliance Monitoring

Parts Reviewed Certification:

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews

3/5/2020
 3/3/2020
 3/3/2020

Prior Prosecutions

1/30/2014

Reason not Rated: Special Study

Study Code: CA

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?

No

Does carrier transport placardable quantities of hazardous materials?

Not Applicable

Unsat/Unfit rule:

Corporate Contact: Fernando Hernandez
Corporate Contact Title: General Manager

Special Study Information:

Remarks:

Terminal Name: First Transit Inc CA # - 100967
 Terminal Address: 140 Williams Dr. Crescent City CA 95531 FCN - 352297

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated Satisfactory at this time in all inspected categories.

Upload Authorized:	Yes	No
Authorized by:		Date:
Uploaded:	Yes	No
Verified by:		Failure Code:
		Date:





California Highway Patrol
2485 Sonoma Street
Redding, CA 96001
Phone: (530) 242-4300
Internationally Accredited Agency CHP407F/343A

Report Number: CAN9WR000931
Inspection Date: 04/11/2023
Start: 8:30 AM PT End: 9:30 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400
USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:

Location: CRESCENT CITY **Milepost:** **Shipper:** N/A
Highway: **Origin:** N/A **Bill of Lading:** N/A
County: DEL NORTE **Destination:** N/A **Cargo:** N/A
Email: CLINT.WELLARD@FIRSTGROUP.COM

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	ELDO	2015	CA	1527236	294	1FDAF5GT7FEA66021	19500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	S	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify:: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported **Placard:** **Cargo Tank:**

Special Checks: No data for special checks

State Information:

Odometer: 183392; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 27; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sut Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Notes: Right side upper tie rod ball joint has movement other than rotational. But less than 1/8".

Master cylinder fluid is at the add mark (corrected)

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: ID/Badge #:
 R. L. STEELE A12843

Copy Received By:

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California Highway Patrol
2485 Sonoma Street
Redding, CA 96001
Phone: (530) 242-4300
Internationally Accredited Agency CHP407F/343A

Report Number: CAN9WR000932
Inspection Date: 04/11/2023
Start: 9:30 AM PT End: 1:30 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400
USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:

Location: CRESCENT CITY **Milepost:** **Shipper:** N/A
Highway: **Origin:** N/A **Bill of Lading:** N/A
County: DEL NORTE **Destination:** N/A **Cargo:** N/A
Email: CLINT.WELLARD@FIRSTGROUP.COM

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GWR	CVSA Existing	CVSA #
1	BU	GLAV	2014	CA	1418665	292	4UZADRDU4ECFM6718	26000		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	VerifyCrash	Violations Discovered
26701(a) CVC	S	1	N	N		N N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported **Placard:** **Cargo Tank:**

Special Checks: No data for special checks

State Information:

Odometer: 397544; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 28; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Pursuant to Section 2-004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: ID/Badge #:
 R. L. STEELE A12843

Copy Received By:

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California Highway Patrol
 2485 Sonoma Street
 Redding, CA 96001
 Phone: (530) 242-4300
 Internationally Accredited Agency CHP407F/343A

Report Number: CAN9WR000933
Inspection Date: 04/11/2023
Start: 10:30 AM PT **End:** 11:30 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400

USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Location: CRESCENT CITY

Highway:

County: DEL NORTE

Email: CLINT.WELLARD@FIRSTGROUP.COM

Driver:

License#:

Date of Birth:

CoDriver:

License#:

Date of Birth:

State:

State:

Milepost: **Shipper:** N/A

Origin: N/A

Destination: N/A

Bill of Lading: N/A

Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2011	CA	1406812	288	1FDFE4FS7BDA43107	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	C	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 326745; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 17; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: R. L. STEELE
ID/Badge #: A12843

Copy Received By:

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California Highway Patrol
 2485 Sonoma Street
 Redding, CA 96001
 Phone: (530) 242-4300
 Internationally Accredited Agency CHP407F/343A

Report Number: CAN9WR000934
Inspection Date: 04/11/2023
Start: 11:30 AM PT **End:** 12:30 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400

USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Location: CRESCENT CITY

Highway:

County: DEL NORTE

Email: CLINT.WELLARD@FIRSTGROUP.COM

Driver:

License#:

Date of Birth:

CoDriver:

License#:

Date of Birth:

State:

State:

Milepost: **Shipper:** N/A

Origin: N/A

Destination: N/A

Bill of Lading: N/A

Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	ELDO	2016	CA	1473503	221	1FD4E4FS3GDC07072	14500		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	DISC	DISC

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	S	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 203462; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 19; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: R. L. STEELE
ID/Badge #: A12843

Copy Received By:

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FY 2022-23 RCTA Year-to-Date Budget - April 1, 2023

FY 22-23 **FY 22-23**
 Adopted Year to Date
 Budget Actuals 4/23

REVENUE

Local Transportation Revenues

Passenger Fares	\$55,000	\$62,118
5311(f) Route 20 Passenger Fares	\$25,000	\$14,138
Auxilliary Transportation (Advertising) Revenue	\$10,000	\$ 7,146

Local Cash Grants & Reimbursements

TDA Article 4 Local Transportation Fund	\$955,212	\$463,200
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0

State Cash Grants & Reimbursements

State Transit Assistance	\$265,609	\$115,969
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 243,000
SB-1 State of Good Repair (bus stops fund balance)	\$64,506	\$ 114,506
SB-1 State of Good Repair (bus replace fund balance)	\$43,487	\$ -
Low Carbon Transit Operations Program (LCTOP)	\$15,000	\$15,000
LCTOP (Capital - Electric Bus)	\$166,346	\$150,704
VW Settlement Fund Capital (electric bus purchase)	\$0	\$0

Federal Cash Grants and Reimbursements

Section 5311 -Operating	\$233,780	\$503,314
Section 5311 - CARES Act/CRRSSA COVID Operating	\$374,264	\$32,929
Section 5311-F Operating	\$279,970	\$279,970

Federal FTA Capital Funds

Section 5339 Capital (formula + discretionary)	\$260,000	\$0
Section 5310 Capital (discretionary)	\$186,116	\$75,000
TDA Reserves Allocation to Operating	\$0	0

TOTAL REVENUE	\$3,177,290	\$2,076,994
TOTAL OPERATIONS REVENUE	\$2,213,835	\$1,493,784
TOTAL CAPITAL REVENUE	\$963,455	\$583,210

OPERATING EXPENSE

20120 Communications (SIM cards, AVL/CAD fees, support)	\$6,000	\$3,371
20170 Maintenance - Buses and Shelters	\$36,400	\$34,018
20200 Memberships & Dues	\$1,030	\$ 809
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$3,605	\$ -
20221 Printing	\$3,090	\$ 38
20235 Accounting Services and Audits	\$14,270	\$19,900
20237 Marketing & Planning Expenses	\$20,600	\$20,595
20236 Legal Services	\$5,150	\$0
20171 Vehicle Maintenance Upgrades (tech toys)	\$40,000	\$0
20233 Management Contract	\$78,034	\$73,050
20242 O&M Contract - Local Fixed Route	\$968,034	\$572,391
TBD O&M Contract - Dial A Ride	\$0	\$0
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$446,489	\$467,341
20244 Advertising, Brochures, Printing	\$15,450	\$7,146
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$5,150	\$1,701
20297 Fuel	\$80,000	\$77,869
20297 Fuel - Smith River/Arcata Intercity Route	\$90,000	\$87,601
30410 Lease Expense	\$37,080	\$22,289
TOTAL OPERATING EXPENSE	\$ 1,850,382	\$ 1,388,119

CAPITAL EXPENSE

40620-001 Electric Bus Charging (planning, design,some construct)	\$166,346	\$0
40620-001 Replace 4 Buses - (5339 & Local Funds)	\$520,000	\$9,593
40620-001 5310 Capital (Replace 1 ARBOC Bus & CTS module)	\$292,145	
40621 Security Improvements	\$ -	\$0
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 32,000	\$38,115
40620-418 Radio System On Board Comms	\$ 2,400	\$43,171
40610-200 Facility Improvements (generator install, misc)	\$ 20,000	\$41,713
40610-200 Transit Hub (planning, PE, surveying)	\$ 175,000	\$48,093
TOTAL CAPITAL EXPENSE	\$ 1,207,891	\$329,549
TOTAL EXPENDITURES	\$ 3,058,273	\$1,523,116
Increase (decrease) for TDA Reserves	\$ 119,017	\$ 553,878

	FY 22-23 Adopted Budget	FY 22-23 Year to Date Actuals 4/23	FY 23-24 Draft Budget	Notes
REVENUE				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$55,000	\$62,118	\$75,000	1
5311(f) Route 20 Passenger Fares	\$25,000	\$14,138	\$25,000	
Auxilliary Transportation (Advertising) Revenue	\$10,000	\$ 7,146	\$17,431	2
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$955,212	\$463,200	\$873,828	3
TDA Article 4.5 LTF CTSa (see Fund 691)	\$0	\$0	\$0	4
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$265,609	\$115,969	\$401,756	5
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 243,000	\$240,000	6
SB-1 State of Good Repair (bus stops fund balance)	\$64,506	\$ 114,506	\$83,028	7
SB-1 State of Good Repair (bus replace fund balance)	\$43,487	\$ -	\$90,081	
Low Carbon Transit Operations Program (LCTOP)	\$15,000	\$15,000	\$15,000	8
LCTOP (Capital - Electric Bus)	\$166,346	\$150,704	\$220,966	9
VW Settlement Fund Capital (electric bus purchase)	\$0	\$0	\$160,000	10
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$233,780	\$503,314	\$238,456	
Section 5311 - CARES Act/CRRSSA COVID Operating	\$374,264	\$32,929	\$350,000	11
Section 5311-F Operating	\$279,970	\$279,970	\$300,000	12
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$426,000	13
Section 5310 Capital (discretionary)	\$186,116	\$75,000	\$111,845	14
TDA Reserves Allocation to Operating	\$0	0	\$0	
TOTAL REVENUE	\$3,177,290	\$2,076,994	\$3,628,391	
TOTAL OPERATIONS REVENUE	\$2,213,835	\$1,493,784	\$2,296,471	
TOTAL CAPITAL REVENUE	\$963,455	\$583,210	\$1,331,920	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$6,000	\$3,371	\$47,586	15
20170 Maintenance - Buses and Shelters	\$36,400	\$34,018	\$37,492	
20200 Memberships & Dues	\$1,030	\$ 809	\$1,030	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$3,605	\$ -	\$5,150	
20221 Printing	\$3,090	\$ 38	\$206	
20235 Accounting Services and Audits	\$14,270	\$19,900	\$18,540	
20237 Marketing & Planning Expenses	\$20,600	\$20,595	\$41,200	16
20236 Legal Services	\$5,150	\$0	\$10,300	
20171 Vehicle Maintenance Upgrades (tech toys)	\$40,000	\$0	\$0	
20233 Management Contract	\$78,034	\$73,050	\$90,640	
20242 O&M Contract - Local Fixed Route	\$968,034	\$572,391	\$790,686	
TBD O&M Contract - Dial A Ride	\$0	\$0	\$150,588	17
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$446,489	\$467,341	\$627,560	18
20244 Advertising, Brochures, Printing	\$15,450	\$7,146	\$18,540	
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$5,150	\$1,701	\$8,240	
20297 Fuel	\$80,000	\$77,869	\$113,300	
20297 Fuel - Smith River/Arcata Intercity Route	\$90,000	\$87,601	\$144,200	
30410 Lease Expense	\$37,080	\$22,289	\$38,192	
TOTAL OPERATING EXPENSE	\$ 1,850,382	\$ 1,388,119	\$ 2,143,451	
CAPITAL EXPENSE				
40620-001 Electric Bus Charging (planning, design,some construct)	\$166,346	\$0	\$300,000	19
40620-001 Replace 4 Buses - (5339 & Local Funds)	\$520,000	\$9,593	\$600,000	20
40620-001 5310 Capital (Replace 1 ARBOC Bus & CTS module)	\$292,145		\$235,000	
40621 Security Improvements	\$ -	\$0	\$ -	
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 32,000	\$38,115	\$ 21,000	
40620-418 Radio System On Board Comms	\$ 2,400	\$43,171	\$ 15,000	21
40610-200 Facility Improvements (generator install, misc)	\$ 20,000	\$41,713	\$ 65,000	
40610-200 Transit Hub (planning, PE, surveying)	\$ 175,000	\$48,093	\$ 50,000	22
TOTAL CAPITAL EXPENSE	\$ 1,207,891	\$329,549	\$ 1,286,000	
TOTAL EXPENDITURES	\$ 3,058,273	\$1,523,116	\$ 3,429,451	
Increase (decrease) for TDA Reserves	\$ 119,017	\$ 553,878	\$ 198,940	23

RESOLUTION NO. 2022-23-12

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2023-24 TRANSPORTATION
DEVELOPMENT ACT CLAIM TO DEL NORTE LOCAL TRANSPORTATION
COMMISSION FOR OPERATING EXPENSES**

WHEREAS, RCTA submits its annual Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission, which, in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for transportation purposes; and

WHEREAS, there is need for low or low-priced transportation in Del Norte County; and

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

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

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

WHEREAS, the available funds include Local Transportation Fund estimate of \$873,828 plus \$45,991 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$401,756;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2023-24, an allocation from the Local Transportation Fund a sum not to exceed \$919,819 and State Transit Assistance Fund a sum not to exceed \$401,756, and adjusted quarterly to actual income, to Redwood Coast Transit Authority for transportation purposes pursuant to Public Utilities Code Section 99262 and Transportation Development Act Articles 4 & 4.5 for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2023-24.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 12th day of June 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

Joey Borges, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye, General Manager
Redwood Coast Transit Authority

**AGREEMENT FOR TRANSIT OPERATIONS AND MAINTENANCE SERVICES
REDWOOD COAST TRANSIT AUTHORITY**

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of January 2022, by and between the Redwood Coast Transit Authority (“RCTA”), and First Transit, an independent Contractor (“CONTRACTOR”).

RECITALS

WHEREAS, RCTA has an ongoing need to contract with an established operations and maintenance contracting entity/company to furnish services as an Operations and Maintenance CONTRACTOR to deliver daily public transportation services in Del Norte County, under the moniker of Redwood Coast Transit, services that CONTRACTOR is specially trained and experienced and competent to perform; and

WHEREAS, RCTA issued a Request for Proposals (RFP) on September 27, 2021, CONTRACTOR submitted a timely and complete proposal in response, and RCTA deemed CONTRACTOR the most qualified to perform the services of Operations and Maintenance CONTRACTOR; and

WHEREAS, RCTA has selected CONTRACTOR for the Operations and Maintenance CONTRACTOR to deliver daily public transportation services in Del Norte County, under the moniker of Redwood Coast Transit.

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 Operations and Maintenance CONTRACTOR of RCTA and must provide operations, operations management, maintenance of vehicles, radios, and other equipment, including the 140 Williams Drive Operations & Maintenance facility, data collection and reporting, and a variety of other generally accepted transit operations tasks in connection with its functions. A detailed Scope of Services will be amended to this contract after agreement by RCTA and attached as Exhibit A. 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 January 1, 2022 and ends on December 31, 2026. With approval of the RCTA Board of Directors, the contract may be extended unilaterally for up to two additional years, in one-year increments, at option year prices priced submitted as part of the Proposal response to this RFP, not negotiated in the future. This Agreement may be terminated only in accordance with processes detailed in “Termination of Contract”, on page 16 of the RCTA Operations and Maintenance Services Request for Proposal.

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 incorporated herein by this reference and attached hereto as Exhibit B. CONTRACTOR will submit invoices reflecting work performed prior to payment for services. Invoices will be submitted to RCTA once per month. 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 Ten Million Dollars (\$10,000,000.00) 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 Ten Million Dollars (\$10,000,000.00) 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.

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

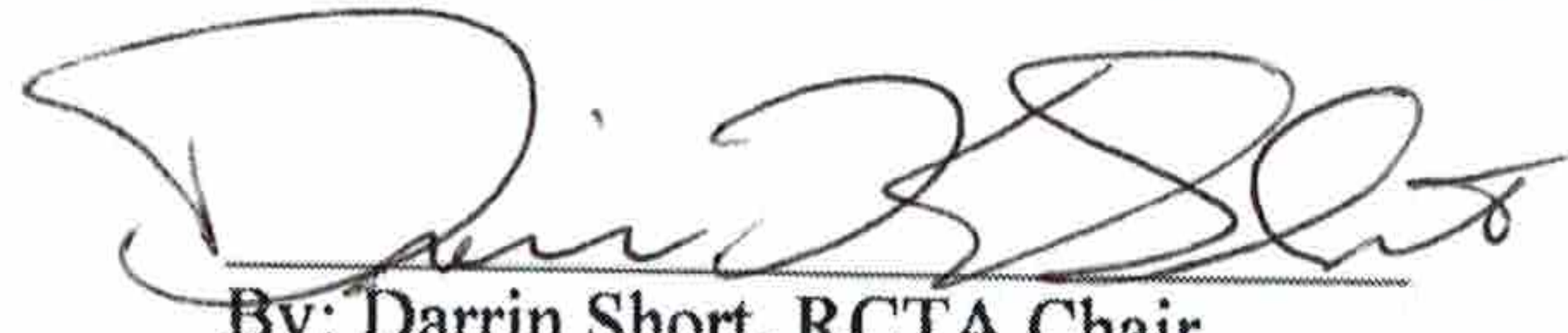
If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

20. ENTIRE AGREEMENT

This Agreement, along with the 2021 RCTA Operations and Maintenance Contract Request for Proposals, and the Proposal submitted by the selected CONTRACTOR, 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; however, neither party is required to approve any proposed amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to commence on January 1, 2022.

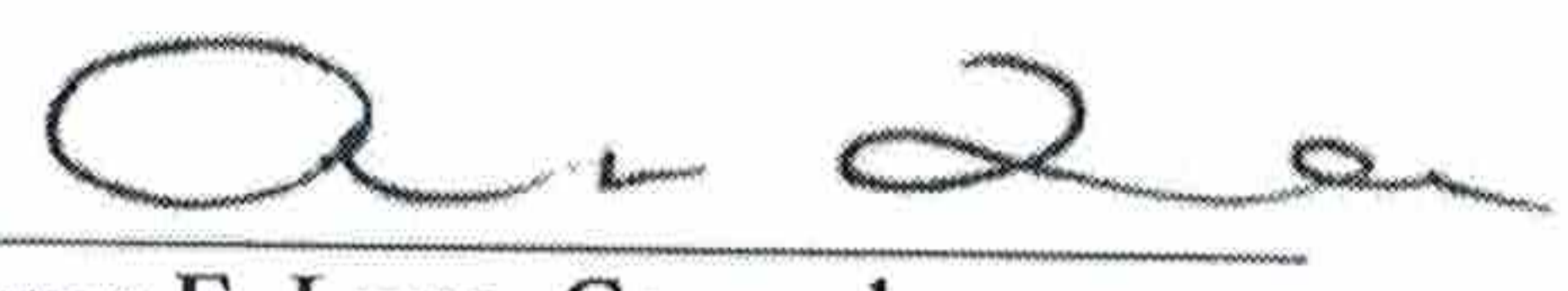
REDWOOD COAST TRANSIT AUTHORITY:



By: Darrin Short, RCTA Chair


Date: 1/31/22

APPROVED AS TO FORM:



Autumn E. Luna, Counsel
Redwood Coast Transit Authority

CONTRACTOR:



Brad Thomas, First Transit

Date: January 18, 2022

**BUDGET PROPOSAL
OPERATIONS AND MAINTENANCE**

Instructions to Proposers: This Form 1.1 is to be used to submit the budget proposed for all work described in this RFP. The proposed budget must consist of fixed hourly costs, by mode of service, and fixed monthly costs.

	Base Years					Option Years	
Contract Year (CY 22 means January thru December 2022)	CY22	CY23	CY24	CY25	CY26	CY27	CY28
Fixed Route Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Dial A Ride Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Special Service Rate for CTSA Service Hours	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Monthly Fixed Fee	\$ 62,613	\$ 66,169	\$ 68,169	\$ 69,815	\$ 72,479	\$ 75,379	\$ 77,320
Monthly Liability Insurance (General & Auto)	\$ 7,845	\$ 8,140	\$ 8,452	\$ 8,786	\$ 9,136	\$ 9,498	\$ 9,874
Total Annual Price	\$ 1,401,159	\$ 1,464,727	\$ 1,514,379	\$ 1,570,981	\$ 1,633,736	\$ 1,690,469	\$ 1,739,435
<i>Elements of Price/Rev Hour</i>							
Operator Wages	\$ 399,792	\$ 406,985	\$ 422,365	\$ 447,511	\$ 466,647	\$ 476,388	\$ 490,148
Operator Benefits	\$ 123,627	\$ 128,852	\$ 134,232	\$ 140,635	\$ 146,677	\$ 153,208	\$ 159,478
Other Operating Costs (specify):							
1. Bus Stop Janitorial Supplies	\$ 7,725	\$ 7,880	\$ 8,037	\$ 8,198	\$ 8,362	\$ 8,529	\$ 8,700
2. Overhead (Variable)	\$ 14,012	\$ 14,647	\$ 15,144	\$ 15,710	\$ 16,337	\$ 16,905	\$ 17,394
3. Profit (Variable)	\$ 10,509	\$ 14,647	\$ 15,144	\$ 15,710	\$ 16,337	\$ 16,905	\$ 17,394
Subtotal	\$ 555,664	\$ 573,011	\$ 594,921	\$ 627,763	\$ 654,360	\$ 671,935	\$ 693,114
<i>Monthly Fixed Price Elements</i>							
Project/General Manager Salary	\$ 85,000	\$ 86,700	\$ 88,434	\$ 90,203	\$ 92,007	\$ 93,847	\$ 95,724
Project/General Manager Benefits	\$ 20,212	\$ 20,958	\$ 21,690	\$ 22,452	\$ 23,246	\$ 24,071	\$ 24,931
Operation/Safety Mgr Salary	\$ 65,000	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158	\$ 75,353	\$ 77,613
Operations/Safety Mgr Benefits	\$ 20,447	\$ 21,353	\$ 22,255	\$ 23,197	\$ 24,182	\$ 25,210	\$ 26,285
Dispatcher I/Dispatcher II Salary	\$ 113,788	\$ 117,152	\$ 120,980	\$ 126,105	\$ 130,155	\$ 134,905	\$ 139,029
Dispatcher I/Dispatcher II Benefits	\$ 34,663	\$ 36,188	\$ 37,718	\$ 39,389	\$ 41,053	\$ 42,824	\$ 44,621
	Base Years					Option Years	
Contract Year (CY 22 means January thru December 2022)	CY22	CY23	CY24	CY25	CY26	CY27	CY28
Mechanic/Tech in Charge/Tech in Charge Salary	\$ 84,966	\$ 87,261	\$ 89,617	\$ 92,036	\$ 94,521	\$ 97,073	\$ 99,694
Mechanic/Tech in Charge/Tech in Charge Benefits	\$ 29,535	\$ 30,857	\$ 32,195	\$ 33,595	\$ 35,059	\$ 36,590	\$ 38,191
Service Assistant Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Assistant Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Stop Janitorial Salary	\$ 40,299	\$ 42,472	\$ 44,646	\$ 46,819	\$ 48,993	\$ 51,167	\$ 53,340
Bus Stop Janitorial Benefits	\$ 6,729	\$ 7,071	\$ 7,375	\$ 7,685	\$ 8,000	\$ 8,321	\$ 8,648
CTSA Eligibility Support Costs	\$ 500	\$ 513	\$ 525	\$ 538	\$ 552	\$ 566	\$ 580
CTSA Travel Training Support Cost	\$ 2,700	\$ 2,768	\$ 2,837	\$ 2,908	\$ 2,980	\$ 3,055	\$ 3,131
Non-Vehicle Insurance	\$ 4,955	\$ 5,141	\$ 5,338	\$ 5,549	\$ 5,770	\$ 5,999	\$ 6,236
Office Expenses	\$ 39,084	\$ 40,061	\$ 41,062	\$ 42,089	\$ 43,141	\$ 44,220	\$ 45,325
Uniform Expenses	\$ 4,050	\$ 4,151	\$ 4,255	\$ 4,361	\$ 4,470	\$ 4,582	\$ 4,697
Training Expenses	\$ 4,773	\$ 4,892	\$ 4,817	\$ 4,938	\$ 5,061	\$ 5,188	\$ 5,317
Incentives/Liquidated Damages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses (specify):							
1. utilities	\$ 26,468	\$ 27,130	\$ 27,808	\$ 28,503	\$ 29,216	\$ 29,946	\$ 30,695
2. IT Expenses/IT Equipment	\$ 43,956	\$ 54,797	\$ 55,774	\$ 56,775	\$ 55,570	\$ 53,025	\$ 44,216
3. Maintenance Parts & Supplies	\$ 50,673	\$ 49,735	\$ 50,885	\$ 45,353	\$ 54,588	\$ 67,183	\$ 75,194
Contract Overhead	\$ 42,035	\$ 43,942	\$ 45,431	\$ 47,129	\$ 49,012	\$ 50,714	\$ 52,183
Profit	\$ 31,526	\$ 43,942	\$ 45,431	\$ 47,129	\$ 49,012	\$ 50,714	\$ 52,183
Subtotal (Per Month)	\$ 62,613	\$ 66,169	\$ 68,169	\$ 69,815	\$ 72,479	\$ 75,379	\$ 77,320

Note: 14,693 is new agreed upon Baseline Annual System Revenue Hours per BAFO Negotiations 11/21/21

June 30, 2023

MEMO TO: Tamera Leighton, DNLTC

FROM: Joseph Rye, General Manager

SUBJECT: Documentation of Eligibility Under TDA Efficiency Criteria



Article 99314.6 states that:

Except as provided in paragraph (2), funds shall not be allocated for operating purposes pursuant to Sections 99313 and 99314 to an operator unless the operator meets either of the following efficiency standards:

(A) The operator's total operating cost per revenue vehicle hour in the latest year for which audited data are available does not exceed the sum of the preceding year's total operating cost per revenue vehicle hour and an amount equal to the product of the percentage change in the Consumer Price Index for the same period multiplied by the preceding year's total operating cost per revenue vehicle hour.

The Redwood Coast Transit Authority total operating cost per vehicle hour in the latest year for which audited data is available was \$125.47 for FY 2021-22. The total operating cost per vehicle hour in the preceding FY 2020-21 was \$121.53. These results are based on the June 30, 2022 fiscal audit as prepared by RJ Ricciardi, Inc. (Michael O'Connor) CPAs. The audit is on file at the DNLTC office.

According to data available on the California Department of Finance Statistical and Economic Data web page, the rate of increase in the California All Urban Consumers CPI from FY 2020-21 to FY 2021-22 was 6.6%.


Recovery from the COVID-19 Pandemic continues to be a slow process. RCTA reinstated service hours during FY 2022-23 which helps slow increases in the overall cost per revenue hour, with RCTA FY 2021-22 costs per revenue hour increasing only 3.24% over FY 2020-21, as "fixed costs" including management, leases, and other items beyond driver wage costs were divided over a greater amount of revenue hours. Therefore, RCTA is in compliance with the TDA Efficiency Criteria.

STANDARD ASSURANCES FOR APPLICANTS

CLAIMANT ASSURANCES: (initial sections which apply)

- X A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- X B. Claimant certifies that it has submitted a State Controller Report, in conformance with the uniform system of accounts and records, to the RTPA, and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one).
- X C. Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local funds to operating cost required under PUC Sections 99268.
- X D. Claimant who receives an allocation of LTF funds for extension of service pursuant to PUC Section 99268.8 certifies that it will file a report of these services with the RTPA pursuant to CCR section 6633.8(b) within 90 days after close of the fiscal year in which the allocation was granted.
- X E. The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).
- X F. Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.
- X G. Claimant certifies that it is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended in accordance with Section 6754(a)(3).
- X H. Claimant certifies that this is in compliance with PUC Section 99155 that if it offers reduced fares to seniors, the same reduced rate is offered to disabled persons, handicapped persons, and disabled veterans and it honors the federal Medicare card for identification to receive reduced fares.
- X I. Claimant certifies that it is in compliance with PUC Section 99155.5 regarding dial-a-ride and paratransit services being accessible to handicapped persons and that the service is provided to persons without regard to vehicle ownership and place of residence.

The undersigned hereby certifies that the above statements are true and correct.



Signature: _____

Name: Joseph Rye

Title: General Manager

June 12, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Update on Progress to Fully Expend
Prop 1B PTMISEA Funds by Program Sunset on June 30, 2023



RECOMMENDATION:

Discussion only.

BACKGROUND:

The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B in 2006. PTMISEA funds may be used for transit capital projects only. RCTA has PTMISEA funding programmed to bus replacements and facility projects and both must be expended or encumbered by June 30, 2023.

RCTA has taken the approach over the years to program most PTMISEA funds towards bus replacement projects, while at the same time obtaining other funds for bus replacements whenever possible. This policy has allowed RCTA's PTMISEA account to grow, and prior to 2017 only \$100,000 of RCTA's overall 10-year apportionment of \$1,215,934 in PTMISEA funds had been expended. However, other funding sources have not materialized, and RCTA began to expend its PTMISEA in 2017. RCTA has two PTMISEA "projects" with current balances:

- Bus Replacements (\$375,118 balance)
- RCTA Facility Improvements (\$36,757 balance)

Discussion

Facilities Projects – Current Projected Balance \$36,757

The March 2023 GL Report indicates an approximate balance of \$36,757. Since the end of March, RCTA has delivered two facility projects totaling just under \$19k in new expenditures:

- Williams Drive LED Lighting Upgrades (\$15,451 final acceptance invoice)
- Williams Drive HVAC Replacement (\$3380)

RCTA has a pending project that will consume all of the remaining Facilities budget, then some:

- Williams Drive Cummins Generator *Installation* (~\$56,000 estimated commitment)

Assuming Caltrans will accept the remaining balance of ~\$18,000 as a set aside to fund part of the costs of installing the delayed facility emergency generator, the facility project will zero out.

Bus Replacement Projects – December 31, 2022 Balance \$375,118

The bus replacement fund has been very slowly drawn down as RCTA has tried to leverage these precious “one-time” capital funds by using them as the “local match” to federal funding on most bus purchases – and federal bus replacement funding through Caltrans has been very slow to be disbursed in recent years, aggravated by the bus industry consolidation that has caused a 2-3 year backlog on most orders of new cutaway buses.

Unfortunately for RCTA, this strategy runs up against Caltrans PTMISEA program mandate to sunset the program and expend or encumber all funds by June 30, 2023 or return the money.

Since December 31, 2022, RCTA has expended PTMISEA on the following bus projects:

- Engine Replacement – (2) Freightliner Buses – Cummins Arcata (\$73,382)
- Used Bus Purchases – (2) MV-1 Paratransit Sedans PO 22-23-28/29 (\$65,122)
- Used Bus – Wiring Prep, Radio & Antenna on OCTA para van 222 (\$3395)
- Contactless Fares (Credit Card) Readers – SC Soft (\$11,175)

Much of the ~\$222k remaining Bus Project balance is “encumbered” already, for the following:

- Local Match – (2) ARBOC Low-Floor buses – PO 2021-22-07 (\$211,000 commitment)
- Local Match – (1) Braun Chrysler gas minivan – PO 2022-23-19 (\$15,702 commitment)
- Local Match = (1) Green Power EV Star Electric Bus (will be ~\$100k commitment)

So of the current estimated bus projects fund balance of \$222,044, all is encumbered, and local match for the pending order of (2) larger F550 diesel buses will have to come from reserves.

RCTA will have met its obligation to fully encumber all PTMISEA before June 30, 2023, although with the state of the bus manufacturing industry, actual expenditures may linger well into 2024, due to supply chain problems. However, Caltrans is aware of this issue and indicates that RCTA will be in compliance with PTMISEA regulations and their intended program sunset.

Looking forward beyond the grant above, RCTA will be forced to find other methods of paying for its capital projects. In the short run, RCTA will be holding a significant amount of LTF reserves because of one-time federal pandemic relief funding. Once those one-time funds are expended, RCTA may be in a difficult spot. RCTA will be using its modest apportionment of STA State of Good Repair funds each year plus LTF for bus replacement projects, but that fund amount is woefully inadequate and may limit RCTA’s operating budget. RCTA’s fleet is now 15-16 vehicles, each lasting approximately 6-7 years of service life. This then requires that on average, RCTA replace 2 or 3 of its buses each year. Assuming 80% federal funding through Caltrans (not a safe assumption, as they are oversubscribed) for all bus purchases, RCTA will need to have \$80,000 to \$120,000 per year at least to meet its local match obligations for bus purchases. This allows no funding for other capital projects such as bus stops. Again, this won’t come to fruition until after the one-time COVID funding is expended, so late in this decade. It is hoped that new, additional funding will be created by the FTA or state of California to mitigate the situation by that point in time, but there are no guarantees.

June 12, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approval of Resolution 2022-23-15 Adopting Fiscal Year 2023-24 Budget



RECOMMENDATION:

Approval of Resolution 2022-23-15 Adopting Fiscal Year 2023-24 Budget.

BACKGROUND:

RCTA faces a fiscal year 2023-24 that projects to be very busy, with revenues and expenditures both at all-time highs. The revenues are at record highs, led by TDA (Transportation Development Act) Local Transportation Funds (LTF), which has risen dramatically in recent years, likely due to more effective capture of online e-commerce activity. RCTA continues to enjoy the State Transit Assistance (STA) funds that were increased a few years ago as part of SB-1. RCTA still lacks sufficient capital-specific funding, meaning RCTA will begin to annually set aside some of its operating funds for capital projects.

RCTA has maneuvered through the tumultuous COVID-19 years to emerge from the pandemic with a fair amount of money in reserves. While the FY 2021-22 audit pegged RCTA cash reserves at \$342,909, in reality the reserves are higher than that, as several federal reimbursement checks had not come in at the time of the audit, but have subsequently arrived. RCTA expects to add to that approximately \$200k to the total as it draws down another share of its federal pandemic funding in \$300k-\$400k chunks each year over the next few fiscal years.

DISCUSSION:

DNLTC obtained LTF funding projections for FY 2023-24 that are very positive, generally high although down slightly from FY 2022-23 due to less prior year carryover funds. The sum available to RCTA (\$873,828) includes off the top funds for DNLTC and RCTA's CTSA program, plus \$401,756 in STA funds, and all-time high in STA funding.

These funds materialize as follows:

1. DNLTC received TDA LTF estimates by Del Norte County Auditors Office each spring.
2. From these estimates (of the following fiscal years sales tax proceeds) RCTA stakes its annual TDA claim and builds its annual budgets.
3. Should sales tax proceeds (actuals) come in OVER the County Auditor's estimate, a surplus is formed that once verified in the subsequent DNLTC audit, becomes available to program for "one-time" claiming by RCTA (and others such as the City and County for Bike and Pedestrian projects) one full year after the surplus fiscal year. The surplus is added to the projected next year's base LTF and both are available to claim 2 years later.

Fortunately, the economy performed better than anticipated in FY 2022-23, creating a \$147k LTF surplus (split between programs) claimable in FY 2023-24. STA funds (100% to RCTA) came in higher than forecast in FY 2022-23, creating a \$60,199 surplus rolled over to FY 2023-24.

Highlights of the Draft Final FY 2023-24 Budget include:

- General increases in most line items to avoid what occurred in FY 2022-23 when RCTA budgeted too low on several line items, underestimating the amount of planning support needed as the Transit Center project gained traction, as well as underestimating fuel, communications and contactless fare collection (including AVL/CAD) costs, etc.
- Assumes a robust summer schedule from June 1 through September 30, and then a lower revenue (service) hours winter schedule from October through May.
- Projects a notable revenue increase – TDA LTF and STA growing – online commerce
- FY 22-23 will be another very active year of capital project expenditures – multiple bus replacements programmed (may or may not receive and pay for them, due to bus industry supply chain crisis) as well as realistic but optimistic project expenditure levels to develop design of the Williams Drive Electric Bus Charging Infrastructure
- Includes decrease in revenue hours vs FY 2022-23, due to winter schedule platform
- Assumes a full academic year of Route 300 school tripper service
- Assumes 6 days per week service year-round, except Routes 1, 3, and 199
- Maintains stable advertising revenue and transit manager line items w3% inflate
- Assumes fuel prices remain high – large increase over underbudgeted line in FY 2022-23
- Includes some funds for bus stop improvements – Simme Seat installs, schedule holders
- Includes modest funding to get to a conceptual design on the Cultural Center Hub, as prior work will not be reimbursable under the recently awarded TIRCP Grant
- Adds a Tech Assistant position (full-time) to support maintenance activities

Attachment 1: Resolution 2022-23-15 Approving FY 2023-2024 RCTA Budget

Attachment 2: Draft Final FY 2023-24 RCTA and RCTA CTSA Budgets

RESOLUTION NO. 2022-23-15
REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING THE FISCAL YEAR 2023-24 REDWOOD COAST TRANSIT AUTHORITY BUDGET

WHEREAS, there is need for moderately low or low-priced transportation in Del Norte County; and

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

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

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

WHEREAS, the available funds include Local Transportation Fund estimate of \$873,829 plus \$45,991 for CTSA Activities and State Transit Assistance Fund estimated at \$401,756, plus various federal and other state funding, including approximately \$350,000 in CARES (COVID Relief) Act funds ; and

WHEREAS, RCTA staff and the Board have identified the optimal mix of operating projects and capital projects to be delivered in Fiscal Year 2023-24 based upon transit needs in the service area, available funds to the agency, and staff resources available to manage and deliver projects.

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA Board of Directors hereby adopts the attached Fiscal Year 2023-24 Budget and directs the General Manager to manage the transit system according to and in compliance with the funding allocated herein for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2023-24 and the delivery of various capital projects.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 12th day of June 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joey Borges, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye, General Manager
Redwood Coast Transit Authority

FY 2023-24 RCTA Preliminary Budget - June 12, 2023

	FY 22-23 Adopted Budget	FY 22-23 Year to Date Actuals 4/23	FY 23-24 Draft Budget	Notes
REVENUE				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$55,000	\$62,118	\$75,000	1
5311(f) Route 20 Passenger Fares	\$25,000	\$14,138	\$25,000	
Auxiliary Transportation (Advertising) Revenue	\$10,000	\$ 7,146	\$17,431	2
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$955,212	\$463,200	\$873,828	3
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0	\$0	4
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$265,609	\$115,969	\$401,756	5
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 243,000	\$240,000	6
SB-1 State of Good Repair (bus stops fund balance)	\$64,506	\$ 114,506	\$83,028	7
SB-1 State of Good Repair (bus replace fund balance)	\$43,487	\$ -	\$90,081	
Low Carbon Transit Operations Program (LCTOP)	\$15,000	\$15,000	\$15,000	8
LCTOP (Capital - Electric Bus)	\$166,346	\$150,704	\$220,966	9
VW Settlement Fund Capital (electric bus purchase)	\$0	\$0	\$160,000	10
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$233,780	\$503,314	\$238,456	
Section 5311 - CARES Act/CRRSSA COVID Operating	\$374,264	\$32,929	\$350,000	11
Section 5311-F Operating	\$279,970	\$279,970	\$300,000	12
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$426,000	13
Section 5310 Capital (discretionary)	\$186,116	\$75,000	\$111,845	14
TDA Reserves Allocation to Operating	\$0	0	\$0	
TOTAL REVENUE	\$3,177,290	\$2,076,994	\$3,628,391	
TOTAL OPERATIONS REVENUE	\$2,213,835	\$1,493,784	\$2,296,471	
TOTAL CAPITAL REVENUE	\$963,455	\$583,210	\$1,331,920	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$6,000	\$3,371	\$47,586	15
20170 Maintenance - Buses and Shelters	\$36,400	\$34,018	\$37,492	
20200 Memberships & Dues	\$1,030	\$ 809	\$1,030	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$3,605	\$ -	\$5,150	
20221 Printing	\$3,090	\$ 38	\$206	
20235 Accounting Services and Audits	\$14,270	\$19,900	\$18,540	
20237 Marketing & Planning Expenses	\$20,600	\$20,595	\$41,200	16
20236 Legal Services	\$5,150	\$0	\$10,300	
20171 Vehicle Maintenance Upgrades (tech toys)	\$40,000	\$0	\$0	
20233 Management Contract	\$78,034	\$73,050	\$90,640	
20242 O&M Contract - Local Fixed Route	\$968,034	\$572,391	\$790,686	
TBD O&M Contract - Dial A Ride	\$0	\$0	\$150,588	17
20243 O&M Contract - Smith River/ Arcata Intercity Route	\$446,489	\$467,341	\$627,560	18
20244 Advertising, Brochures, Printing	\$15,450	\$7,146	\$18,540	
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$5,150	\$1,701	\$8,240	
20297 Fuel	\$80,000	\$77,869	\$113,300	
20297 Fuel - Smith River/Arcata Intercity Route	\$90,000	\$87,601	\$144,200	
30410 Lease Expense	\$37,080	\$22,289	\$38,192	
TOTAL OPERATING EXPENSE	\$ 1,850,382	\$ 1,388,119	\$ 2,143,451	
CAPITAL EXPENSE				
40620-001 Electric Bus Charging (planning, design,some construct)	\$166,346	\$0	\$300,000	19
40620-001 Replace 4 Buses - (5339 & Local Funds)	\$520,000	\$9,593	\$600,000	20
40620-001 5310 Capital (Replace 1 ARBOC Bus & CTS module)	\$292,145		\$235,000	
40621 Security Improvements	\$ -	\$0	\$ -	
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 32,000	\$38,115	\$ 21,000	
40620-418 Radio System On Board Comms	\$ 2,400	\$43,171	\$ 15,000	21
40610-200 Facility Improvements (generator install, misc)	\$ 20,000	\$41,713	\$ 65,000	
40610-200 Transit Hub (planning, PE, surveying)	\$ 175,000	\$48,093	\$ 50,000	22
TOTAL CAPITAL EXPENSE	\$ 1,207,891	\$329,549	\$ 1,286,000	
TOTAL EXPENDITURES	\$ 3,058,273	\$1,523,116	\$ 3,429,451	
Increase (decrease) for TDA Reserves	\$ 119,017	\$ 553,878	\$ 198,940	23

Budget Notes

All projections based on end of April 2023 actuals

- 1 Pandemic ridership losses starting to recover
- 2 Typically \$17-18K/year since inception, lost major advertiser in FY 21-22, regained in FY 22-23.
- 3 Slight drop from FY 22-23 due to smaller carryover funds this year, still near all-time high.
- 4 CTSA now has its own annual budget, see Fund 691
- 5 STA fund has rebounded to all time high, due to SB-1
- 6 What was a \$1M balance for capital projects just a few years ago, now this represents the last monies in the sunseting program, committed to local match on buses.
- 7 State of Good Repair (SGR) was dedicated to bus stop projects from inception to FY 21-22. Going forward this will be local match for bus replacements.
- 8 This is the last of the old LCTOP funds programmed to the Free Rides Program (Vets, Youth, College). RCTA intends to request future LCTOP funds to extend the Free Rides Program.
- 9 This is 3-4 year's accumulation of LCTOP funds for Electric Bus Project. Can only be used for construction or equipment.
- 10 RCTA received one-time grant funding from the Volkswagen Settlement Fund for purchase of one electric bus.
- 11 One-time Federal FTA COVID-19 Pandemic Assistance to RCTA totals \$1.7M. Limited to operations in general, and limited to expenditures of local LTF funds overmatching RCTA's modest annual federal funds. Will range between \$300-\$400k annually for several years.
- 12 \$300k is the maximum allowable annual funding for any single route. Caltrans supports extension of Route 20 into Eureka, increased our 5311(f) apportionment to cover extra costs.
- 13 FTA 5339 federal funds awarded through Caltrans to fund purchase of (3) replacement buses, hoped to arrive in FY 23-24.
- 14 FTA 5310 federal funds awarded through Caltrans to fund purchase of (1) bus and paratransit software module
- 15 DAR scheduling software, GTFS and GTFS-Real-Time, Interactive Webpage Maps , and is adding on-board wifi and credit card validator. These are ongoing annual fees for this technology, including cell service and support charges.
- 16 Includes marketing funds (marketing labor hours are separate out from regular transit admin contract and billed here) and funding to cover local match for Short Range Transit Plan, if grant funding is secured.
- 17 Separating out DAR costs from fixed route, per best practices
- 18 Underbudgeted this line item in FY 22-23, assumes extension to Eureka, 3 daily round trips to Eureka, 4 to Smith River
- 19 Line contains \$50k for PE, \$100k for final design & bid documents, \$150k for first construction invoices to allow project to break ground late in FY 23-24.
- 20 Line contains (1) ARBOC replacement bus arriving in fall 23, plus possible (2) F550 Sketsky buses late in FY 23-24.
- 21 Line will cover final expenditures on contactless fares hardware, plus radios for expanded fleet

- 22 Builds on Library Site Transit Center Project but waits for availability of \$7.3M TIRCP Grant that will fund most of the project, but not become available until approximately Spring of 2024 (awarded Spring 2023). Possible prep work could include surveying, getting ground lease into place, and possibly environmental clearance. Some funds in here to start the site design assuming TIRCP becomes available before the end of FY 23-24. Most likely design, enviro, and bidding takes place in FY 24-25, and construction in FY 25-26 but timeline subject to change. Does NOT include funding for a mobile kiosk to be temporarily deployed in the area.
- 23 Projected amount that RCTA's reserve fund will grow, if all other assumptions in this budget prove accurate.

FY 2023-24 Draft RCTA CTSA Budget - June 12, 2023		FY 22-23	FY 22-23	FY 23-24
		Adopted	Year to Date	Draft
CTSA REVENUE (691-018-9xxxx)		Budget	Actuals 3/23	Budget
<i>Local Transportation Revenues</i>				
91060	Passenger Fares	\$0	\$1,159	\$6,240
<i>Local Cash Grants & Reimbursements</i>				
90621	TDA Article 4.5 Local Transportation Fund CTSA	\$50,274	\$45,301	\$45,991
Totals		\$50,274	\$46,460	\$52,231

CTSA OPERATING EXPENSE (691-018-xxxxx)				
20233	Management Contract Labor (ADA Eligibility)	\$ 5,000	\$ 1,737	\$ 2,500
20235	Accounting Services and Audits	\$ 1,000	\$0	\$ 200
20236	Legal Services	\$ 500	\$0	\$ 300
20237	Planning & Marketing Expenses	\$ 20,000	\$10,139	\$ 1,000
20242	Operations & Maintenance Contract	\$ 15,000	\$3,917	\$ 33,000
20221	Advertising & Printing	\$ 1,000	\$ -	\$ 1,000
20280	Special Dept Expenses (CTSA)	\$ 5,274	\$ 108	\$ 5,400
20239	CTSA Fuel	\$ 2,500	\$0	\$ 8,831
Totals		\$50,274	\$15,901	\$52,231
Balance Returned to DNLTC for reprogramming - no reserve		\$0	\$30,559	\$0

CTSA Budget Notes

- Assumes 3 riders per day, 2 days week, @ \$10 each way on South
- 1 Oregon Medical Shuttle
- 2 TDA LTF claimed at max 5% level
- ADA Eligibility Determination program hours far under projections
- 3 due to pandemic impacts on DAR
- Funds for modest marketing for South Oregon Shuttle - will need to increase this line if Healthcare District lands grant for marketing
- 4 push
- Includes projected South Oregon Medical Shuttle driver labor, plus small amount for Transdev portion
- 5 of travel training
- Funds for modest marketing for South Oregon Shuttle - will need to increase this line if Healthcare District lands grant for marketing
- 6 push
- GetGoing Software License increased annually, ID card maker
- 7 supplies, digital cam
- 8 Fuel for South Oregon Medical Shuttle
- 9 Assumes no CTSA funding returned to DNLTC this year