

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
JUNE 12, 2023 AT 3:00 PM

ATTENDED: JOEY BORGES (CHAIRMAN), KELLY SCHLLONG, VIDETTE ROBERTS.

ABSENT: RAY ALTMAN, DARREN SHORT

ALSO PRESENT: JOSEPH RYE, DAN HERRON, MICHAEL CONNERAN, MARK SCHAFFER, FRANK HENRICK

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

Chairman Borges called meeting to order at 3:00 pm. Nicole Burshem led the Roll Call. Chairman Borges led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) addressed the Board: None

3. CONSENT AGENDA

3A. APPROVE THE MINUTES OF APRIL 24, 2023 RCTA BOARD MEETING.

3B. APPROVE RESOLUTION 2022-23-12 AUTHORIZING SUBMITTAL OF FISCAL YEAR 2023-24 RCTA TDA CLAIM.

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

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.

Mark Shaffer reported Phase One of the study looked to see if there was a market need not being met today for medical travel to Grants Pass and Medford in Southern Oregon. This presentation will draw on that data and propose possible new or altered services to meet the needs uncovered in Phase One. Phase One indicated quite a few patients getting referred to Southern Oregon for specialty medical services. About half of all out-of-town referrals for specialty medical go to Southern Oregon, and the other half go to Humboldt County. Phase Two looked at how Metro could improve existing Route 20 going to Humboldt County to meet this portion of the stated need. In discussions with Humboldt Transit Authority, it was determined that RCTA should extend services into Eureka and directly stop at the three major medical clusters in town, as well as meet HTA

regional services at the Eureka Transit Center. This was a relatively easy and low cost modification, and is supported by Caltrans, who has promised additional 5311(f) funding for RCTA to extend the route into Eureka and improve transfer connections with HTA.

For service to Grants Pass and Medford, Oregon, the study will recommend a door-to-door service running two days per week, with advanced reservations required. Fare would be \$10.00 each way to Grants Pass and \$12.00 each to Medford. These rides would be conducted mainly for medical needs, but other trips could be accommodated on a space-available basis to help with farebox revenue. Phase Two then goes on to recommend program rules and marketing elements to get the word out to the community, and in particular to local referring physicians offices.

The study also recommends that RCTA CTSA establish a special Call Center with a new phone number as a clearinghouse for transportation information. Mr. Shaffer has secured a new phone number and Transdev has upgraded their telephone system for RCTA in order to allow this Call Center concept to move forward. This is a very low cost solution, as RCTA dispatcher already fielded many calls from folks not knowing what transport options are available. This will formalize that information dissemination role and should increase call volume into RCTA dispatch from both the old main RCTA phone line, but also now from the Call Center number. An information binder will be kept in dispatch helping dispatchers to have quick access to information on other transportation services in Del Norte, as well as connecting transit systems in Curry, Josephine, and Humboldt Counties and Rogue Valley Transit in Medford, as well as Amtrak and Greyhound intercity services. Mr. Schaffer is nearly finished with the recommended low-budget marketing plan to get word out on these new services to the public. Director Schllong asked about projected revenues. Mr. Schaffer responded fares that have been predicted could recover 30% of the cost. Director Schellong asked if RCTA will need additional staff? Mr. Rye responded no, since RCTA dispatchers already answer calls and provide service information to the public, this will simply increase call volume. It is not expected that the Call Center will overwhelm RCTA resources. Chairman Borges asked regarding an advanced air filtration system that will put other passengers at ease of traveling with sick patients. Mr. Rye responded we already have UV-based anti-microbial air cleaner units in all the buses, installed during the pandemic.

On a motion by Director Schellong, seconded by Director Roberts, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved recommendations including implementation of a One-Stop call center, A pilot Demand-Response Service to South Oregon and Route 20 Extension into Eureka.

5. 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.

Unanimous vote the RCTA Board of Directors moved Item 7 to Item 5. Mr. Rye presented and discussed the need to begin design of the charging stations and facility changes that will be required to adapt RCTA to an electric bus fleet. While RCTA has TIRCP grant funds coming next year, Mr. Rye is suggesting to the board to approve this small agreement with GHD today. This planning/preliminary engineering task will calculate the maximum electrical service capacity RCTA will need in the future to power a fleet of electric buses. After the max charging figure is calculated, RCTA will submit a service application to Pacific Power in order to get a start on what could be a critical path element of the project. RCTA cannot go far with this project without a commitment from Pacific Power to bring enough electricity to the 140 Williams Drive site to support the dozen or so charging units that will be required. After the maximum load calculations, this engagement with GHD will develop preliminary site plan options to see if RCTA can find room in its current leased land to fit all the charging infrastructure along with bus and employee parking, circulation, drainage, etc. Director Schellong asked if Mr. Rye could share the RFP so she can see the scope of the cost. Mr. Rye presented to Director Schellong the scope of cost. Director Borges asked what the projected time is to complete this project. Frank Penry of GHD responded October 31st.

On a motion by Director Schellong, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved and adopted Resolution 2022-23-14 approved an agreement with GHD Inc. for site planning and preliminary engineering on the RCTA Williams Drive electric vehicle charging infrastructure project.

6. ITEM 5 APPROVE RESOLUTION 2022-23-13 AUTHORIZING BUDGET TRANSFER REQUEST MOVING FUNDS FROM BUS PURCHASE LINE ITEM TO VARIOUS OTHER LINE ITEMS.

Mr. Rye reported that several operational line items have went over budget in FY 2022-23 while the bus purchase line item didn't get drawn down much due to the industry supply chain crisis. RCTA budgeted for several new buses but only one minivan was received due to a huge backlog of buses in the cutaway bus industry. The County Auditor's Office adheres strictly to a line-by-line budget rule. What this means is that no line item can go over even slightly without amending the budget. In FY 2022-23 RCTA went over budget on several operational line items, including fuel (prices and full service all winter) and operations contract expenditures (full service all winter). Director Schellong asked if there was a mid-year budget review to know that was happening instead of being surprised at the end of the year. Mr. Rye responded yes; we knew about some of the line items well ahead of time. Director Schellong asked where is the \$123,000 coming from for the buses. Mr. Rye responded that higher than anticipated operating costs then reduce the amount of excess funding left over at the end of the year to add to reserves. While RCTA went over budget slightly in FY 2022-23, the adopted budget had more revenues than expenditure and a projected increase in reserves going into FY 2023-24. This budget adjustment will lower the amount of funds that can be used to build reserves.

On a motion by Director Roberts, seconded by Director Schellong, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2022-23-13 authorizing budget transfer request moving funds from Bus purchase line item to various other line items to ensure none are over budget.

7. Item 6 RECEIVE UPDATE ON FIAL RCTA PTMISEA EXPENDITURE PLAN.

Mr. Rye reported this is the final RCTA PTMISEA expenditure plan. RCTA has used these funds primarily for bus replacements and for facility improvements since they began to accrue in 2007. This update is to inform the Board of our final spending plan. RCTA has two PTMISEA “projects”: bus replacements and facility upgrades. The current PTMISEA balance has \$36,000 for the facility project, and \$375,000 for the bus replacements. In progress upgrades to the Williams Drive LED lighting and HVAC unit will draw these funds down to near \$18,000. The remaining funds are encumbered to pay for a portion of the installation labor for our large, integrated facility generator. The generator is on order but is backlogged a year or more. Our bus projects balance is \$375,000. Since December 31st four in progress projects have spent about \$150,000 of that \$375,000. We replaced engines in older buses and picked up (2) used paratransit vehicles. RCTA is working with Caltrans to allow the last \$222,000 to be spent on a recent minivan purchase and an in progress order (since 2021) for (2) low-floor cutaways.

8. APPROVE SUMMER 2023 SERVICE CHANGES.

Mr. Rye reported this item is for the Board to approve summer 2023 service changes. In essence, since the Board opted to maintain full service all last fall/winter/spring, that the 2023 Summer Service platform will be essentially the same as we have been running.

On a motion Director Schellong, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved 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.

Mr. Rye presented and led the discussion regarding California Air Resources Board (CARB) Innovative Clean Transit Rollout Plan. Chairman Borges asked Mr. Rye to double check the Resolution numbers because they do not match. Mr. Rye responded Resolution 2022-23-15 is correct.

On a motion by Director Schellong, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of directors

approved Resolution 2022-23-15 authorizing RCTA General Manager to submit RCTA's 2023 California Air Resources (CARB) and 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.

Mr. Rye reported the TIRCP grant included funds for Humboldt Transit, the Yurok tribe, and RCTA all under a partnership grant. Each entity will execute its own funding agreement with Caltrans and CalSTA and be responsible for delivery of its own project. In discussions with HTA, who received TIRCP funding last year also, experience shows it will take about a year to fully execute agreements and be able to spend reimbursable funds. Mr. Rye went over how much each project received from this grant. We are also continuing to work with the City to continue planning for the Library Site Transit Hub during the reconstruction of Front Street. An Memorandum of Understanding (MOU) with the City will be crafted in the coming months for this Board to consider.

11. APPROVE RESOLUTION 2022-23-16 ADOPTING THE FISCAL YEAR 2023-24 RCTA BUDGET.

Mr. Rye reported on the draft Fiscal year 2023-24 RCTA Budget. The budget is similar to last year, but hopefully with better estimate of the cost for capital projects this year.

On a motion by Director Roberts, seconded by Director Schellong, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2022-23-16 adopting the Fiscal year 2023-24 RCTA Budget.

12. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER

Fernando Hernandez reported RCTA is on track for having enough drivers and we received good feedback on eureka shuttle.

13. RCTA GENERAL MANAGER'S REPORT

None

14. ANNOUNCEMENTS

The following Board Members addressed the following: None.

15. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 4:36 P.M. The next regular scheduled meeting will be on Monday July 24th at 5:30 P.M.

Joseph Rye, Executive Director
Redwood Coast Transit Authority