

**REDWOOD COAST TRANSIT AUTHORITY
MINUTES
SEPTEMBER 11, 2023, AT 4:15 P.M.**

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

ABSENT:

ALSO PRESENT: JOSEPH RYE, FERNANDO HERNANDEZ, NICOLE BURSHEM

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

Chairman Borges called the meeting to order at 4:15 p.m. Nicole Burshem conducted roll call. Chairman Borges led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) addressed the Board: NONE

3. CONSENT CALENDAR

3A. APPROVE THE MINUTES OF THE JUNE 12TH, 2023, RCTA BOARD MEETING

3B. ADOPT RESOLUTION 2023-24-01 RCTA 2023-24 BOARD MEETING CALENDAR.

3C. APPROVE RCTA DBW RACE-NEUTRAL/RACE-CONSCIOUS IMPLEMENTATION AGREEMENT

3D. APPROVE RESOLUTION 2023-24-02 APPROVING THE FISCAL YEAR 2023-24 STATE OF GOOD REPAIR PROJECT LIST

3E. ADOPT RESOLUTION 2023-24-03 APPROVING SERVICE ANIMAL POLICY

3F. ADOPT RESOLUTION 2023-24-06 AUTHORIZING RCTA'S CONFLICT OF INTEREST CODE.

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

4. ADOPT RESOLUTION 2023-24-05 APPROVING RCTA'S CONFLICT OF INTEREST CODE

Discussion was held regarding Resolution 2023-24-05. Mr. Rye reported Kathleen Grove of Hanson Bridgett LLC had joined on zoom. Hanson Bridgett is RCTA's legal counsel. Ms. Grove presented the laws and codes for the procurement policy.

On a motion by Director SHORT, seconded by Director ALTMAN, and unanimously carried on a polled vote the Redwood Coast Transit Board Authority of Directors approved and adopted Resolution 2023-24-05 approving RCTA's procurement policy.

5. ADOPT RESOLUTION 2023-24-06 AUTHORIZING BUDGET TRANSFER REQUEST MOVING FUNDS BETWEEN LINE ITEMS

Discussion was held regarding Resolution 2023-24-06. Mr. Rye reported that County Auditor's Office mandates that no one line item can go even slightly over budget. In FY 2022-23 RCTA went over on several line items and discussed the overages. Mr. Rye presented that budget to the board. RCTA main contract operations (First Transit) went over by 30-50k. This was related to the decision to defer implementation of a lower winter service schedule last year. Also contributing to this line item was several major component failures (engines, transmissions) that RCTA is responsible for. This is directly related to the aging fleet, as RCTA has been unable to take delivery of new buses since 2019 due to problems in the cutaway bus manufacturing industry. Director Roberts asked if they were refurbished engines. Mr. Rye said yes. Director Schellong asked if funding would be moving to maintenance. Mr. Rye said yes that is correct. Director Schellong asked where it would come from. Mr. Rye said we used funds budgeted for bus purchases as no new buses arrived (3 are presently on order for 2+ years). Director Schellong asked if we had \$50k in engine and transmission replacements. Mr. Rye replied at least, probably closer to 100k. We did budget for some engine repair, just not this much. Mr. Rye Presented the transfer forms to the Directors to move around the budget for each line items. Director Schellong asked what made lease payment go down by \$10,000. Mr. Rye replied that he wasn't sure and will check with finance.

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 and adopted Resolution 2023-24-06 authorizing budget transfer request moving funds between line items.

6. APPROVE MULTI-YEAR FINANCIAL AUDIT SERVICES ENGAGEMENT WITH O'CONNER CPAs

Discussion was held regarding Muti-Year Financial Audit Services.

On a motion by Director SHORT, seconded by Director ALTMAN, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Multi-Year Financial Audit Services Engagement with O'Conner CPAs

7. DISCUSSION AND APPROVAL OF EXTENDING RCTA LCTOP-FUNDED FREE RIDES PROGRAM

Discussion was held regarding extending RCTA's LCTOP-Funded Free Rides program. Dan Herron reported that LCTOP is money RCTA receives annually for various projects and must be used to reduce our carbon footprint. RCTA used this money previously for a batch of shelters, then the Free Ride program, and the last 4 years has been banking it for the Fleet Electrification program. Since the TIRCP Grant is coming to fully fund the Fleet Electrification program, RCTA needs to identify a new project for current and future LCTOP. The Free Rides program has been the most popular use of this money to date. The basic idea for the free bus program is to make the bus free to a group of riders and

we then get reimbursed through LCTOP funding. The Free Rides program started at our local College of the Redwoods, then expanded to include Humboldt State (Cal Poly Humboldt). In 2019 RCTA added Veterans, High school and middle school students to the free ridership program. However, the tranche of LCTOP funding programmed to the Free Ride program will run out in early FY 2023-24. RCTA has two options to present today to continue the Free Rides program. Staff recommend the option that continues the program while requesting LCTOP staff to approve CAP (Corrective Action Plan) to transfer one year's of existing LCTOP money from the Fleet Electrification project to supply the free ride program. Director Schellong asked if the riders are Del Norte County residents. Mr. Herron responded yes, they are. Director Roberts asked when we would be expecting LCTOP funding. Mr. Herron responded LCTOP application usually are in May of every year. Director Altman asked if Option one and three together keep the program going and if just Option three doesn't keep the program going. Mr. Rye responded to; it would keep the program going either way.

On a motion by Director SCHELLONG, seconded by Director SHORT, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Option three to continue the program while requesting LCTOP staff to approve a Corrective Action Plan (CAP) form to transfer existing LCTOP Fleet Electrification infrastructure funds to support Free Ride purposes. Extending RCTA LCTOP-Funded Free Rides Program.

8. DISCUSSION AND APPROVAL OF REDUCED FALL/WINTER/SPRING SERVICES PLATFORM EFFECTIVE OCTOBER 1, 2023

Discussion was held regarding reduced Fall/Winter/Spring services program. Mr. Rye reported this is the second time he has brought this concept to the Board. The recommended reduced Winter Schedule reduces one daily trip from Routes 199 and 20, and eliminates Saturday Service on Route 199. Director Schllong asked what day you would be cutting out to make it 5 days instead of 6 days. Mr. Rye responded it would be Saturday service.

On a motion by Director SHORT, seconded by Director ROBERTS, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Alternative 1 to reduced Fall/Winter/Spring services platform effective October 1, 2023.

9. DISCUSSION AND APPROVAL OF CEC AIRPORT SERVICE AREA EXPANSION EFFECTIVE IMMEDIATELY

Discussion was held regarding CEC Airport Shuttle service area expansion. Mr. Rye reported RCTA initiated this service to help people get to and from the airport. We would like to expand the CEC Shuttle service area by adding areas north of Elk Valley Crossroad, west of 101 up to Smith River including Fort Dick. Option 2 build further upon option 1 by adding areas east of 101 between Elk Valley Crossroad and where Highway 197 intersects US 101 just north of Smith River; this area is generally along 197

including the Golf Course area. Option 3 would add Smith River up to the Oregon border and Klamath area. Director Schllong asked what the extra cost would be. Mr. Rye responded that there would be no extra cost per se, but if the service becomes popular and the service area too large to cover with a single bus, costs could increase.

On a motion by Director SHORT, and seconded by Director ALTMAN, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved CEC Airport Service area expansion Effective immediately.

10. MEDICAL SERVICES UPDATE – ROUTE 20 EXTENSION INTO EUREKA, CALL CENTER, SOUTH OREGON MEDICAL SHUTTLE

Mr. Rye reported RCTA modified Route 20 to extend into Eureka starting in June, and it has been well received so far. People seemed to like it. 60-70% of the riders who formerly alighted in Arcata now ride the 20 all the way to Eureka. The call center is up and running. The Southern Oregon Medical Shuttle was off to a slow start due to road closures on 199 caused by the wildfires. RCTA is scheduled to begin its first trip to Oregon tomorrow and will come back with an update in future meetings.

11. MANAGEMENT REPORT – FIRST TRANSIT PROJECT MANAGER

Fernando Hernandez reported there was an issue getting drivers trained with scheduling with the DMV, causing a postponement until next week.

12. RCTA GENERAL MANAGER'S REPORT

Mr. Rye wanted to thank Mr. Hernandez and his team for being responsive during the emergency and thanked everyone for their patience. Mr. Rye reported that a portion of our older 5310 Caltrans grants didn't get funded because the minivan purchase approval packet didn't get sent in before the dealer surprised RCTA with the van. Even though the CalACT/MBTA purchasing cooperative was used for the procurement, and Caltrans approves the overall CalACT/MBTA contracts, Caltrans still requires rural agencies to submit a packet asking for permission to order vehicles. Creative Bus Sales delivered the minivan before RCTA could submit the approval packet, causing Caltrans to react negatively. RCTA will fund the minivan purchases using 100% PTMISEA funds.

13. ANNOUNCEMENTS

The following Directors commented on the following: None

14. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 5:13 p.m. The next regular scheduled meeting will be on Monday October 30, 2023, at 4:15 p.m.

Joseph Rye, Executive Director
Redwood Coast Transit Authority