

BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, November 27, 2023

Time: 5:30pm

PLACE: 981 H Street – Flynn Bldg, Zoom Option: <https://dnco.zoom.us/j/82869372937>

A link to meeting <https://media.co.del-norte.ca.us/> . <https://redwoodcoasttransit.org/board-of-directors/>

1. Call Meeting to Order. Roll Call. Pledge of Allegiance
2. Public Comment
3. Consent Calendar
 - 3A. Approve the Minutes of the October 30, 2023 RCTA Board Meeting
4. Presentation on Williams Drive Bus Charging Infrastructure Planning & Preliminary Engineering
5. Adopt Resolution 2023-24-10 Approving Allocation Plan for RCTA SB 125 Funding from Del Norte Local Transportation Commission to Augment Existing TIRCP-Funded RCTA Capital Projects
6. Approve Agreement with Green Dot Transportation for SB 125 Funding Support and Miscellaneous Downtown Transit Center Planning Support for 2024.
7. Approve Purchase Order 2023-24-20 to Endera Motors for Purchase of Electric Bus
8. Update on Fare Increase Public Outreach Plan and Implementation Timeframe
9. Discussion of April 2024 Increase in California Minimum Wage for Fast Food Employees – RCTA Impacts
10. Management Report – Transdev General Manager
11. RCTA Executive Director’s Report
12. Announcements
13. Adjourn – Next RCTA Board Meeting will be on Monday, January 29th, 2024 at 4:15pm

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.

**REDWOOD COAST TRANSIT AUTHORITY
MINUTES
OCTOBER 30, 2023, AT 4:15 P.M.**

ATTENDED: JOEY BORGES (CHAIRMAN), KELLY SCHELLONG (VICE CHAIR) 4:53 P.M., VIDETTE ROBERTS, RAY ALTMAN, DARREN SHORT

ABSENT:

ALSO PRESENT: JOSEPH RYE, FERNANDO HERNANDEZ, NICOLE BURSHEM, ALICIA FERREIRA

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

Chairman Borges called the meeting to order at 4:15 p.m. Alicia Ferreira 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. ADOPT RESOLUTION 2023-24-07 APPROVING RCTA 2023 TITLE VI PROGRAM UPDATE

3B. APPROVE THE MINUTES OF THE SEPTEMBER 11, 2023 RCTA BOARD MEETING

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 the Consent Agenda items 3A-3B.

4. ADOPT RESOLUTION 2023-24-08 ACCEPTING TIRCP GRANT FUNDS & APPROVE PROJECT SCOPE AND SCHEDULE

Discussion was held regarding Resolution 2023-24-08. Mr. Rye reported that this is the large grant that we applied for and were successful securing about a year ago. RCTA has been awarded 7.3 million in TIRCP funding with no match required. This funding will help deliver three key projects. One being the electrification of our yard and upgrading the yard so we can charge electric buses on site, the second being RCTA's initial purchase of 6 electric buses. The third project being the downtown transit center. This money will go a long way towards delivering those projects for RCTA. RCTA now must submit an initial allocation plan to Caltrans and CalSTA who are the funding managing partners of this fund source. They require RCTA to show how we allocate it by year and by phase of each project. RCTA is managed by a part-time consultant team, so must stagger the projects so as not to overload its staff with too much activity at the same time. Staff advises that RCTA start the construction of the charging stations first and then a year later start the construction of the downtown transit station in 2026. While the TIRCP grant included funds for HTA and Yurok Tribe, RCTA only responsible for our

portion. Chairman Borges asks if the award amount is \$8.6 million? Mr. Rye stated yes, however a portion went to Humboldt and Yurok Tribe leaving RCTA's share at \$7.3M. Chairman Borges asked what the actual availability of these electric busses? Mr. Rye said that the new target model for RCTA is the Endera Ford which is now available on the CalACT bid. RCTA intends to use an existing Volkswagen Settlement fund grant to purchase one pilot Endera in FY 2023-24. Then, the larger amount of TIRCP funds will allow RCTA to order six more buses in FY 2025-26. RCTA won't be able to operate multiple EV buses daily until after the Williams drive electric bus charging project is completed, most likely by the end of Fiscal Year 2025-26. Director Short asked what we were going to do about charging to keep the cost down because the cost of Pacific Power has gone up so much? Mr. Rye replied, the cheapest time to charge is at night so RCTA is approaching this project to include a majority of charging overnight.

On a motion by Director SHORT, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Board Authority of Directors approved and adopted Resolution 2023-24-08 approving TIRCP Grant funds Approve Project Scope and Schedule.

5. RCTA FISCAL YEAR 2022-23 ANNUAL REPORT – SYSTEM PERFORMANCE

Discussion was held regarding the Annual report – System Performance. RCTA had its first good year since 2019-20 when the pandemic hit. Fiscal year 2022-23 RCTA are up 51.7% from the previous year, a nice recovery, but still 25% under the ridership RCTA had in FY 2019-20. We provided more hours and did our summer schedule all through the winter and was successful. RCTA Crescent City local routes make up the lion's share of the ridership recovery, up 45% over FY 2021-22.

6. DISCUSSION OF FARE INCREASE OPTIONS AND PROPOSED IMPLEMENTATION TIMEFRAME

Discussion was held regarding fare increase options and proposed implementation timeframe. Mr. Rye states that the current fare structures are \$1.25 for adults, \$.60 for seniors and disabled and \$1.00 for youth. Veterans, youth, and college students are free (tallied at entry and charged to LCTOP grant). When we talk about a fare increase, RCTA has the Free Rides grant-funded program that will protect many RCTA riders from any fare increase, but allow RCTA to transfer more funding from the LCTOP grant to the farebox recovery revenue line (more free boardings times a higher per-boarding rate equals more farebox revenue). Staff is recommending a modest fare increase of a quarter for youth (\$1.25) and adults (\$1.50), which would equate to \$.15 (\$.75) for seniors and the disabled. Staff is seeking Board direction if you would like us to go out and do a public outreach and get the fare increase ready to happen, then at a future meeting, RCTA could place the fare increase public hearing and approve the increase. Staff feel early outreach is key, especially for our social agency partners who buy most of the passes sold by RCTA. Most of our passes are purchased by our local social service agencies, out of their budget and then distributed to their customers, so a price increase for RCTA passes will need to be budgeted for in advance by the social service agencies. If

RCTA can inform the social service agencies of the upcoming fare increase soon, and perhaps not implement it until near the end of the fiscal year, that would help soften the impact.

Another fare related policy that staff want to reconsider is offering half fares to senior and disabled on the distance-based regional routes (20 and 199). RCTA has been allowing half fare to seniors and disabled and does not need to by law. Staff would like to eliminate the half-fare on regional services to simplify our fare structure and raise fare revenue as well.

Staff suggests a minor increase in pass prices, increasing the monthly Local Adult pass from \$30 to \$35, and the Adult County pass from \$50 to \$55. In an effort to increase monthly pass usage by seniors and the disabled, staff leans towards leaving those prices the same at \$15 and \$25.

The ADA paratransit one way fare is suggested to rise from \$1.75 to \$2.00 and the general public dial-a-ride from \$5.00 to \$6.00. Our current fares are lower than the peer average, and ADA law sets a price ceiling at double the adult fixed route fare, so RCTA could go as high as \$3 per one-way trip if it desired.

Director Short asks how far RCTA is away from the TDA requirement of 10% farebox recovery with this proposal? Mr. Rye replied that RCTA is currently recovering 6.5 % fare box recovery, 3.5 % points down from the TDA requirement. Chair Borges said that Curry County has higher fares than most everyone else, do we know what their ridership is? Mr. Rye replied he does not. However, most of their trips are inter-city and that is probably how they can justify \$4.00 fares. Chairman Borges asks if bumping the monthly pass up to \$5.00, how much will it impact it. Mr. Rye states that it would be a raise at least \$2-5,000 a year at current sales rates.

7. ADOPT RESOLUTION 2023-24-09 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH CALTRANS TO FUND THE SHORT RANGE TRANSIT PLAN USING CALTRANS' SUSTAINABLE TRANSPORTATION PLANNING GRANT FUNDS.

Discussion was held regarding Resolution 2023-24-09, authorizing RCTA to accept Caltrans Sustainable Transportation Planning funds for the next RCTA SRTP.

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 09 Authorizing the Executive Director to Execute Agreements with Caltrans to Fund the Short Range Transit Plan Using Caltrans' Sustainable Transportation Planning Grant Funds.

8. MANAGEMENT REPORT – TRANSDEV (FIRST TRANSIT) GENERAL MANAGER

Fernando Hernandez reported that they are short a management position, as Tech-In-Charge Nick West has left the company. Transdev is currently looking for a new Tech-in-Charge (acts as a maintenance manager) and has identified a potential candidate, and has extended a job offer. Staffing levels are doing good otherwise. RCTA is still not running the Medford/Grants Pass Medical Shuttle route due to road closures on 199. Once that is open consistently, the new service will resume. Chairman Borges asked if there was currently a plan if any major breakages happen, do we have someone that can come assist? Mr. Hernandez said yes, currently the Tech assist (new position that supports the Tech-In-Charge) is working with Transdev corporate team and training so if something major happens, they will send a mechanic to RCTA to help.

9. RCTA EXECUTIVE DIRECTORS REPORT

Mr. Rye states that there were a few items that fell off today’s agenda that should reappear at the next board meeting. A bus order or two. RCTA has some money from the Volkswagen settlement fund that must be spent soon. RCTA will order its first Endera electric bus with this VW funding, and have a year or more to evaluate the vehicle in revenue service before making a larger order of EV buses in a couple years. Mr. Rye wants to continue the meetings on the last Monday of the month at 4:15, if possible.

10. ANNOUNCEMENTS

The following Directors commented on the following: None

11. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 4:58 p.m. The next regular scheduled meeting will be on Monday November 30, 2023, at 4:15 p.m.

Joseph Rye, Executive Director
Redwood Coast Transit Authority

November 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, RCTA Executive Director



SUBJECT: Adopt Resolution 2023-24-10 Approving the RCTA Request to Del Norte Local Transportation Commission (DNLTC) to Program DNLTC's Allocation of SB 125 Funding to Two Existing RCTA TIRCP-Funded Capital Projects and Authorizing the Executive Director to Execute Grant Agreements

RECOMMENDATION

Adopt Resolution 2023-24-10 approving the RCTA request to Del Norte Local Transportation Commission (DNLTC) to program its allocation of SB 125 Funding to two existing TIRCP-funded (Transit Intercity Rail Capital Program) RCTA projects and authorizing the Executive Director to execute grant agreements.

BACKGROUND

AB 102 (Chapter 38, Statutes of 2023) and SB 125 (Chapter 54, Statutes of 2023) amended the California Budget Act of 2023 to appropriate \$4,000,000,000 of General Fund to the TIRCP (Transit Intercity Rail Capital Program) over the next two fiscal years as well as \$910,000,000 of GGRF (Greenhouse Gas Reduction Fund) funding and \$190,000,000 of PTA (Public Transit Account) funding over the next four fiscal years to establish the Zero-Emission Transit Capital Program (ZETCP).

DNLTC along with the rest of California RTPAs (Rural Transportation Planning Agencies) and MPOs (Metropolitan Planning Organizations) has received a robust one-time allocation of transit funding assistance from SB 125 in Governor Newsome's Fiscal Year 2023-24 State Budget. These funds can be used for either operations or capital projects, and were appropriated to help transit agencies continue to recover from the unprecedented loss of fare revenues from the pandemic. The Del Norte share of the statewide program, based upon State Transit Assistance distribution formulas, amounts to a total of \$3,756,247 over the four-year SB 125 funding period.

This is in addition to the \$7.6M in TIRCP funding RCTA just received for three major capital projects:

- Williams Drive Electric Bus Charging Infrastructure \$3.486M
- Purchase (6) Electric Buses \$1.3M
- Design and Construct Downtown Transit Center \$2.845M

DISCUSSION

Certain steps must be performed in order to receive these SB 125 funds:

- DNLTC Executive Director must submit a signed cover letter authorizing and approving the SB 125 fund request by December 31, 2023. This cover letter should also confirm that the DNLTC developed the plan in consultation and coordination with its transit operators, in this case RCTA.
- An Allocation Request Narrative Report must be submitted to explain the projects and how the funding will be utilized and when. *DNLTC does not need to submit this by 12/31/23 because all SB 125 funds will be expended by an eligible transit operator on capital projects already receiving TIRCP funding.* This one-time exemption from the requirement for the Allocation Request

Narrative only defers this requirement one year. DNLTC will need to work with RCTA to submit an Allocation Request Narrative by 12/31/2024. This is required of all agencies requesting an allocation, regardless of whether they are required to submit a short-term financial plan by the end of 2023. This detailed project description covers all projects that are recommended by the RTPA for SB 125 funding. It does not need to fully utilize all available funds, as this document may be updated on a rolling basis throughout the period covered by SB125 funding as part of an Updated Allocation Package submission. However, for timely distribution of FY23-24 funds, this portion of the Allocation Package must be submitted by December 31, 2023, and for timely distribution of FY24-25 funds and update submitted by December 31, 2024.

If an agency is requesting allocations for funding for **an existing TIRCP project** (i.e., a project that has received a previous TIRCP grant), they should identify the title of the project and the TIRCP cycle of award (cycles 1-6). They should also identify whether the funds will be used for the full project or for a subcomponent. Each project receiving additional funding shall identify the reason for additional funds being needed, including cost escalation, additional scope requirements or maintaining federal funding commitments. No additional GHG reduction or increased ridership benefits are required to request funds for an existing TIRCP project.

- If an agency is requesting allocation for funding for **ZETCP capital projects**, they shall include for each requested ZETCP capital project:
 - a. A summary or fact sheet (one- to two-page) that includes the following elements:
 - b. A detailed project schedule, including the project's current status, and the completion dates of all major delivery milestones.
 - c. Project Location – provide maps showing project location, information on housing density and planned/zoned/permitted/etc. housing density. Applicants must also provide information on employment density, types, and future employment land uses, plus planned and existing active transportation infrastructure.
 - d. An explanation of greenhouse gas reducing features of the project. For all construction projects, agencies are required to submit a copy of the California Air Resources Board (CARB) Quantification Methodologies (QMs) and Calculator Tools for estimating greenhouse gas (GHG) emission reductions and co-benefits identified in Attachment 2.
 - e. At the time of the Allocation Package submission, applicants are required to submit a job co-benefit modeling tool, which is based upon a co-benefit assessment methodology September 29, 2023 16 developed by CARB. This tool can be found here:
<https://ww2.arb.ca.gov/resources/documents/cci-methodologies>
 - f. An explanation of how some or all of the project is expected to provide direct, meaningful, and assured benefits to a disadvantaged community, low-income communities or low-income households as defined by SB 535 and AB 1550, including a minimum of 25% of the available moneys in the GGRF to projects located within, and benefiting individuals living in, disadvantaged communities, (2) an additional minimum of 5% to projects that benefit low-income households or to projects located within, and benefiting individuals living in, low-income communities located anywhere in the state, and (3) an additional minimum of 5% either to projects that benefit low-income households that are outside of, but within a 1/2 mile of, disadvantaged communities.
 - g. Identification of whether the entire project, or only certain components, address AB 1550 benefits, and identification of the portion of the budget related to those components.
 - h. An explanation of expected ridership benefits of the project when constructed, if any.

SB 125 Funds Programmed to Capital Projects Already Receiving TIRCP Funding

The DNLTC declares that none of the STA-eligible transit operators eligible to receive funding within their jurisdiction will have an operational funding need for SB 125 or additional discretionary or nonformula state funding between the 2023- 24 fiscal year and the 2026-27 fiscal year, inclusive. DNLTC also must declare that it will not use the SB 125 funding as operating funding for any of its STA-eligible transit operators.

While SB 125 funds can be utilized for short term operating assistance, the justification process is much more involved and requires the development of short and long term plans to establish how the transit agency will spend the operating funds, and then how it will continue forward into the future financially stable after expending the one-time funds. *DNLTC and RCTA do not need to apply these funds to operating per se, as any funding that helps deliver RCTA's three major looming capital projects will in effect assist RCTA's overall operating budget and reserves levels.* The process for applying the SB125 funding to existing TIRCP-funded projects is the simplest and will best suit DNLTC in this case. RCTA has a need to augment two of the previously TIRCP-funded projects (Cycle 6 in 2023):

Project	TIRCP Cycle 6 Funds	+ Add'tl TIRCP Fund Need
• Purchase (6) Electric Buses (increase to 10 buses)	\$1.3M	\$2.2M
• Design and Construct Downtown Transit Center	\$2.845M	\$1.556M

DNLTC's allocation of SB 125 funding is comprised as follows, with most available by FY 25-26:

SB 125 TIRCP	\$3,354,475
SB 125 ZETCP	<u>\$ 401,773</u>
Total 4-year SB 125 Funding	\$3,756,248

Downtown Transit Center

The TIRCP-funded Downtown Transit Center project (CP 116) appears to be underfunded and qualifies for \$1,556,000 in SB 125 funding based on SB 125 Criteria #3 below:

3. Rail, bus, and ferry integration implementation, including: a. integrated ticketing and scheduling systems and related software/hardware capital investments (including, but not limited to, integration with bus or ferry operators and the use of contactless payment and General Transit Feed Specification (GTFS) implementation through Cal-ITP) b. projects enabling or enhancing shared-use corridors(bothmulti-operator passenger only corridors as well as passenger-freight corridors) c. related planning efforts focused on, but not limited to, delivery of integrated service not requiring major capital investment, such as transit route and schedule integration (or coordination) d. other multimodal and service integration initiatives, including active transportation and other access investments which increase transit and rail ridership and reduce greenhouse gas emissions.

Purchase Electric Buses

RCTA's TIRCP-funded Purchase (6) Electric Buses Project (CP 116B) is underfunded due to high inflation in the bus market in recent years and RCTA having to switch electric bus vendors in order to purchase FTA compliant vehicles. An additional \$800k is needed to purchase the original six (6) electric buses.

However, due to range issues, RCTA needs more than 6 in order to deploy electric buses on all its local routes, hence the need to expand the ask from 6 to 10 electric buses (\$1.4M, \$350k per bus current Endera Ford EV cutaway pricing) for a total ask of \$2.2M.

RCTA is eligible to use TIRCP funding to purchase electric buses under Criteria 4 of the SB 125 TIRCP guidelines:

4. Bus rapid transit and other bus and ferry transit investments (including autonomous fixed guideway, vanpool, and microtransit services operated as public transit and first-/last-mile solutions), and to increase ridership and reduce greenhouse gas emissions. This includes *large scale deployment of zero emission vehicles and the technologies to support them*, and capital investments as a component implementing transit effectiveness studies that will contribute to restructured and enhanced service.

TIRCP Funding Requirements

\$3.35M of RCTA's SB 125 allocation (of \$3.75M) is categorized as TIRCP. SB125 TIRCP guidelines go on to clearly state that RTPAs may suballocate funds to agencies in their jurisdiction so agencies may use this funding to support projects that have previously received a TIRCP award and require an additional infusion of resources to deliver the original scope. Both RCTA's proposed projects qualify under this. The Transit Center requires more funding due to the cost escalations experienced by most similar design and construction projects around the country in recent years. The purchase of electric buses requires \$800k in additional funds due to higher than anticipated vehicle purchase costs since the TIRCP Cycle 6 funds were awarded. Due to limited range of current electric cutaways and RCTA's large service area, RCTA seeks an additional 4 electric buses (increasing total EV buses from 6 to 10) at an additional cost of \$1.4M. RCTA will use all \$401,773 in ZETCP (zero-emission transit capital program) SB 125 for the electric bus purchases, plus approximately \$1.8M in SB 125 TIRCP funding.

ZETCP Funding Requirements

Most of DNLTC's allocation of \$401,773 in SB 125 ZETCP funding is comprised of GGRF funds (\$332,378), with a one-time addition of PTA funds in year one. GGRF funds to be used on these projects (53.7% of the first year and 100% of years 2-4) will require submission of information described in the ZETCP Quantification Methodology, as expending GGRF funds requires benefits reporting. They also require compliance with the CARB Funding Guidelines applicable to all GGRF funding, including semi-annual benefits reporting and identification of benefits to priority populations.

Project Readiness

RCTA has submitted to Caltrans a TIRCP Cycle 6 Allocation Plan (dated October 30, 2023) that shows an expenditure of all Cycle 6 funding by 2027, with expenditures starting in late FY 2023-24. These SB 125 funds will be expended at the same pace, as they will add to the Cycle 6 funds and expended simultaneously by 2027 on two of the same projects.

RECOMMENDATION

That the RCTA Board Adopt Resolution 2023-24-10 approving the RCTA request to Del Norte Local Transportation Commission (DNLTC) to program its allocation of SB 125 Funding to two existing TIRCP-funded (Transit Intercity Rail Capital Program) RCTA projects and authorizing the Executive Director to execute grant agreements.

DNLTC RCTA Draft Allocation

2023 Transit and Intercity Rail Capital Program - Program Allocation Plan																
Proposed DNLTC RCTA TIRCP and SB 125 Allocation Plan Draft - November 27, 2023																
Project Information						Project Programming										
Award No.	Cycle 6 Award Amount	Award Recipient	Implementing Agency	Project Title	Separable Phases/ Components	PPNO	Phase	FY 23-24	FY 24-25	FY 25-26	FY 26-27					
2023:10	\$ 8,612,000	Humboldt Transit Authority (HTA) with Yurok Tribe and Redwood Coast Transit Authority	Redwood Coast Transit Authority	Expanding Transit Service and Growing Zero-Emission Fleets on California's North Coast	Crecent City Transit Center	CP116	PA&ED	\$ 33,000								
							PS&E		\$ 160,000	\$ 1,556,000						
							CONST			\$ 2,652,000	\$ 4,401,000					
									Procure Battery Electric Buses	CP116B	CONST			\$ 1,678,974	\$ 121,026	
									Procure Battery Electric Buses	CP116B	CONST			\$ 1,303,000	\$ 401,733	\$ 3,504,733
									Charging Stations	CP116C	PA&ED	\$ 37,000				
								PS&E				\$ 161,000				
			CONST			\$ 3,288,000	\$ 3,486,000									
	\$ 8,612,000				Cycle 6 Total			\$ 37,000	\$ 194,000	\$ 6,429,974	\$ 4,730,759	\$11,391,733				
Key:					SB 125 Funds by Year	TIRCP		\$1,675,501	\$1,678,974			\$3,354,475				
						ZETCP		\$149,752	\$84,007	\$84,007	\$84,007	\$401,773				
						Total SB 125						\$3,756,248				

Key: Base matrix (non-colored) shows RCTA Cycle 6 TIRCP Funding
 Yellow shaded represents SB 125 TIRCP Fund Augmentation
 Green shaded represents SB 125 ZETCP Funding

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
#2023-24-10**

**RESOLUTION OF THE REDWOOD COAST TRANSIT AUTHORITY BOARD OF
DIRECTORS APPROVING RCTA REQUEST TO DEL NORTE LOCAL
TRANSPORTATION COMMISSION TO PROGRAM DNLTC'S APPORTIONMENT
OF SB 125 TO TWO EXISTING RCTA TIRCP-FUNDED CAPITAL PROJECTS AND
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE GRANT DOCUMENTS**

WHEREAS, the Redwood Coast Transit Authority may receive SB 125-related state funding from the California Department of Transportation (Department) now or sometime in the future for transit projects; and

WHEREAS, substantial revisions were made to the programming and funding process for the transportation projects programmed in the Transit and Intercity Rail Capital Program, by Chapter 36 (SB 862) of the Statutes of 2014; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with the Department before it can be reimbursed for project expenditures; and

WHEREAS, the Department utilizes Master Agreements for State-Funded Transit Projects, along with associated Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

WHEREAS, the Redwood Coast Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto to the Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Redwood Coast Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in this agreement and applicable statutes, regulations and guidelines for all state-funded transit projects including TIRCP and SB 125 allocations under TIRCP and ZETCP funds.

PASSED AND ADOPTED by the Redwood Coast Transit Authority of the County of Del Norte, State of California, at a regular Board Meeting held on November 27, 2023 by the following vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

Joey Borges, Chair

Joseph Rye, Executive Director

November 27, 2023

MEMO TO: Board of Directors
FROM: Joe Rye, Executive Director, RCTA
SUBJECT: SB 125 Allocation Request Support – Approve Agreement with Green Dot Not-to-Exceed \$10k



RECOMMENDATION:

That the Board approve an agreement with Green Dot Transportation not to exceed \$10,000 to assist RCTA with its SB 125 Allocation Request Submittal and provide minor planning support for Downtown Transit Center.

BACKGROUND:

One year ago, RCTA engaged the grant writing services of Green Dot Transportation to assist with the submittal of a regional TIRCP grant to fund RCTA's three most important capital projects. This application was successful and brought \$7.3M in funding to three (3) RCTA capital projects. RCTA has now been informed that through the Del Norte Transportation Commission (DNLTC) RCTA will receive additional funding through SB 125 and the Governor's Fiscal Year 2023-24 Budget.

DISCUSSION:

Governor Newsom and the State Legislature provided additional one-time transit funding in the FY 2023-24 State Budget under Senate Bill 125. SB 125 was intended to address the lingering fiscal damage still impacting transit systems statewide, and distributed via the TIRCP program, but using formula funding derived generally from the State Transit Assistance disbursement formula. RCTA is to receive an additional \$3.75M in SB 125 funds over the next 4 years. SB 125 funds come with specific submittal requirements and rules on how they can be spent. The State intends to ensure that regions using these one-time funds for operating assistance have a short and long term financial plan in place to help agencies avoid (rather than delay) major service cuts. If a transit agency seeks to spend the SB 125 funds on capital projects, in particular existing TIRCP-funded projects, the amount of planning and justification work is reduced, but not eliminated. RCTA intends to augment two of its existing TIRCP-funded capital projects (Electric Bus Purchases and Downtown Transit Center).

Attachment #1 indicates RCTA's preferred allocation request by project and fiscal year.

DNLTC and RCTA staff lack the bandwidth to perform some of the unexpected SB 125 Allocation Request support work required by the submittal deadline of December 31, 2023. Specifically, the mapping and green house gas reduction calculations required for the ZETCP portion are beyond staff capacity in such a short time frame. After discussions with DNLTC staff, RCTA contacted Green Dot for a proposal to help assemble the required documentation (including maps and green house gas reduction calcs) for the late December submittal.

Recommendation

Approve an agreement with Green Dot Transportation Solutions in the not-to-exceed amount of \$10,000 for SB 125 Allocation Request support services plus minor planning support for the Downtown Transit Center.

Attachments: RCTA SB 125 Allocation Request Matrix
Green Dot Transportation Grant Writing Letter Proposal

DNLTC RCTA Draft Allocation

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REDWOOD COAST TRANSIT AGENCY

SB 125 APPLICATION ASSISTANCE

11/20/2023

JOE RYE

REDWOOD COAST TRANSIT AGENCY

140 WILLIAMS DR

CRESCENT CITY, CA 95531

Dear Joe,

Green DOT is pleased to offer our services to assist the Redwood Coast Transit Authority (RCTA) with the preparation of the SB 125 grant application, focusing on ZETCP Capital application development of greenhouse gas (GHG) reduction analysis and mapping.

We are pleased to see this formula funding become available to improve transit services and reduce GHG emissions across California, and look forward to helping the RTCA secure their apportionment.

In this proposal, we offer to assist RCTA with:

GREENHOUSE GAS REDUCTION ANALYSIS: Utilizing CARB's Quantification Methodologies (QMs) and Calculator Tools, we will provide a comprehensive analysis to estimate the GHG emission reductions and co-benefits as outlined in Attachment 2 of the SB 125 grant application.



JOB CO-BENEFIT MODELING TOOL: We will submit a robust job co-benefit modeling tool based on CARB's co-benefit assessment methodology. This tool is designed to demonstrate the potential employment benefits associated with the project, further enhancing the application package.

FOR THE SERVICES DESCRIBED ABOVE, GREEN DOT REQUESTS A BUDGET OF \$10,000. This budget will cover all necessary analyses, tool development, and consultation services required for the successful completion of the application.

Please feel free to contact me directly should you have any questions or require further information. We are eager to discuss this project application in more detail and look forward to working together on this important initiative.

Sincerely,

Jeff Schwein, AICP CTP

President

Green DOT Transportation Solutions

November 27, 2023



MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Adopt Resolution 2023-24-11 Approving Purchase Order 2023-24-20 to CoachWest Bus Sales for the Purchase of One Electric Bus for Redwood Coast Transit and Authorizing the Executive Director to Execute the Procurement

RECOMMENDATION:

That the Board adopt Resolution 2023-24-11 approving PO 2023-24-20 to CoachWest Bus Sales for purchase of one electric bus and authorizing the Executive Director to execute the procurement.

BACKGROUND:

The funds for the purchase of this first RCTA all-electric bus were awarded to RCTA in response to a grant application packet submitted to the Volkswagen Settlement Fund. The process of getting the award finalized spanned over 2 years, but led to \$160,000 in VW Settlement funding towards the purchase of an electric bus. RCTA has been busy reviewing and evaluating various electric buses in this fast evolving industry, seeking to find a model that resembles its current fleet (Ford chassis), meets Buy America criteria, is Altoona-tested, and available on the CalACT-MBTA Purchasing Cooperative. The bus that RCTA has identified that meets these criteria is the Endera B-1 sold in California by CoachWest Bus Sales.

Funding for this initial pilot electric bus purchase is split as follows:

Source	Amount
VW Settlement Fund (G-108695-A1)	\$ 160,000
HVIP (State of CA EV incentive funds)	\$ 60,000
<u>RCTA PTMISEA local match*</u>	<u>\$ 114,792</u>
Total Purchase Price*	\$ 334,792 (*max amount, should be less)

Fortunately, unlike the historic supply chain interruption that has caused 3-year delays in most Ford-chassis cutaway transit vehicles, the Endera promises to be available for delivery by the fall of 2024 if a purchase order is placed today.

RECOMMENDATION

Staff recommends the Board approve the purchase order to CoachWest Bus Sales in a not-to-exceed amount of \$334,792 and direct the Executive Director to issue the purchase order.

Attachments

1. Resolution 2023-24-11
2. Quote from CoachWest Bus Sales – November 24, 2023
3. RCTA Purchase Order 2023-24-20 to CoachWest Bus Sales

RESOLUTION NO. 2023-24-11

RESOLUTION APPROVING A PURCHASE ORDER IN A NOT-TO-EXCEED AMOUNT OF \$334,792 TO COACHWEST BUS SALES FOR PURCHASE OF ONE ENDERA ELECTRIC BUS FOR REDWOOD COAST TRANSIT AUTHORITY FROM THE CALACT/MBTA PURCHASING COOPERATIVE COMPETITIVE BID AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE THE PURCHASE ORDER AND EXECUTE ALL PURCHASE DOCUMENTS

WHEREAS, Redwood Coast Transit has a need to maintain a safe and reliable fleet which requires regular replacement of revenue vehicles as they age to ensure cost efficient and reliable transit service; and

WHEREAS, Redwood Coast Transit has received \$160,000 in Volkswagen Settlement funding plus has programmed PTMISEA funding to purchase replacement buses in the Fiscal Year 2023-24 RCTA Budget; and

WHEREAS, Redwood Coast Transit Authority is eligible to utilize the California Association for Coordinated Transportation (CalACT) Morongo Basin Transit Authority (MBTA) Purchasing Cooperative for streamlined procurement and advantageous pricing as a privilege of CalACT membership; and

WHEREAS, Redwood Coast Transit Authority has selected (1) Endera B-1 Ford Electric Bus, for purchase with this particular bus order, and worked with the vendor (CoachWest Bus Sales) to select the desired vehicle options that best suit RCTA's service needs; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority does hereby approve the issuance of a Purchase Order in a not-to-exceed amount of \$334,792 to CoachWest Bus Sales for the production and delivery of one electric bus for Redwood Coast Transit per the price and product quotation attached to this staff report and resolution, and authorizes the Executive Director to execute the Purchase Order and other project purchase documents.

PASSED AND ADOPTED by the Redwood Coast Transit Authority of the County of Del Norte, State of California, at a regular meeting of said Board held on November 27, 2023 by the following vote:

AYES:

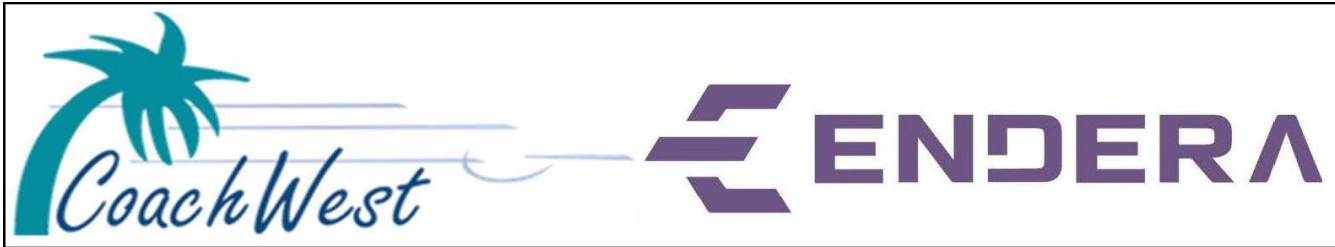
NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

Joey Borges, Chair

Joseph Rye, Executive Director



CalACT RFP #20-01 - Class ZEB 2 - Quote Sheet - (150kwh)

Vehicle Class:	CalACT Class ZEB-2 (Zero Emission Bus)	Est. Delivery:	Q3 2024
Make/Model:	Endera Model B	Type of Lift:	<input checked="" type="checkbox"/> Braun
Ordering Agency:	Redwood Coast Transit Authority	Lift Location:	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear
Contact Person:	Joe Rye	Seat Material D-90:	<input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Cloth
Address:	140 Williams Dr. Crescent City, CA	Seat Color:	TBD
Phone:	(707) 235-3078	Reflective Stripes:	<input type="checkbox"/> Yes (2) 5" <input checked="" type="checkbox"/> No
E-Mail:	TTPCONSULTING@GMAIL.COM	Stripe Color:	Blue/Red
Delivery Address:	Same	Decals/Logos:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Dealer:	CoachWest - coachwest.com	Manufacturer:	Endera - enderacorp.com
Contact:	Jay Real - Manager / Sales	Contact:	Don White - (949) 374-8461
Address:	1029 E. Dominguez St. Carson, CA 90746	E-Mail:	don@endercorp.com
Phone:	(310) 609-2900 ext. 225	Contact:	Reid Becker - (303) 880-2788
E-Mail:	jay@coachwest.com	E-Mail:	reid@endercorp.com

Quantity:	Description	Price	Ext. Price	ADA
1	Class Z2 - Ford E450 (12 + 2) - (105kwh)	\$239,000.00	\$239,000.00	\$12,500.00
Published Options				
1	Battery Pack Option #2 - (150kwh)	\$30,000.00	\$30,000.00	
3	Freedman Foldaway Seat - (Double) (TDSS)	\$1,200.00	\$3,600.00	\$3,600.00
1	Driver's Seat - (USSC G2-E) - (Black Cloth) (Standard)	\$0.00	\$0.00	
1	Driver's Seat - (Adnik Power Seat Base)	\$890.00	\$0.00	
1	Raised Flat Floor - (3-Step Entry)	\$650.00	\$650.00	\$650.00
1	Braun NCL 1000 (1,000 lb Lift)	\$695.00	\$695.00	\$695.00
1	Lift Pad Cover	\$375.00	\$375.00	\$375.00
1	Ad Rails (Interior - Both Sides)	\$400.00	\$400.00	
6	Hand Straps - (Each)	\$45.00	\$270.00	
1	2-Way Radio Prep	\$250.00	\$250.00	
1	REI PA system - (4 Interior, 1 Exterior ADA spkr)	\$430.00	\$430.00	\$430.00
1	Roof Vent	\$495.00	\$495.00	
1	Armored Marker Lights and Side Turn Signal	\$90.00	\$90.00	
1	Dialight Exterior LED	\$800.00	\$800.00	

1	Dialight Interior LED	\$500.00	\$500.00	
1	Twin Vision Front and Side LED Destination Sign - (Full Size)	\$8,750.00	\$8,750.00	\$8,750.00
1	Luminator AHD 4 Camera - (Apollo)	\$5,500.00	\$5,500.00	
1	Stop Request System - (w/Sign) - (w/ADA Buttons on Seats and Lift)	\$1,700.00	\$1,700.00	\$1,700.00
1	Level 3 DC Fast Charge - (Upgrade) (Includes 20kw AC Charging)	\$8,000.00	\$8,000.00	
1	Charging Station - Level 2 - Ford Pro AC (Software Subscription Required)	\$0.00	\$0.00	
Non-Published Options				
1	Valeo 70k BTU - R2365TMTBD - (Roof Mount Condenser/Evaporator, Heater)	\$5,070.88	\$5,070.88	
1	Mor-Ryde Suspension - (RL)	\$1,800.00	\$1,800.00	
1	Front Mud Flaps - (Standard)	\$0.00	\$0.00	
1	Handrail - Entry Door Leaf Mounted Grab Rails - (Powder Coated Yellow)	\$200.00	\$200.00	\$200.00
1	Bike Rack - Sportworks DL2 Stainless Steel (w/Deploy Light)	\$3,100.00	\$3,100.00	
1	Raised Body w/Raised Floor - (77" Min Headroom)	\$2,500.00	\$2,500.00	\$2,500.00
1	Special Decals - (See Photo - Not To Exceed Price)	\$2,100.00	\$2,100.00	
1	Braun - Safety Belt	\$100.00	\$100.00	\$100.00
Summary				
		Class ZEB-2 - Base Price	\$239,000.00	
		Published Options	\$62,505.00	
		Non-Published Options	\$14,870.88	
		Doc Prep Fee	\$80.00	
		Incentive - (Non-Taxable)	-\$500.00	(Ford GPC)
		Rebates - (Taxable)	-\$1,000.00	(Ford Mobility)
		Base Selling Price	\$314,955.88	
Non-Taxable ADA Equipment, Base Vehicle and Options		Non-Taxable ADA	\$31,500.00	
		Taxable Amount	\$284,455.88	
ZEB Tax Rate		Tax Total	\$12,268.58	4.313%
Crescent City Tax Rate - 8.25% less ZEB Tax Exemption of 3.9375%				
		CalACT Fee	\$4,724.34	
		DMV E-File Fee:	\$30.00	
		DMV Fee	\$0.00	(Estimated)
		Tire Fee	\$12.25	
		Delivery Zone (5)	\$2,800.00	
		Sub-Total #1	\$334,791.05	
Note: HVIP Voucher Limited To Funding Availability		HVIP Voucher	-\$60,000.00	
		Sub-Total #2	\$274,791.05	
		Number of Units	1	
		Final Total	\$274,791.05	

Customer agrees that Endera's Terms and Conditions of Sale apply to the purchase of the vehicle(s) listed on this quotation. Endera's Terms of Sale can be viewed within Customer's Endera Dealer Agreement, or for non-dealer Customers, at <https://www.enderamotors.com/terms-conditions>. Vehicles sold by Endera include all equipment and/or accessories required by the National Highway Traffic Safety Act and other applicable Federal regulations. Customer agrees to the price(s) as listed and approves the vehicle(s) specifications as contained herein and acknowledges that it is solely responsible for ensuring the specifications of the vehicle(s) conform to state and local laws and regulations for operation in the end user's state. Customer releases and indemnifies Endera Motors, LLC to the fullest extent permitted by law against any claim or cause of action arising, or alleged to arise, from Customer's failure to ensure the vehicle(s) specifications provided comply with applicable local laws and regulations.



PURCHASE ORDER

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

P.O. NO. 2023-24-20
DATE November 27, 2023
CUSTOMER ID tax ID 83-0497811

VENDOR Jay Real
 CoachWest, Inc
 1029 E. Dominguez Street
 Carson, CA 90746
 310-609-2900 ext 225

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

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
deliver to bus yard	net 30	TBD

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
1.00	Class II ZEB	Ford Endera Model B		\$ 314,955.88	\$ 314,955.88
1.00		ADA Non-taxable		\$31,500.00	
1.00		Sales Tax @ 8.5% minus ZEB sales tax exemption		12,268.58	\$ 12,268.58
1.00		DMV Docs and CalACT Fees		4,766.59	\$ 4,766.59
1.00		HVIP EV Incentive Rebate		(60,000.00)	\$ (60,000.00)
1.00		Delivery		2,800.00	2,800.00

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:
 Joseph Rye
 1275 4th Street, #733
 Santa Rosa, CA 95404
 707-235-3078

SUBTOTAL	\$ 274,791.05
SALES TAX	12,268.58
TOTAL (including shipping)	\$ 274,791.05

27-Nov-23

Authorized by

Date

November 27, 2023

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Update on Fare Increase Outreach Plan and Schedule



RECOMMENDATION:

Information only. Update the Board on fare increase outreach plan and implementation schedule.

BACKGROUND:

RCTA last raised fares as part of an overall fare and pass structure overhaul in August of 2017.

RCTA’s main funding source is Transportation Development Act (TDA) Local Transportation Funds, which provides RCTA about \$900,000 per year (includes CTSA funds, FY 2023-24 claim). A regulation attached to the TDA LTF funding requires that all rural public transit agencies recover 10% of their operating costs from fare revenues. While there has been legislative relief from the 10% Farebox Recovery Ratio rule since the COVID-19 pandemic, at some point, it is likely to resurface and transit agencies that are recouping less than their required percentages can be sanctioned (TDA funding reduced). At the October RCTA Board Meeting staff presented an overview of the fare setting history, a peer comparison to other rural and small urban transit agencies in our region, the framework of a proposed modest fare increase, and an concept timetable for required and desired public outreach to alert riders and partner agencies.

DISCUSSION:

RCTA is out of compliance with the 10% FBR rule due primarily to its operating costs rising in recent years. In particular FBR is a calculation of total operating costs divided by fares collected. Two major elements have driven RCTA’s operating costs significantly higher in recent years, contributing to FBR decline: labor costs and fuel costs. RCTA has little control over either issue, and is reaping the benefits of a higher labor pay scale. There is little faith that fuel prices will fall substantially in the near future, although RCTA’s transition to a electric bus fleet poses an opportunity to save on fuel costs.

RCTA features the following one-way (unless otherwise noted) fare options today:

Cash Fares

Transit System	Local	Senior & Disabled (half-fare)	Youth & Student Local	Monthly Pass Adult Youth/Student Senior/Disabled	ADA Eligible DAR	General Public DAR
RCTA CC Local Zone	\$1.25	\$0.60	\$1.00	A\$30.00 Y\$20.00 S/D\$15.00	1.75	5.00

Staff proposes adding \$.25 for adults and youth, \$.15 for senior/disabled, and \$.25 for DAR.

Here is current zonal cash adult fares for RCTA:

RCTA Travel Zone	Smith River & Gasquet/Hiouchi	Crescent City	Klamath	Orick & Redwood N.P. (includes Prairie Creek SP)	Humboldt County	Eureka
Smith River & Gasquet/Hiouchi	2.00	2.00	4.00	6.00	10.00	12.00
Crescent City	2.00	1.25	2.00	4.00	8.00	10.00
Klamath	4.00	2.00	2.00	2.00	6.00	8.00
Orick & Redwood N.P. (includes Prairie Creek SP)	6.00	4.00	2.00	2.00	5.00	5.00
Humboldt County	10.00	8.00	6.00	5.00	5.00	5.00
Eureka	12.00	10.00	8.00	5.00	5.00	5.00

Staff is leaning towards adding \$.50 to \$1 per zone as part of the 2024 fare increase.

Here is the current November 2023 RCTA pass pricing:

RCTA Unlimited Ride Bus Passes	Monthly Pass	Monthly Pass Youth	Monthly Pass S/D
Crescent City (local)	30.00	20.00	15.00
Del Norte County	50.00	35.00	25.00

Staff is leaning towards adding \$5 to Monthly Local and County passes as part of the 2024 fare increase.

Other Miscellaneous Fare/Pass Changes to Consider

In addition to the modest cash fare and monthly pass increase, staff suggest some other changes:

- Increase cash fares across all categories by \$.15 to \$.25 for local routes
- Increase cash fares by \$.50 to \$1 on distance-based fares on regional routes
- Increase cash fares by \$.25 for Dial-A-Ride and by \$1 for the Airport Shuttle
- Streamline distance-based fares on Routes 20 and 199 by dropping discount fare categories

RCTA, like most rural and suburban transit agencies in California (and the nation as a whole) mainly transports the transit dependent and mobility disadvantaged. RCTA has secured long-term farebox subsidy funds through LCTOP grants that allow several rider groups to ride “free”:

- Youth (18 and under)
- College Students (College of Redwoods, Cal Poly Humboldt)
- Veterans

One item the RCTA Board can consider is expanding the Free Ride Program to include all seniors (above and beyond Veterans). Staff will bring this back up as the FY moves forward, as the FY 2023-24 LCTOP funding applications will be due in the spring and RCTA could cleanly expand the program to include seniors. This would nicely support marketing to one of RCTA’s prime market segments, seniors.

Outreach Strategy and Timeline for Implementation

RCTA seeks to ensure that all the key stakeholders are made aware of the potential of a fare increase, know why the fare increase is justified, have a chance to participate and provide their input on the fare increase, as well as have time to prepare for the new pricing. The key timing objective is to have RCTA's social service partners aware of the fare increase PRIOR to establishment of their FY 2024-25 operating budgets, so that each agency can set aside a bit more money for its clients' transit subsidies. With that in mind, an outreach effort that is multi-faceted and takes place over the course of the entire winter is envisioned by staff. This can begin in December with the formulation of rider and stakeholder/community surveys that can be implemented via email and the RCTA website. RCTA will setup a fare increase web page that will include a powerpoint explaining the justification for the fare increase and offering some fare and pass variations for survey takers to respond their preferences to.

RCTA would like to then make a targeted effort at reaching its existing riders. Car cards will be put up advertising an afternoon drop in planning charette that RCTA will host somewhere downtown (Wild Rivers Foundation?) on the day of or day after the January 29th (2024) RCTA Board Meeting. Staff may also distribute short surveys on board buses during that same time frame that riders can fill out and drivers can collect or riders can return postage-paid for those riders who cannot attend the afternoon charette in person.

The month of February can be used to evaluate feedback received and fine tune the final fare increase recommendations. Should RCTA have both a February and a March meeting, the February meeting can present the findings of the outreach and a modified fare increase recommendation. Board can then approve the posting of the fare increase and establish a public hearing for the late March meeting where the Board can hear testimony and then vote on the fare increase. Should RCTA not have a Board Meeting in either February or March, RCTA can have the decisive public hearing at its April meeting.

The recommended effective date under this scenario would be June 1, 2024, corresponding with RCTA's summer service schedule.