

BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY



DATE: Monday, June 24, 2024

Time: 5:30pm

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/> .

1. Call Meeting to Order. Roll Call. Pledge of Allegiance
2. Public Comment
3. Consent Calendar
 - 3A. Approve the Minutes of the April 22, 2024 RCTA Board Meeting & Workshop
 - 3B. Approve Aligning RCTA Electronic Access for Public Comment in Public Meetings with County & City
 - 3C. Adopt Resolution 2023-24-15 Authorizing FTA 5339 Funding for Bus Replacements
 - 3D. Adopt Resolution 2023-24-16 Authorizing FTA 5311 & 5311(f) Funding for Operating Assistance
 - 3E. Approval of 2024 Summer Service Schedule Effective May 28, 2024 through September 30, 2024
4. Public Hearing – Receive Public Comment on Fare Increase, Discussion and Approval
5. Presentation on GHD Williams Drive Charging Stations Infrastructure Project and Next Steps
6. Approve Agreement with Adkins Engineering Not-to-Exceed \$8500 for Williams Drive Charging Infrastructure Project Approvals and Environmental Documentation and Authorize Executive Director to Execute Agreement.
7. Adopt Resolution 2023-24-17 Approving the FY 2024-25 RCTA Budget
8. Adopt Resolution 2023-24-18 Approving Submittal of the FY 2024-25 RCTA TDA Claim
9. Review and Accept Fiscal Year 2022-23 RCTA Financial Audit from O’Connor CPAs
10. Management Report – Transdev General Manager
11. RCTA Executive Director’s Report
12. Announcements
13. Adjourn – Next RCTA Board Meeting is on Monday, August 26th, 2024 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.

**REDWOOD COAST TRANSIT AUTHORITY
MINUTES
ANNUAL WORKSHOP - APRIL 29, 2024, 4:30 P.M.**

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

ABSENT: VIDETTE ROBERTS

ALSO PRESENT: JOSEPH RYE, FERNANDO HERNANDEZ, ALICIA FERREIRA

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

Director Borges called the meeting to order at 4:35 p.m.

2. ROLL CALL. PLEDGE OF ALLEGIANCE

Alicia Ferreira conducted roll call. Director Borges led the Pledge of Allegiance.

3. PUBLIC COMMENT

The following person(s) addressed the Board: NONE

4. CONSENT CALENDER

4A. APPROVE THE MINUTES OF THE FEBRUARY 26, 2024

**4B. APPROVE 2 YEAR EXTENSION TO CURRENT GENERAL MANAGER AGREEMENT
WITH TMTP CONSULTING AND HERRON CONSULTANTS**

Discussion was held regarding approval of a 2 Year extension to current General Manager Agreement with TMTP Consulting and Herron Consultants.

On a motion by Director ALTMAN, seconded by Director SCHELLONG and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Consent Agenda 4B.

**4C. APPROVE RESOLUTION 2023-24 AUTHORIZING THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW
CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT:
SPECIALIZED RIDER FARES PROGRAM**

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 the Consent Agenda items 4A and 4C.

**5. ADOPT RESOLUTION 2023-24-15 APPROVING AGREEMENT WITH LSC
TRANSPORTATION NOT-TO-EXCEED \$199,932 FOR SHORT RANGE TRANSIT PLAN
PLANNING SERVICES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
DOCUMENTS.**

Discussion was held regarding Adopt Resolution 2023-24 approving agreement with LSC Transportation Not-to-Exceed \$184,146 for Short Range Transit Plan Planning Services and Authorizing the Executive Director to execute Documents.

PUBLIC COMMENT: NONE

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 Agreement with LSC Transportation Not-to-Exceed 184,146 for Short Range Transit Planning Services and Authorizing the Executive Director to Execute Documents.

6. ADOPT RESOLUTION 2023-24-16 APPROVING AGREEMENT WITH GREEN DOT TRANSPORTATION NOT-TO-EXCEED \$305,000 OVER A FIVE-YEAR TERM FOR ON-CALL PROJECT MANAGEMENT SUPPORT SERVICES AND AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS

Discussion was held regarding Adoption of Resolution 2023-24-16 Approving an Agreement with Green Dot Transportation Not-to-exceed \$305,000 over a Five-Year Term for On-Call Project Management Support Services and Authorizing Executive Director To Execute Documents.

PUBLIC COMMENT: NONE

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 an Agreement with Green Dot Transportation Not-to-exceed \$305,000 over a Five-Year Term for On-Call Project Management Support Services and Authorizing Executive Director To Execute Documents.

7. UPDATE ON REQUEST FOR PROPOSALS TO OBTAIN SERVICES FOR PROJECT APPROVALS AND ENVIRONMENTAL DOCUMENT SERVICES FOR THE WILLIAMS DRIVE ELECTIC BUS CHARGING INFRASTRUCTURE PROJECT

Discussion was held regarding Update on Request for Proposals to Obtain Services for Project Approvals and Environmental Document Services for the Williams Drive Electric Bus Charging Infrastructure Project. An RFP was released, even though the project expected cost was under the threshold that requires a RFP. Unfortunately, no bids were received in response to this RFP. Staff have been in contact with firms that did not bid for various reasons but may be interested in performing the work. Staff will seek to work out a reasonable agreement with a qualified firm and return to the Board with an update. No motion was held on this discussion.

8. 2024 RCTA ANNUAL STRATEGIC PLANNING WORKSHOP

- RCTA FINANCIAL OUTLOOK – WHERE FUNDS ORIGINATE, TRENDS WITHIN EACH FUND SOURCE

Discussion was held regarding RCTA's near and long term Financial Outlook.

- **CTSA STATUS UPDATE REPORT – FIRST 5 YEARS RECAP & LOOK AHEAD AT OTHER OPPORTUNITIES**

Discussion was held on the status of RCTA's CTSA Programs.

- **RCTA 2024 FARE INCREASE OUTREACH UPDATE – ON PROGRESS & SURVEY RESULTS**

- **RCTA MARKETING UPDATE**

- **RCTA WILLIAMS DRIVE FACILITY – NEAR TERM SECURITY NEEDS**

Discussion was held on each topic regarding the Annual Strategic Planning Workshop.

9. DISCUSSION OF FISCAL YEAR (FY) 2023-24 YEAR-TO-DATE BUDGET AND PRELIMINARY FY 2024-25 RCTA BUDGET

Discussion was held regarding Fiscal Year 2023-24 Year-to-Date Budget and Preliminary FY 2024-25 RCTA Budget. This item will return for Board approval at the next meeting.

10. ANNOUNCEMENTS

11. ADJOURN – NEXT RCTA BOARD MEETING WILL BE MONDAY, JUNE 24TH , 2024 AT 4:30 p.m. AT FLYNN. Meeting was adjourned at 6:12 p.m.

Joseph Rye, Executive Director
Redwood Coast Transit Authority

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Electronic Access for Public Comment in
RCTA Board Meetings - Approve Aligning RCTA with City and County, Enabling Public
Comment Only Via In-Person Attendance or In Writing Prior to Meetings



RECOMMENDATION:

That the Board approve aligning RCTA's electronic public participation process with that of the City and County, enabling public comment only via in-person attendance or in writing prior to meetings.

BACKGROUND:

In prior meetings this year, the City Council and Board of Supervisors voted to allow public comment at meetings in-person and in writing, but no longer via Zoom and or the County meetings website. The electronic access was initiated during the COVID pandemic. Because the City and County will no longer be needing the level of Zoom service needed to accommodate public input, only a simple Zoom access will be available to RCTA unless RCTA votes to pay for the software upgrade itself. The cost is estimated to be between \$2,000 to \$7,000, most likely on the higher end of that range, since few, if any, other boards and commissions in Del Norte have expressed interest in maintaining the comments capability through a premium Zoom account.

The proposed new Zoom access will allow for attendance and presentations by remote RCTA staff, consultants, Caltrans and other invited meeting participants who cannot attend the meeting in person. If this change is made, public comment will be available in person at the meetings or in writing before the meetings, as it is for the City and County, but not via the old online method, including Zoom.

This change aligns RCTA with the City Council of Crescent City and the Del Norte County Board of Supervisors, and is a good fit for RCTA, considering RCTA has never received any online public comment via online or Zoom during the 4 years (post COVID) that the feature was available through the County's technologies.

ATTACHMENT – if Needed, DNLTC did not use Resolution to make this change?

1. Resolution 2023-24-XX Aligning RCTA Electronic Public Participation Process with that of the City of Crescent City and Del Norte County Board of Supervisors.

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approve Resolution 2023-24-15 Authorizing Application for FTA Section 5339 Funds for Purchasing Replacement Buses, and Authorizing the Executive Director to Execute Grant Documents.



RECOMMENDATION:

That RCTA adopt Resolution 2023-24-15 authorizing application for Federal Funding under FTA Section 5339 (49 U.S.C. Section 5339) with the California Department of Transportation for the purchase of replacement buses and authorize Executive Director to execute all grant documents.

BACKGROUND:

While the source of the grant is federal, the State of California will be administering the project under the requirements previously established for regular bus replacements. Grant applications will be screened, aggregated, and submitted under the rules of the Section 5339 of the Federal Transit Administration.

RCTA is requesting funds to replace two of its largest diesel-powered cutaway buses used primarily on Route 20 between Smith River and Eureka. This route is challenging to buses due to the mountainous nature and long distances covered. Due to these factors, the route is best served at this point in time by diesel-powered vehicles. RCTA has programmed funding to change out most of its fleet to electric buses (ZEB, zero-emission buses) in the next few years, however the duty cycle of Route 20 is not currently compatible with electric ZEBs due to range and power issues. RCTA seeks to continue using diesel buses on this route until such time a viable alternative is available in our region. Matching funds will come from RCTA's SB-1 State of Good Repair Fund, supported by RCTA Reserves.

The diesel buses being proposed will be Ford 32' diesel similar in size and configuration with existing RCTA buses 294 and 295. They are equipped with wheelchair lifts, meet ADA standards and seat 25 passengers.

ATTACHMENT

1. Resolution 2023-24-15 Authorizing Application for FTA Section 5339 Grant Funds from Caltrans for Bus Replacements.

**RCTA AUTHORIZATION OF FEDERAL FUNDING UNDER FTA SECTION 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION
RESOLUTION 2023-24-15**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5339 of the Federal Transit Act (**FTA C 5100.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Redwood Coast Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Del Norte County; and

WHEREAS, the Redwood Coast Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority does hereby Authorize the RCTA Executive Director to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5339 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339 project(s).

PASSED AND ADOPTED by the Redwood Coast Transit Authority Board of Directors of the Del Norte County, State of California, at a regular meeting of said Commission or Board Meeting held on the 24th of June, 2024, by the following vote:

AYES:

NOES:

ABSENT:

(Please Print)

Name: Joey Borges

Title: Chair

Signature: _____

Date: 6/24/24

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approval of Implementation of 2024 Summer Schedule



RECOMMENDATION:

Approve implementation of the 2024 Summer Schedule.

BACKGROUND:

In recent years, RCTA has not been static, but rather has made adjustments each year based upon changing dynamics. Services reduced were due to low productivity. Here is a quick history of recent service changes:

<u>Date</u>	<u>Nature of Service Change</u>	<u>Result</u>
April 2020	cut all Saturday service, shortened PM service, cut regional trips	reduced service hours 33%
Fall 2021	reinstated Route 300, added 300PM, reinstated Saturday service	little ridership gains
Spring 2022	reinstated last trips cut during pandemic	modest ridership gains
Fall 2022	discussed higher summer service level, kept higher thru 2023	modest ridership gains
Fall 2023	implemented reduced winter schedule, October through May	saved money

Discussion

After discussions of the concept in 2022, RCTA Board approved reduced service on Routes 20 (South Segment) and 199 from 3 daily round trips to 2 as the main elements of its Winter Schedule. This aligns with lower ridership demand in the colder, wetter winter months. The Winter Schedule runs from October 1 through Memorial Day Weekend (late May). This allows RCTA to run its maximum service level in the higher demand warmer months and stretch its budget. Elimination of the midday Route 199 trip (1.5 revenue hours/day) and the midday Route 20 trip between Crescent City and Eureka (5.5 revenue hours/day) saves RCTA approximately 1428 revenue hours annually, or about \$75,000 per year at current fuel and labor costs.

RCTA has not received many complaints about the loss of the midday service, although certainly the system is easier to use in the summer with those midday trips in place, allowing half-day trip taking. As mentioned in the budget discussions elsewhere on today’s agenda, RCTA’s rising labor and fuel costs are consuming all of RCTA’s current basic funding, leaving nothing for capital projects and further wage growth. Unmitigated, this will draw down RCTA reserves. While seemingly a minor cost saving measure, staff strongly recommends that RCTA continue the reduced Winter Schedule in 2024-25 and beyond until additional funding can be secured.

Summer Schedule Specifics – Reinstates Midday Trips on Routes 20 and 199

- 1) Route 20 southbound departing Crescent City at 10am, arriving Eureka at 12:48pm, then departing Eureka at 1:30pm arriving back in Crescent City at 4pm. This trip serves Klamath Glen southbound, and the Eureka Medical Facilities in both directions.
- 2) Route 199 trip departing Crescent City at 12:30pm, arriving and departing Gasquet at 1:10pm, arriving back in Crescent City at 1:52pm

Recommendation

Staff recommends approval of the 2024 Summer Schedule through September 30, 2024.

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director



SUBJECT: Public Hearing on Implementation of a Fare Increase – Staff Recommend the Modest Fare Increase of \$.25 on Local Routes and Approximately \$.50 Per Zone on Regional Routes

RECOMMENDATION:

Conduct a public hearing to receive community input on the proposed fare increase. Staff recommend the modest fare increase of \$.25 on Local Routes, and approximately \$.50 per zone on regional routes.

BACKGROUND:

Since November 2023 the Board has been discussing a fare increase. RCTA's last fare increase came as part of a restructure of fares in 2017. RCTA has experienced dramatic increases in operating costs in recent years, with a slight drop in ridership and fares collected. This is most concerning because RCTA's largest source of revenue is the Transportation Development Act (TDA), and the TDA contains efficiency standards that include recovery of at least 10% of operating costs via passenger fares and pass sales. RCTA's TDA Local Transportation Funds, which currently provides RCTA about \$800,000 per year (includes CTSA funds, about 43% of RCTA budget). While not alone in this situation statewide, until such time that legislative action amends the TDA to remove or lower the farebox recovery ratio, RCTA is technically at risk of losing funding due to non-compliance. As staff understands the funding cut process, the percentage by which RCTA would fail to reach 10% could be reduced from RCTA's annual TDA claim by action of the Del Norte Local Transportation Commission, should they choose to do so. For example, RCTA's FY 22-23 farebox recovery ratio was 6.5%, 3.5% of the 10% standard. DNLTC could reduce next years RCTA TDA LTF allocation by 3.5, or about \$28,000 at current TDA funding levels.

DISCUSSION:

Since the January 2024 meeting, staff has conducted a public outreach campaign geared at existing riders and social service agency partners, the goal to make the community aware that RCTA must raise its fares to obtain compliance with TDA law's 10% minimum farebox recovery standards. This outreach included car cards in all the buses and shelters, an online survey on RCTA's front page, and email and social media blasts of the survey to reach as many in the community as possible.

- Community survey monkey survey via email & website, that received 60? responses
- RCTA would post car cards inside the buses to describe the fare increase and invite riders to participate in the online survey, the 2nd charette, and/or the Board Meeting on June 24th.
- RCTA will conduct a second informal drop-in fare increase charette on June 24th

A key component of this fare increase that staff wants to be clear about, is the recommendation to add Seniors and the certified Disabled to the Free Rides Program. RCTA started the Free Rides Program with a LCTOP grant several years ago, starting with college students, then expanding to all youth, and then Veterans. Free ride eligible customers ride simply by flashing their student or veteran ID cards. By adding

Seniors and Disabled to the eligibility group, RCTA will benefit from quicker draw down of the annual LCTOP grant funds plus one of the last major target rider groups would be included in the program. Assuming the Board supports this modification to the Free Ride Program, the only remaining market share group that would be required to pay cash or purchase a pass are non-disabled adults, age 19-65.

Pros of Implementing a Modest Fare Increase in 2024

RCTA is overdue for a fare increase (7 years) and it is not a surprise to most riders and the community

Since the 2017 fare increase, CPI has increased 30.8 percent while RCTA’s fares have held steady

Would establish a “good faith effort” at 10% farebox recovery, and at the least get RCTA closer

\$.25 increase in local adult fares, \$.50 increase per zone on regional trips only a slight increase

Most of RCTA’s riders, including non-disabled adults, receive bus passes and ride tickets from agencies

Cons

RCTA riders, especially the non-disabled adults, are very fare sensitive due to extreme low incomes

Summary of Community Survey

WORK IN PROGRESS – WILL SUMMARIZE SURVEY RESULTS PLUS LATE SURVEYS FROM JUNE 24TH OUTREACH EVENT

Proposed Increase – Modest Increase - Recommended

RCTA is seeking a modest fare increase, although greater and lesser options are floated in the online survey to gauge interest and tolerance:

Fixed Route	Current Adult Fare	Anticipated Increased Fare
CC Local Routes (zone 1)	\$1.25	\$1.50 (+\$.25)
Regional Routes (2 zone)	\$2.00	\$2.50 (+\$.50)
Dial-A-Ride	Current ADA Eligible DAR Fare	Current General Public DAR Fare
	\$1.75	\$5.00
Anticipated Dial-A-Ride Fares		
Current ADA Eligible	\$2.00 (+\$.25)	
General Public DAR	\$6.00 (+\$1.00)	

Alternative Increase – Token Increase

RCTA could seek a token increase, less impactful to riders but less help to farebox recovery:

Fixed Route	Current Adult Fare	Anticipated Increased Fare
CC Local Routes (zone 1)	\$1.25	\$1.35 (+\$.10)
Regional Routes (2 zone)	\$2.00	\$2.25 (+\$.25)
Dial-A-Ride	Current ADA Eligible DAR Fare	Current General Public DAR Fare
	\$1.75	\$5.00
Anticipated Dial-A-Ride Fares		

Current ADA Eligible \$1.90 (+\$.15)
General Public DAR \$6.00 (+\$1.00)

Staff now recommends pushing the effective date for the fare increase back to October 1, 2024, to align with RCTA's Winter Schedule service change. This allows stakeholders longer to prepare and it allows RCTA to include information on the new fare structure into its Winter Schedule brochure.

Outreach Component

Timeline

Webpage Online Survey Opens – share via email, car cards	February 27 th , 2024
Direct Outreach to Social Service Agencies	February 20 th , 2024
Drop in Charette #1 to Discuss Fare Increase with riders	February 26 th , 2024
Presentation on Fare Increase Outreach at Workshop	April 22 nd , 2024
Notice of Fare Increase Public Hearing posted (buses, web)	April 29 th , 2024
Drop in Charette #2 to Discuss Fare Increase with riders	June 24 th , 2024
Fare Increase Public Hearing at RCTA Board Meeting	June 24 th , 2024
Fare Increase Effective Date	October 1 st , 2024 (or July 1 st)

RECOMMENDATION

That the Board approve the Modest Fare Increase to become effective October 1, 2024.

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Discussion of Deliverables from GHD for Planning & Early Scoping for Williams Drive Bus Charging Project & Next Steps



RECOMMENDATION:

Discussion only. Provide staff with direction as RCTA moves forward with the project.

BACKGROUND:

As a key element of RCTA's mandate to comply with the California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulations, RCTA must switch much of its fleet to ZEB (Zero Emission Buses) and this requires major upgrades to RCTA's Williams Drive Facility. In June 2023, RCTA engaged GHD Engineering to help with planning and early engineering scoping work to get this project started. DNLTC supported the project and paid \$20,000 towards the early invoices of the project, which cost RCTA a total of \$74,740. These funds were drawn from RCTA reserves. Concurrent with this planning effort, RCTA successfully obtained \$3.48M in TIRCP (Transit Intercity Rail Capital Program) funds to cover the delivery of the project.

DISCUSSION

The scope of work for the GHD planning and scoping work included the following:

- Evaluation of future maximum RCTA bus charging needs separate from the current facility electrical needs, assuming a new service to handle bus charging
- Support RCTA in initiating the electrical service upgrade process with appropriate parties within Pacific Power, to include, capacity upgrade, service point location, and PP cost estimates for their portion of the project (upgrading power service to RCTA property).
- Develop an optimal site plan for the location of the electrical service equipment, bus parking, charging station islands, considering vehicle circulation and site maximization

RCTA obtained a \$37,000 TIRCP allocation to fund the next phase of work, Project Approvals and Environmental Documents (PA/ED). RCTA has found a qualified firm and negotiated a proposal well within project budget, and the Board should award this agreement on today's agenda. The PA/ED phase should run through August 2024. Once the certified environmental documents are finalized, RCTA will seek its next TIRCP allocation, \$161,000 for Final Design.

RECOMMENDATION

Discussion of project deliverables and direction to staff on moving forward with the project.

Attachment #1: GHD project site plan as submitted to Pacific Power & Fairgrounds

Attachment #2: Pacific Power Service Application as submitted with guidance from GHD

Please complete this form and return to the Estimator assigned to your job

Business Information

Business / Customer Name: Redwood Coast Transit Authority
 Request Number: 7157163
 Address: 140 Williams Drive, Crescent City, CA 95531
 Person responsible for advance and contract billing (if different than monthly billing customer):
 Name: Joseph Rye Address: E-mail tmtconsulting@gmail.com Phone No.: 707-235-3078
 Address: _____ Fax No: _____
 Building Square Footage: 6869sf Note: breakdown into use (i.e.: office, warehouse)
 Hours of Operation (include days & hours): M-Sat 6a-9p

Service Description

Desired Secondary Voltage: 3 Phase 120/208v 3 Phase 277/480v
Note: Not all voltages may be available 1 Phase 120/240v 1 Phase 120v Only Other _____
 Panel Size (in Amps): 2000 A Total number of 3 Phase meters: ≤ 200 A _____ > 200 A _____
 Total number of 1 Phase meters: ≤ 400 A _____ > 400 A _____
 Nearest Pole or Equipment number: _____ Type of Service Desired: Overhead Underground
 Electrical Contractor: _____ Phone No.: _____

Load List (attach additional sheets if necessary)

Description	Motor starting code	New Load to be added	Load to be removed	Total Connected Load after changes	Unit
HVAC (name plate rating): <u>Lock Rotor Amps (LRA) =</u>					Tons*
Refrigeration Equipment					Tons*
Total (do not convert to kW) :					Tons
Exhaust Fans					HP
Gas/Fuel/Sump Pump					HP
Small Motors < 10 HP					HP
Air Compressor					HP
Swimming Pool					HP
Large Motors > 10 HP (not included above)					HP
Total (do not convert to kW) :					HP
Electric Heat					kW
Water Heating					kW
Lighting					kW
Outlets					kW
Office Equipment					kW
Kitchen Equipment					kW
Computers, Magnetic Power Supplies					kW
Machinery					kW
Thermoplastic Injection Equipment					kW
Elevators					kW
Boiler					kW
Snow Melting					kW
Signs					kW
X-Ray Equipment					kW
Washer/Dryer					kW
Miscellaneous					kW
Heat Exchanger					kW
Humidifier					kW
Future (Best Guess)					kW
For PEV (plug-in electric vehicle) chargers see page 2.					kW
Total:					kW

It is important to provide the most accurate information available, as it is used by the Estimator to design PacifiCorp's facilities and determine the customer's costs. Please sign and date this form before giving it to your estimator.

Customer Signature Joseph Rye

Date 11/28/2023

Plug-in Electric Vehicle (PEV) Chargers:

Load List (<i>attach additional sheets if necessary</i>)				
Description	Number of charger units	Nameplate kW each charger	Total kW	
Level 1 PEV Charger (120v)			0	kW
Level 2 PEV Charger (240v)	20	19.2	1066.7	kW
DC Fast PEV Charger (480v)	2	200	400	kW
Tesla SuperCharger			0	kW
Total PEV Charger:			1466.7	kW

It is important to provide the most accurate information available, as it is used by the Estimator to design PacifiCorp's facilities and determine the customer's costs. Please sign and date this form before giving it to your estimator.

Customer Signature

11/28/2023

Date

Attach to page 1 to submit with building load request.

Note:

- *You may wish to consult a trained professional (electrician, engineer, etc.) prior to providing the information to your estimator.*
- *Commercial metering can have many restrictions that should be discussed with the estimator prior to the purchase and installation of your metering equipment. There are also restrictions regarding master metering. If your plans call for master metering, please discuss this with your estimator.*
- *Motors larger than 35hp three phase or 3hp single phase will require approval by our engineering department prior to installation in order to determine the acceptable starting current.*
- *Additional comments:*

System Impact Study Report

Completed for:
Redwood Coast Transit Authority
NC-198

Proposed Load
784 kW

Proposed Interconnection Location
1140 Williams Drive, Crescent City CA

Date
April 5, 2024

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1.0 Description of Request

Redwood Coast Transit Authority (Customer) has requested a study to identify system additions required to provide distribution level electrical service to a proposed new load in/near Crescent City, CA. The interconnection is located at 1140 Williams Drive.

Customer's requested incremental and total load in kW, voltage and schedule is shown in Table 1:

	Voltage (V)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Existing	277/480	42	0								
New	277/480		784								
Total	n/a	42	784	784	784	784	784	784	784	784	784

Table 1 – Ten Year Load Schedule

A qualified representative for Customer has verified that the load forecast in Table 1 is the expected diversified peak demand.

2.0 Scope of the Study Report

This study evaluates Pacific Power's (Company) system to serve the load shown in Table 1.

- 2.1 This report assesses the reliability impact of the new facilities on the interconnected transmission systems to ensure compliance with NERC Reliability Standards and applicable regional (WECC), sub-regional, and Company criteria and facility connection requirements.
- 2.2 This report provides a reasonable least cost solution to serve Customer's load.
- 2.3 This report includes preliminary scope and estimated costs¹ to complete any required additions. More accurate estimates will be refined in later phases.
- 2.4 This report provides a statement about the feasibility of supporting Customer's requested load schedule. Customer shall not assume delivery dates from this report.
- 2.5 This report will address facilities which must be in service to meet Customer's requested load schedule.²

¹ Customer's financial responsibility for any required improvements to serve the load is beyond the scope of this report.

² Company cannot confirm the feasibility of providing any of the needed facilities by the time frames requested by Customer to serve the scheduled loads. The project delivery schedule will be refined in later phases and will be subject to the alternative selected and the Customer's contractual authorizations for the Company to prepare designs, technical specifications, orders and receipts of long lead materials, development of construction packages and construction activities. The schedule to complete Company's project scope of work is subject to Customer's ability to timely provide information, permits, rights of way and contractual executions. Necessary permits and rights of way may require up to three (3) years to obtain.

- 2.6 If applicable, this report will provide information for alternatives to serve Customer's load schedule.

3.0 Definitions

- 3.1 "Adequate service" is defined as voltage levels identified in Pacific Power's existing Operability and Reliability Guidelines, filed with the applicable state regulators.
- 3.2 "N-0" refers to assessing the electrical systems without any outage conditions and all electrical network components in service and operating properly (steady state).
- 3.3 "N-1" refers to assessing the electrical systems with one component out of service.

4.0 Queue Order

- 4.1 This study will be addressed in the queue order for the affected systems. All applicable and active, higher-priority service requests and system improvements necessary to serve the previous queue requirements were considered in this study.
- 4.2 Transmission Service Queue - This study addresses local transmission service availability at the time of the study. This study does not evaluate the ability to obtain network transmission rights, nor has the load request been placed into the transmission service queue. Upon receipt of a notice to proceed, Company reserves the right to submit a transmission service request to a transmission provider at Company's sole discretion. Company reserves the right to restudy the transmission service availability at any time after the load has been placed into the transmission service queue. The transmission service queue placement, or a Company requested restudy, can significantly impact the in-service date(s), scope, and Customer assigned cost of the load service request. Company makes no representation or warranty as to the availability of transmission.
- 4.3 Generation Service – This study does not evaluate the ability of generation resources and the load request has not been studied to evaluate its impact on Company's need for incremental generation supply. Company's ability to procure incremental generation supply may impact project timelines and costs independent from the analysis contained in this report.

If any of the active, higher-queued requests are withdrawn or changed, if there is a material change in this request or if the customer does not respond within timeframes specified under contract, the queue order may consequently change; Pacific Power reserves the right to re-study this request, and the results and conclusions of the study could significantly change.

5.0 Study Assumptions

Specific Assumptions for this queue request:

- 5.1 Steady state and contingency conditions were studied as applicable. Existing system load, annual load growth, and applicable higher-priority service requests were added to arrive at the base loads on which to add Customer's requested loads; however, this study assumes that there are no abnormal or emergency conditions present on the electrical network that would prevent the Company from fulfilling the Customer's request.

- 5.2 Customer will take 277/480-volt delivery from electrical service provider.
- 5.3 Customer will begin taking service as shown in Table 1.³
- 5.4 Customer has requested a Distribution load addition study of 784 kW.

6.0 Customer Requirements

6.1 Facilities:

- 6.1.1 For transmission voltage delivery Customer shall provide adequate voltage regulation within their substation facilities to satisfy the Customer's load needs. Company standards allow the transmission system voltage to vary +/- 10% during contingencies.
- 6.1.2 Customer's protection devices must coordinate with Pacific Power's protection devices.
- 6.1.3 Customer must follow Pacific Power's "Customer Owned Substation Requirements."⁴
- 6.1.4 Customer is responsible to secure rights of way and/or permitting and pay associated costs for service extension facilities. This shall be done in coordination with and in a format acceptable to Company.
- 6.1.5 If Customer installs any on-site or backup generation, a "break-before-make" switch is required to be installed to prevent paralleling Customer's generation to Pacific Power's system. If Customer desires a "make-before-break", Customer must communicate this request in writing to Pacific Power. Additional requirements will be required of Customer at their facility. Generator interconnection requests must follow the process outlined in the PacifiCorp Open Access Transmission Tariff.
- 6.1.6 If Customer wishes to continue with this load request after receiving this report or any Company provided modification to this report, Customer must make this request in writing upon receipt per the terms of the ESSA (typically within 60 days) unless otherwise agreed to by Customer and Company to initiate the next phase of scoping, estimating and/or detail design. Failure to initiate request will result in Customer's removal from queue.

6.2 Power Quality and Reliability:

- 6.2.1 It is Customer's responsibility to adequately plan and mitigate any impacts due to outages and sags as a result of being connected to Company's power network.
- 6.2.2 Customer's single-phase loads shall be reasonably balanced among the three phases.⁵
- 6.2.3 Customer facility shall meet all distortion requirements⁶ described in Company's Engineering Handbook.
- 6.2.4 Customer facility shall meet all induced voltage fluctuation and light flicker requirements⁷ described in Company's Engineering Handbook.

³ This date is not a guarantee and is subject to project parameters and timely decision making of all parties involved. The service dates will be refined further in future phases of the project.

⁴ Available upon request.

⁵ Used to maintain voltage balance within conditions described in Company's Engineering Handbook section 1C.3.1 found at <http://www.pacificpower.net/con/pqs.html>.

⁶ Company's Engineering Handbook section 1C.4.1 found at <http://www.pacificpower.net/con/pqs.html>.

⁷ Company's Engineering Handbook section 1C.5.1 found at <http://www.pacificpower.net/con/pqs.html> (and IEEE 1453-2011, Appendix F).

7.0 Distribution Study Results and Facility Requirements:

- 7.1 Customer has requested a distribution load addition study of 826 kW.
- 7.2 Load on circuit 5R147 and Northcrest substation 69-12.47 kV transformer is 4.5 MVA in summer and 6.9 MVA in winter from Distribution Planning Study 2018-2023. Existing load is 65% & 66% of the feeder's summer/winter capacity.
- 7.3 Redwood Coastal Transit Authority load addition of a total of 826 kW increases the load on circuit 5R147 feeder 5.3 MVA in summer and 7.7 MVA in winter. The Customer's load addition is projected to increase loading on circuit 5R147 to 74% & 73% of total feeder's summer/winter capacity.
- 7.4 No network upgrades needed.
- 7.5 Install 1,000 kVA padmount transformer at customer location.
- 7.6 Extend 3 phase #2AAAC line approximately 300 feet of south from FP 210403.
- 7.7 Install 50E Power Fuse for Dip protection.
- 7.8 Secondary design will be completed by local estimator outside of System Impact Study.

8.0 Transmission Study Results and Facility Requirements:

- 8.1 The Company's system has adequate substation capacity and transmission capacity to supply the Customer's proposed new load. Voltage conditions on the transmission system are predicted to be acceptable after the load addition.
- 8.2 No Network Upgrades are required at the substation or on the transmission system to supply the requested load addition.

9.0 Substation Facility Requirements by Site:

- 9.1 N/A

10.0 Protection and Control Facility Requirements by Site:

- 10.1 N/A

11.0 Communications Facility Requirements by Site:

- 11.1 N/A

12.0 Metering Facility Requirements by Site:

- 12.1 N/A

13.0 SCADA Facility Requirements by Site:

- 13.1 N/A

14.0 Conclusions

14.1 Delivery of Improvements Schedule Evaluation

14.1.1 Company estimates it will require approximately 12-24 months to provide the interconnection and system facilities:

14.1.1.1 After the date Customer provides needed permits and rights of way for the interconnection facilities.

14.1.1.2 After Customer and Company execute required contracts to allow the project to proceed to design and long lead material orders. An executed Transportation Electrification Contract is required prior to commencing construction activities.

14.2 Company anticipates Customer's requested schedule for service is potentially feasible. A more accurate evaluation of the schedule will be developed in the next phase and the delivery schedule is subject to timely decision making and progress by all parties and activities.

14.3 **Customer shall maintain a power factor at the metering point of 80% PF or better at all times. The power factor requirements will be addressed in the Transportation Electrification Contract.**

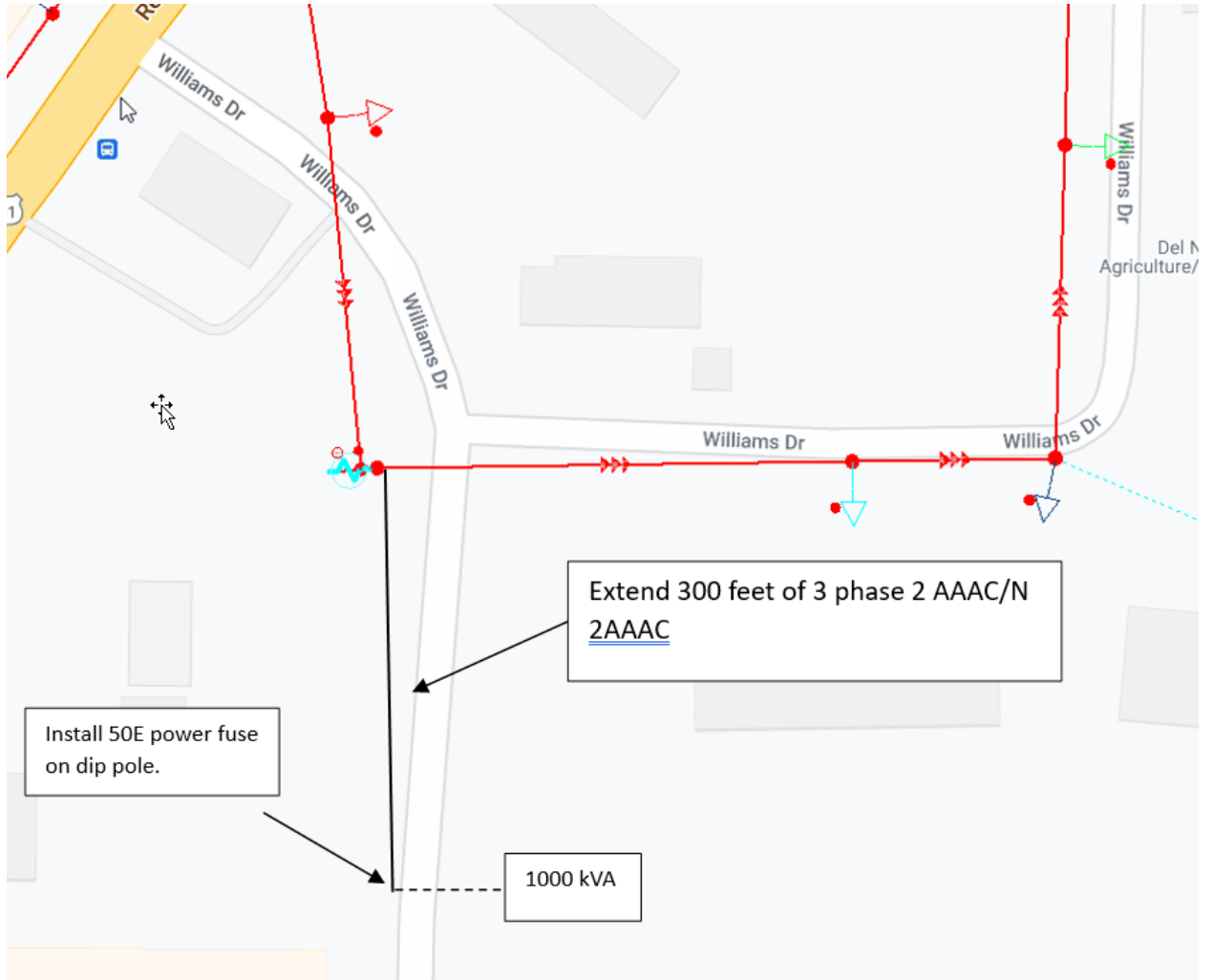
14.4 It is estimated based on preliminary data that motor(s) operated by Customer will result in acceptable induced voltage fluctuations on the system per the guideline in Company's Engineering Handbook section 1C.5.1. This does not guarantee adherence to the requirements and actual motor characteristics such as "locked rotor" current shall be obtained and provided to Company for detailed assessment. System susceptibility to voltage fluctuation is subject to change and it shall be Customer's responsibility to ensure their facility meets all induced voltage fluctuation and light flicker requirements.

15.0 Participation by Affected Systems

N/A

APPENDIX

I. Diagrams/Maps/Sketches



APPENDIX

II. Cost Allocation Information

Cost Allocation Policy Application	
Customer's Contribution	\$ 0
Company's Net Project Cost	\$ 100,000

The estimate above is a high level "good faith" estimate only, for the benefit of this study. A more detailed and accurate estimate will be developed after an official work request is submitted and a facilities construction agreement is executed.

Rule 24 Eligibility Notice

Background

Pacific Power and Light Company, an Oregon corporation d/b/a Pacific Power participates in the California Rule 24 Electric Vehicle Infrastructure Program (“Rule 24 Program”). (“Recipient”) has submitted a Rule 24 Program intake form (“Intake Form”) and has been deemed eligible to participate in the Rule 24 Program.

As a condition of eligibility under the Rule 24 Program, Recipient agrees to the terms and conditions for Rule 24 Program Participation and electric service set forth in the tariff. For Recipient’s convenience, tariff provisions applicable to Rule 24 Program participants and other conditions for participating in the Rule 24 Program are described in the “Continuing Eligibility Expectations” section below.

Continuing Eligibility Expectations

1. **Accuracy of Intake Form.** Recipient attests to the accuracy of information provided in the Customer Intake Form.
2. **Notice of Eligibility.** Recipient acknowledges notification of eligibility under the Rule 24 Program.
3. **Intent.** In signing this Notice, Recipient confirms intent and desire to participate in the Rule 24 Program.
4. **Provide Information.** Recipient agrees to timely provide information as needed for Pacific Power to develop an accurate project design and cost estimate.
5. **Line Extension Agreement.** To receive service under the Rule 24 Program, Recipient shall enter a Line Extension Agreement with Pacific Power and comply with all terms and conditions therein for the provision of electric power.
6. **Service Under the Tariff.** Recipient agrees to comply with all applicable Pacific Power tariffs, rules, procedures, specifications, and requirements.
7. **Conditions of Continued Eligibility Under Rule 24.** Recipient understands that the below conditions are required by tariff for continued eligibility under Rule 24:
 - a. Recipient shall take service under a commercial time-variant rate, if one is available;
 - b. Recipient must comply with all the safety requirements referenced in the tariff, including Transportation Electrification Safety Requirements Checklist;
 - c. Recipient shall activate the charging station(s) within 30 business days after service point of energization;
 - d. Recipient shall maintain and operate the charging stations associated with this rule for a period of at least five years;

- e. Recipient shall provide ongoing data reporting to Pacific Power for five years to comply with reporting requirements; and
- f. Recipient shall remedy all charger maintenance issues on Recipient's side of the meter within ninety (90) days.

Project Data

- 8. At Pacific Power's request, Recipient shall provide Pacific Power with all data generated by the Project, including but not limited to kilowatt-hour ("kWh") and usage data for the life of the Project. Recipient shall coordinate with Pacific Power to execute any agreements and make arrangements necessary to provide Pacific Power with access to such data and will make reasonable efforts to seek consents from third parties to share such data with Pacific Power.
- 9. Recipient authorizes Pacific Power and its agents, contractors, and service providers, to collect, duplicate, disseminate, release, disclose and share Recipient's personal information or data related to Recipient's enrollment and participation in the Program, which can include but is not necessarily limited to Recipient's name, email address, service address, utility account number, Recipient's enrollment information, statistics and data about Recipient's energy use, any opt out decisions or actions by Recipient, or other information related to Recipient's participation in the Rule 24 Program. Any personal information or data collected by Pacific Power during the course of the Rule 24 Program will be used only for administering or reporting on the Program and as described in Pacific Power's Privacy Policy available at www.pacificpower.net/privacy.html. This information will be used by Pacific Power for the administration, evaluation, and reporting on the Rule 24 Program. Recipient agrees that information about Recipient's service account, energy usage, and devices connected to Recipient's service account, as well as any information Recipient provides while applying for the Rule 24 Program or that is related to the Rule 24 Program may be shared by Pacific Power with its agents, contractors, service providers, and utility regulators for the purpose of ensuring enrollment eligibility, compliance with Rule 24 Program requirements and analyzing program performance, fraud prevention, security, or as required to comply with state and federal law, regulation, and other legal action. In those cases, Pacific Power and its agents, contractors, and service providers shall comply with all applicable legal requirements before making such disclosure. Recipient consents to receive emails and other notifications, including text messages, sent by Pacific Power related to your participation in the Rule 24 Program.
- 10. Use of data for reporting: Pacific Power may summarize or provide information about the results of the Rule 24 Program in publicly available studies or reports. In such case, data will be anonymized in a way that Recipient cannot be individually identified. By signing up to participate in the Rule 24 Program, Recipient consents to this information being accessed and provided to or by Pacific Power its agents, contractors, and service providers.

11. Projects with EVSE components (Level 2 or DC Fast Charging stations) will have a life of 10 years from the powering on date and recipients must ensure that charging ports have an average annual uptime of greater than 97% (to the best of their ability). A charging port is considered "up" when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity as expected.

Notice

12. Correspondence related to the Rule 24 Program may be sent by email to Pacific Power at plugin@pacificpower.net.

Recipient can be reached at: Phone _____ Email _____

Either party may update its preferred method of receiving notice by written notice to the other party as provided above.

Recipient Representations and Warranties.

Recipient is an authorized representative of the intended Pacific Power customer.

[Remainder of Page Left Intentionally Blank]

Recipient

Signature:  _____

Date: _____

Printed Name: _____

Title: _____

Organization: _____

Pacific Power

Signature:  _____

Date: _____

Printed Name: _____

Title: _____

[\[2\]](#) Note to Recipient – Please include multiple points of contact to ensure that notice is received by Recipient.

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approve Agreement with Adkins Engineering for Project Approvals and Environmental Documentation for the Williams Drive Bus Charging Infrastructure Project in a Not-To-Exceed Amount of \$8500 and Direct Executive Director to Execute Agreement Documents



RECOMMENDATION:

Approve agreement with Adkins Engineering for Project Approvals and Environmental Documentation for the Williams Drive Bus Charging Infrastructure Project in a not-to-exceed amount of \$8500 and direct Executive Director to execute agreement documents.

BACKGROUND:

In March and April 2024, RCTA conducted a comprehensive Request for Proposals (RFP) for the Project Approvals and Environmental Documentation phase of the Williams Drive Electric Bus Charging Infrastructure project. Unfortunately, no proposals were received by the deadline.

After the proposal deadline, a firm that RCTA had reached out to earlier indicated that they are interested in and qualified to perform the consulting work for the project.

Discussion

Per RCTA's procurement policy, RCTA did not need to conduct an RFP for a project with a value as low as this. RCTA let the RFP in an attempt to induce bids and make the contracting community aware of the project. That was partly successful. After contacting Adkins to discuss the opportunity in early June, staff negotiated a letter proposal with Adkins Engineering after an initial zoom call to discuss the project and its timelines and requirements. The proposal was deemed responsive, and the RCTA attorney was consulted on the process to move forward with an award in this case of a "no-bids received" RFP scenario.

RCTA can move forward with the award to Adkins based on the reasonableness of the Adkin's team's proposed labor rates and the comprehensive scope of work, acceptable timeline and local experience. Adkins labor rates were compared to recently received SRTP and Project Management Support proposals to ensure reasonableness.

Recommendation

That the RCTA Board approve an agreement with Adkins Engineering, Inc. for the Project Approvals and Environmental Documentation phase of the Williams Drive Bus Charging Project and direct the Executive Director to execute the agreement.

Attachment 1 – Adkins Engineering Proposal – June 7, 2024



June 7, 2024

Joe Rye, Executive Director
Redwood Coast Transit Authority
900 Northcrest Drive, #134
Crescent City, CA 95531

RE: RCTA Bus Charging Facility
Environmental Services Proposal

Dear Joe,

Thank you for the opportunity to provide the following proposal in response to Environmental Services for RCTA's Bus Charging Facility in Crescent City, CA.

Adkins Engineering & Surveying (Adkins) is a local multi-disciplinary civil engineering firm located in Klamath Falls, OR that has served the engineering needs of southern Oregon and Northern California communities since 1983. Our services range from planning, permitting, civil and structural design engineering to surveying, materials testing/special inspections, and construction administration on a variety of private and publicly funded infrastructure projects for Cities, Counties, School Districts, and Educational Institutions.

We are proposing to partner with Rabe Consulting, an environmental firm located in Klamath Falls, OR, which we've partnered on multiple projects requiring environmental services in Oregon and California.

Attached is Rabe Consulting's proposal to provide the requested environmental services for the proposed Bus Charging Facility located at RCTA's Operations and Maintenance Facility. Adkins will administer the project with Rabe Consulting as a subconsultant. We propose to provide the Environmental Services for this project for a Fixed Fee amount of \$8,500.

If you have any questions regarding the details of this proposal, please do not hesitate to contact me. We look forward to the opportunity to work with RCTA on this project and the possibility of providing future Engineering and Surveying Services.

Sincerely,

A handwritten signature in blue ink that reads "Jonathan Moritz". The signature is fluid and cursive, with the first name being more prominent.

Jonathan Moritz, P.E.
Principal / Project Manager

Attachment

1435 Esplanade Ave, Klamath Falls, OR 97601

o 541.884.4666 / f 541.884.5335 / w AdkinsEngineering.com



Rabe Consulting

Striving for a Sustainable community through educational,
economic and environmental improvement

June 3, 2024

RE: Redwood Coast Transit Authority - Crescent City, CA

Rabe Consulting is pleased to provide a scope and quote for environmental services in Crescent City, CA.

Rabe Consulting, started in 1997, is an environmental consulting business specializing in environmental services, particularly field surveys and document preparation for wetland delineations/mitigations, environmental site assessments (Phase 1 and 2), NEPA compliance, permits and biological assessments. Our company headquarters are located in Klamath Falls, Oregon. We provide services nationally, with particular focus in Oregon and California.

Rabe Consulting delivers a consistent quality service within the provided timeline and budget. We strive for excellence in service, while meeting the needs of government regulations and clients. Rabe Consulting is registered as a disadvantaged small business (DBE), women-owned business (WBE) and an emerging small business (ESB) concern. Rabe Consulting is also HUB Zone certified.

Project Scope:

Task One: CEQA Initial Study

Rabe Consulting will prepare a CEQA initial study for the project. Likely, the project will qualify for a CE or infill exemption. As an Environmental Impact Report (EIR) is not anticipated it is outside this scope of work. Rabe Consulting will prepare the Initial Study that includes the project description, environmental effects, and mitigation measures for the project. Rabe Consulting will complete the documentation necessary to support CEQA protocols. The final report will include the CEQA checklist, purpose and need/proposed project; alternatives considered; alternatives rejected or accepted; and a comprehensive evaluation of the environmental impacts that the alternatives would likely cause, and conceptual mitigation. The cost estimate does not include a cultural resource survey (not anticipated because site is previously disturbed), species specific surveys (not anticipated because site is previously disturbed and largely gravel) or a wetland delineation. These services can be provided under an additional scope but are not included in this cost estimate.

Task Two: Air quality and GHG Emissions Assessment

The task will include an air quality assessment for the construction and operation phases of the project. CalEEMod will be used to complete the assessment. The air quality assessment will be included in the initial study.

Cost Estimate		
Task Number	Task Description	Cost
One	CEQA Initial Study	5000
Two	Air Quality and Greenhouse Gas Assessment	1800
TOTAL		6800

Note 1: Rates are fully burdened including per diem, mileage and copies, as well as equipment use (submeter accuracy GPS and ArcGIS software).

Thank you for your request of a bid for environmental services. If you have any questions regarding the proposal, please feel free to contact me.



Andrea Rabe
Professional Wetland Scientist
Rabe Consulting
421 Commercial Street
Klamath Falls, Oregon 97601
541-891-2137
andrea@rabeconsulting.com

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director



SUBJECT: Approve Resolution 2023-24-17 Approving Fiscal Year 2024-25 RCTA Budget

RECOMMENDATION:

That the Board approve Resolution 2023-24-17 adopting the Fiscal Year 2024-25 RCTA budget.

BACKGROUND:

RCTA faces a fiscal year 2024-25 that projects to be very busy, with revenues and expenditures both near all-time highs. The revenues are at record highs for a second straight year, led by TDA (Transportation Development Act) State Transit Assistance (STA) funds. RCTA's FY 24-25 allocation of \$508,196 includes a "spillover" of over \$100k due to past year's STA coming in above projections. However, the STA is offset by a declining Local Transportation Funds (LTF), which dropped from FY 2023-24 record levels, likely due to a slowing economy.

Generally, RCTA has maneuvered through the tumultuous COVID-19 years to emerge from the pandemic with an increased amount of money in reserves. While the FY 2022-23 audit pegs RCTA cash reserves at \$342,909 as of June 30, 2023, in reality the reserves are higher, as several federal reimbursement checks have subsequently arrived. RCTA has begun drawing down its \$2.5M in one-time federal pandemic relief, claiming over \$400k for FY 2022-23 that arrived in early 2024, after the conclusion of the FY 2022-23 audit period. RCTA will continue to draw \$300k-\$400k in pandemic funds each year over the next 4-5 fiscal years.

DISCUSSION:

DNLTC obtained LTF funding projections for FY 2024-25 that are positive, although down a bit from the prior year. The sum of LTF available to RCTA (\$741,396) includes funds taken off the top for DNLTC audits and RCTA's CTSA program, and is added to the \$508,196 in STA funds. CARES allocations aside, RCTA still lacks sufficient ongoing annual capital-specific funding, outside of project-specific discretionary grants. RCTA will need to annually set aside some of its operating funds for projects such as bus replacements.

These funds materialize as follows:

1. DNLTC is provided annual TDA LTF estimates by 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, and this "spillover"

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 funds and both are available to claim 2 years later.

On the STA side of TDA, the economy performed better than anticipated in FY 2022-23, creating a \$173k STA “spillover” claimable in FY 2024-25. STA base funds were also down, but this loss was masked by the spillover: \$334,794 base STA, plus \$173,402, for total of \$508,196 STA.

The budget shows an increase in reserves of \$96k. However, that modest figure should be exceeded as not all budgeted capital projects will end up delivered and paid in FY 24-25. RCTA should continue to build its reserves as long as the pandemic relief funds continue to flow into the agency (around \$400k/year for another 4-5 years), however frugality is the recommendation, as RCTA’s operating costs are consuming nearly all of its base funding, leaving nothing to set aside for capital project needs or further rising of costs in the future. Staff recommends that RCTA build its reserves well over \$1M dollars between now and the end of the pandemic relief funds, to allow plenty of time for the agency to develop a strategy for cost reductions or for further legislative funding relief to address the lack of capital funds available.

Highlights of the Draft FY 2024-25 Budget include:

- General increases in most line items to avoid what occurred in FY 2023-24 when RCTA budgeted too low on several line items, causing extra work doing multiple reclassification form and budget amendments. This is mostly due to Del Norte County Auditor policy that doesn’t allow any line item to expend more than its budgeted amount, regardless of the overall fund budget balance.
- Increase in funds for Communications, which powers RCTA’s broad array of operations technology (including credit card transactions, AVL/CAD, on-board wifi, etc.) expenses
- Continues 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 flat revenue projection, with declining base revenues propped up by spillover STA funds from red-hot FY 22-23 economy. Not likely duplicated in FY 25-26.
- FY 23-24 will be another very active year of capital project expenditures – multiple bus replacements programmed as well as expenditure levels to complete design of the Williams Drive Electric Bus Charging project, and environmental phase of Downtown Transit Center. It is unlikely that all projects stay on schedule, so this budget is likely overestimating costs and underestimating funds that will increase reserves.
- Includes stable amount of revenue hours vs FY 2023-24
- Maintains stable advertising revenue and lower transit manager line items (more transit admin expenses will be chargeable to other line items, due to SRTP, CTSA, Marketing)
- Assumes fuel prices remain high – slight decrease from FY 2023-24
- Includes some funds for bus stop and Williams Drive facility improvements to be delivered in FY 24-25 prior to major TIRCP funded project – generator, lighting

FY 2024-25 RCTA Budget - Draft June 19, 2024

	FY 23-24	FY 23-24	FY 24-25	Notes
	Amend #1 Budget	Year to Date Actual 5/24	Draft Budget	
REVENUE				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$75,000	\$60,000	\$120,000	1 assume 10% ridership increase plus \$.20 per rider cash fare increases
5311(f) Route 20 Passenger Fares	\$25,000	\$20,752	\$40,000	assume 10% ridership increase plus \$.20 per rider cash fare increases
Auxiliary Transportation (Advertising) Revenue	\$17,431	\$ 17,431	\$17,431	2
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$873,828	\$229,995	\$741,396	3 down significantly from last year, but most will be caught up at year end by auditor
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0	\$0	4 in separate budget - Fund 691
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$401,756	\$100,439	\$508,196	5 up from last year - due to prior year spillover (real came in higher than projected)
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 240,000	\$75,000	6 will drop in half once recent bus purchase adjustment is made
SB-1 State of Good Repair (bus stops fund balance)	\$83,028	\$ 114,506	\$86,000	7
SB-1 State of Good Repair (bus replace fund balance)	\$90,081	\$ 17,431	\$136,595	7 includes rollover bus replacement funds plus all of FY 24-25 SGR allocation (\$46,514)
Low Carbon Transit Operations Program (LCTOP)	\$80,000	\$43,452	\$119,066	8 includes rollover free rides bal, plus all 23-24 allocation (\$74,158)
LCTOP (Capital - Electric Bus)	\$114,792	\$0	\$185,056	9 include rollover EV construction bal plus all of 22-23 allocation, could use to order long lead time equip?
VW Settlement Fund Capital (electric bus purchase)	\$160,000	\$0	\$160,000	10 Endera EV bus on order, will arrive in 24-25
Caltrans Sustainable Communities (SRTP Planning)	\$28,248	\$20,000	\$134,000	\$177k in grant funds, project assumes \$25k spent in FY 23-24, then \$18k in FY 25-26, \$134k in FY 24-25
TIRCP Funding - Transit Intercity Rail Cap Projects	\$37,000	\$0	\$194,000	\$161k in design funds for Williams Drive Charging, \$33k in PA/ED for Downtown Transit Center
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 - Operating	\$233,780	\$233,780	\$254,998	up a bit from last year
Section 5311 - CARES Act/CRSSA COVID Operating	\$383,175	\$554,737	\$400,000	11 estimate per year, this year was higher due to 2 back-years worth of reimbursements
Section 5311-F Operating	\$220,000	\$220,000	\$300,000	12 up to max route allocation with Caltrans supported extension to Eureka
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$426,000	\$0	\$800,000	13 assumes 80% of (3) more ARBOC LF, and (2) more diesel fords - reimbursed only on buses that arrive
Section 5310 Capital (discretionary)	\$111,845	\$0	\$0	14 last of 5310 grant expended late in FY 23-24 on local match for (1) ARBOC LF
TDA Reserves Allocation to Operating	\$0	\$0	\$0	
TOTAL REVENUE	\$3,603,964	\$1,872,523	\$4,271,738	
TOTAL OPERATIONS REVENUE	\$2,338,218	\$1,480,586	\$2,501,087	24 includes \$400k in CARES pandemic funds, real ops revenues about \$2.1M
TOTAL CAPITAL REVENUE	\$1,265,746	\$371,937	\$1,636,651	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$60,586	\$59,381	\$60,000	15 technology annual fees, support, cloud, inflated to avoid overages
20170 Maintenance - Buses and Shelters	\$37,492	\$0	\$37,492	
20200 Memberships & Dues	\$1,030	\$ 894	\$1,200	inflated to avoid overages
20221 Printing	\$206	\$ 62	\$500	
20229 Short Range Transit Plan Expenses	\$28,248	\$2,562	\$150,000	SRTP costs - this is exempt from TDA operations cost calcs - pull out at end of year
20231 Misc Dept Services (website, GTFs, Alarm Svcs)	\$8,240	\$8,180	\$10,000	inflated to avoid overages
20233 Management Contract	\$93,000	\$83,590	\$86,000	more admin team hours will be charged to other projects - SRTP, TIRCP, ad rev, CTSA
20235 Accounting Services and Audits	\$18,540	\$5,575	\$20,000	
20236 Legal Services	\$13,000	\$16,562	\$19,000	increased, FY will feature several procurements for capital projects
20237 Marketing & Planning Expenses	\$41,200	\$25,049	\$19,000	inflated to avoid overages
20242 O&M Contract - Local Fixed Route	\$790,686	\$589,576	\$720,000	16 coming in a bit low, about \$57k/month
20243 O&M Contract - Smith River/ Arcata Intercity Route	\$627,560	\$537,769	\$750,000	17 coming in a bit hot, about \$60k/month
20245 O&M Contract - Dial A Ride	\$0	\$166,705	\$250,000	18 increased, based on FY 23-24 first year of breaking these costs out
20244 Advertising, Brochures, Printing	\$18,540	\$12,275	\$20,000	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$5,150	\$ 16	\$18,000	could receive up to 6 new buses in FY 24-25, CalACT fee about \$3k per bus
20297 Fuel	\$130,000	\$89,095	\$120,000	coming in a bit under budget in FY 23-24 due to lower fuel prices
20297 Fuel - Smith River/Arcata Intercity Route	\$130,000	\$89,095	\$120,000	
30410 Lease Expense	\$38,192	\$24,830	\$38,192	coming in a bit light in FY 23-24, but it escalates annually
TOTAL OPERATING EXPENSE	\$ 2,041,670	\$ 1,711,216	\$ 2,439,384	24 includes one-time SRTP funds, real ops expenditures about \$2.15M
CAPITAL EXPENSES - Fund 645 (Reimbursement Based - Only happens if project happens)				
TIRCP Electric Bus Charging (PA&ED, Design)	\$37,000	\$335	\$161,000	assumes all enviro/PA&ED done with FY 23-24 Funds, this is all TIRCP design costs in FY 24-25
FTA 5339 Replace 6 Buses - (5339 & Local Funds)	\$300,000	\$9,593	\$1,125,000	20 assumes 6 buses at \$200k each, most likely not all 6 will arrive in FY 24-25 (1 EV, 3 LF, 2 Diesel)
TIRCP Transit Hub (planning, PE, surveying)	\$ 50,000	\$0	\$ 40,000	22 includes \$33k TIRCP plus \$7k local funds for Transit Center PA&ED late in FY 24-25
CAPITAL EXPENSES - Fund 645 RCTA General Fund (Reserves)				
40621 Security Improvements	\$ -	\$0	\$ 50,000	essential security upgrades to get us by until main TIRCP Electric Bus Charging project
40620-418 Radio System On Board Comms	\$ 15,000	\$225	\$ 15,000	21 includes annual fee for Orion/Vontas tablet-driven voice comms system
40610-200 Facility Improvements (generator install, misc)	\$ 60,000	\$5,579	\$ 60,000	rollover funds to install backup building generator on new pad
CAPITAL EXPENSES - RCTA Special Funds				
697-SGR Bus Stop Shelters and Signage (SB-1 SGR)	\$ 21,000	\$450	\$ 60,000	includes funds to install some of 2022 Simmes, plus another order of 40 Simmes
696-PTMISEA Replace 6 Buses - (Local Match to 5339)	\$ 168,000	\$ 75,000	\$ 75,000	local match for (2) new ARBOC buses arrived April 24, in 24-25, local match for 1st Endera EV bus
695-LCTOP Electric Bus Charging (PA&ED, Design, Equip)	\$0	\$41,704	\$150,000	19 assumes \$150k in LCTOP for long lead time equipment order, no construction
TOTAL CAPITAL EXPENSE	\$ 651,000	\$ 57,886	\$ 1,736,000	
TOTAL EXPENDITURES	\$ 2,692,670	\$ 1,769,102	\$ 4,175,384	
Increase (decrease) for TDA Reserves	\$ 911,294	\$ 96,354	\$ 96,354	23, 24 not ideal, considering one-time \$400k in CARES money, will increase if some of ordered buses do not arrive which is likely

Budget Notes

All projections based on end of February 2024 actuals and known upcoming funds

1 Pandemic ridership losses slowly recovering, aggressive
assumption that another 10% rider increase plus impacts of \$.25
per rider fare increase

2 Typically \$17-18K/year since inception, major advertiser already
paid for FY 23-24. Could increase if two major advertisers renew
and pay in same year

3 notable drop from FY 22-23 due to smaller carryover funds this
year and slowing economy

4 C TSA now has its own annual budget, see Fund 691

5 STA fund has rebounded to all time high, due to SB-1 and a
spillover allocation from year before, likely drop in 25-26

6 this assumes spending nearly \$170k for local match on (2)
ARBOCs in April 2024, leaving carryover balance of \$75k. Will be
spent on local match for incoming buses expected in FY 24-25.
Will spend last of the allocation, only partially replaced by SB-1
State of Good Repair.

7 State of Good Repair (SGR) was programmed to bus stops pre-
2022, balance for bus stops \$86k, balance for bus replacement
\$136k.

8 Rollover balance for the Free Rides Program (Vets, Youth,
College). This will draw down faster in FY 2024-25 and beyond
due to adding Seniors & Disabled to Free Ride program, and
increasing fares on all categories.

This is 3-4 year's accumulation of LCTOP funds for Electric Bus
Project. Can only be used for construction or equipment.
Encumbered for local match on first EV bus on order, could also
be used to order long lead time equipment for EV bus charging.

9 One-time grant funding from the Volkswagen Settlement Fund
for purchase of one electric bus. Encumbered for first EV bus on
order, will require \$100k in local match.

10 One-time Federal FTA COVID-19 Pandemic Assistance to RCTA
totals \$2.5M, of which \$1.9M remain unclaimed. Limited to
annual overmatch on operation expenses. Will range between
\$300-\$400k/year for next 4-5 fiscal years.

11 \$300k is the maximum allowable annual funding for any single
route, and will be RCTA allocation received in FY 24-25.
Allocation increased to cover extension of Route 20 into Eureka.
FTA 5339 federal funds awarded through Caltrans to fund
purchase of (5) replacement buses, orders placed in FY 23-24,
may not arrive in FY 24-25.

12 Last of older FTA 5310 federal funds spent on ARBOC bus arrived
in April 2024, closes grant

13 RCTA transit technology ongoing fees, annual licenses, support,
etc, for AVL/CAD, DAR scheduling software, GTFS and GTFS-Real-
Time, Interactive Web Maps, on-board wifi and credit card
validator. Includes cell service and support charges.

14 Operations & Maintenance for RCTA local routes from Transdev
O&M for RCTA Regional Route 20 from Transdev Contract

15 O&M costs for RCTA DAR from Transdev Contract
Assumes all enviro/PA&ED, project management and all design
(engineering) costs in FY 24-25, plus \$52k for long lead time
equip, no construction

16 Assumes 6 buses at \$200k each, most likely not all 6 will arrive in
FY 24-25 (1 EV, 3 LF, 2 Diesel)

17 Line covers last of implementation fees and second year of
Vontas/Orion tablet-based voice and data to transition away
from 2-way radios

18 Library Site Transit Center Project pushed back a year to mesh
with staff capacity, includes \$33k for PA&ED in late FY 24-25.
Design planned for FY 25-26 and construction in FY 26-27 but
timeline subject to change.

19 Projected amount that RCTA's reserve fund will grow (+\$237k), if
all other assumptions in this budget prove accurate.

20 Important to note, capital projects fluctuate and are mostly
reimbursed by grant funds, so in looking purely at Operations,
the RCTA budget for FY 24-25 shows a slight positive impact on
TDA reserves. This is misleading. \$400k in one-time pandemic
relief funds are included in this calculation. The pandemic funds
should provide about \$400k/year for the next 3-4 years. That is
covering up a slight operating deficit (\$50k/year for FY 24-25).

21 RCTA needs to either increase operating revenues or reduce
expenditures during that time frame to avoid a structural deficit.

24

FY 2024-25 Draft RCTA CTSA Budget - June 19, 2024		FY 23-24	FY 23-24	FY 24-25	
		Adopted	Year to Date	Draft	
CTSA REVENUE (691-018-9xxxx)		Budget	Actuals 5/24	Budget	Notes
<i>Local Transportation Revenues</i>					
91060	Passenger Fares	\$6,240	\$2,525	\$5,000	1
<i>Local Cash Grants & Reimbursements</i>					
90621	TDA Article 4.5 Local Transportation Fund CTSA	\$45,991	\$0	\$39,021	2 TDA \$\$ down, fund transfers from DNLTC behind schedule, will catch up at FY end
Totals		\$52,231	\$2,525	\$44,021	
CTSA OPERATING EXPENSE (691-018-xxxx)					
20232	Data Processing - Software	\$ 5,400	\$ 4,930	\$ 5,000	3 covers the ADA Eligibility & Travel Training software license
20233	Management Contract Labor (ADA Eligibility)	\$ 5,500	\$ 3,846	\$ 6,000	3 CTSA status white paper in progress, budget for more of RCTA admin next year
20235	Accounting Services and Audits	\$ 200	\$0	\$ 500	depending on how we run them in for the new ID card, might adjust 20233 or 20242?
20236	Legal Services	\$ 300	\$200	\$ 500	
20237	Planning & Marketing Expenses	\$ 1,000	\$667	\$ 1,000	4
20242	Operations & Maintenance Contract	\$ 30,000	\$9,011	\$ 27,000	5
20221	Advertising & Printing	\$ 1,000	\$ -	\$ 1,000	6
20280	Special Dept Expenses (CTSA)	\$ 5,800	\$ -	\$ 500	7 GetGoing Software annual license fees
20239	CTSA Fuel	\$ 3,031	\$0	\$ 7,521	8 need to work with Ops to isolate vehicle fuel use for CTSA, designate CTSA vehicle(s)
Totals		\$ 52,231	\$ 18,654	\$44,021	
Balance Returned to DNLTC for reprogramming - no reserve		\$0	(\$16,129)	\$0	9 will be returning approximately \$16k in CTSA TDA to DNLTC for future reprogramming

CTSA Budget Notes

- Assumes 2 riders per day, 2 days week, @ \$10 each way on South
- 1 Oregon Medical Shuttle, plus special events
- 2 TDA LTF claimed at max 5% level, down with all LTF funds
- ADA Eligibility Determination program hours far under projections due to pandemic impacts on DAR, Mark working on CTSA Status
- 3 Report, to identify gaps and potential new projects
- Funds for modest marketing for South Oregon Shuttle & website
- 4 page
- Lowering as RCTA does not operate the Medford Shuttle unless at least 2 paid reservation, saving lots of money, also includes Transdev portion of travel
- 5 training
- 6 Funds for modest marketing for South Oregon Shuttle
- GetGoing Software License increased annually, ID card maker
- 7 supplies, digital cam
- 8 Fuel for South Oregon Shuttle & events, isolate CTSA vehicle(s)
- Unspent CTSA TDA funds cannot be banked, returned to DNLTC for reprogramming in future year. Assumes no CTSA funding
- 9 returned to DNLTC next year

June 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director



SUBJECT: Approval of Resolution 2023-24-18 Authorizing the Submittal of the RCTA Fiscal Year 2024-25 Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission

RECOMMENDATION:

Staff is requesting the Board approve Resolution 2023-24-18 authorizing the submittal of the RCTA Fiscal Year 2024-25 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 2024-25 claim are:

- The revenue projections provided to RCTA and DNLTC by the Del Norte County Auditor dropped slightly from FY 23-24 record highs. LTF was down considerably (down \$140k) but offset by a "spillover-driven" increase of \$108k in STA. This cannot be counted upon to occur again in FY 25-26, so RCTA should closely monitor the economy and prepare for a downturn in available TDA funding next year.
- TDA-LTF is at \$741,396, down from \$873,829 in FY 2023-24, a decrease of 15.1%. This is attributable to a combination of less TDA carryover (from prior year overages) and projected lower base sales tax revenues.
- Solely due to one-time pandemic funding relief funds, RCTA projects to again add to its reserves during FY 24-25, but not by as much as in prior years.
- STA (State Transit Assistance) is projected at \$508,196, up from \$401,609 in FY 2022-23, an increase of 26.5%. Within this figure are dropping base STA funds, with the one-time spillover of \$174k allowing the STA allocation to reach an all-time high.

Attachment 1: Resolution 2023-24-18 Approving FY 2024-25 RCTA TDA Claim

Attachment 2: FY 2024-25 RCTA TDA Claim Packet

RESOLUTION NO. 2023-24-18

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2024-25 TRANSPORTATION
DEVELOPMENT ACT CLAIM TO DEL NORTE LOCAL TRANSPORTATION
COMMISSION FOR OPERATING AND CAPITAL 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 \$741,396 plus \$39,021 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$508,196;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2024-25, an allocation from the Local Transportation Fund a sum not to exceed \$780,417 and State Transit Assistance Fund a sum not to exceed \$508,196, 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 and capital needs of dial-a-ride and fixed-route transit services during fiscal year 2024-25.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 24th day of June 2024 by the following polled vote:

AYES:

NOES:

ABSTAIN:

Joey Borges, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye, Executive Director
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, 2024**

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 \$780,417 for fiscal year 2024-2025 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 6/25/2024

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) \$741,396	4. FARES \$160,000
2. STAF \$508,196	5. OTHER \$0
3. SECTION 5311 \$554,998	6. TOTAL \$1,964,590

1. LTF (SB325) \$741,396	PROJECT COST BY FUNDING SOURCE	4. FARES \$160,000
2. STAF \$508,196	5. OTHER \$0	
3. SECTION 5311 \$554,998	6. TOTAL \$1,964,590	

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,964,590

TDA FUNDS CLAIM: (LTF AND STAF) \$1,249,592

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 Health/Shopping Shuttle Bus to Medford

SECTION & SUBSECTION OF ACT: 99262

FUNDING SOURCE AND

1. LTF (SB325) \$39,021	4. FARES \$0
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$39,021

1. LTF (SB325) \$39,021	PROJECT COST BY FUNDING SOURCE	4. FARES \$0
2. STAF \$0	5. OTHER \$0	
3. SECTION 5311 \$0	6. TOTAL \$39,021	

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$39,021

TDA FUNDS CLAIM: (LTF-CTSA) \$39,021

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) \$800,000 PTMISEA \$75,000, SGR \$222,595, VW \$160,000 LCTOP-\$185,056, TIRCP \$194,000
3. SECTION 5311 \$0	6. TOTAL \$1,636,651

PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$0	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$800,000 PTMISEA \$75,000, SGR \$222,595, VW \$160,000 LCTOP-\$185,056, TIRCP \$194,000
3. SECTION 5311 \$0	6. TOTAL \$1,636,651

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,636,651

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 2023-24 Budget – April 2024

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 2024-25 Budget includes a summary of projected Fiscal Year 2023-24 year-end revenues and expenditures.

CERTIFIED:

BY:  _____

Title: General Manager

Date: June 25, 2024

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 2024-25 in the amount of \$741,396, plus \$39,021 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 25, 2024

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev. 12-17) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input 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)

Crescent City

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	PASS VEHs BY TYPE I 12 II	Mod Limo	DRIVERS 11	BIT FLEET SIZE Powered
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HWVEH.	HW CONT.	PPB/CSAT <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		Towed

TERMINALS IDENTIFIED IN SECTION 34515(b) CVC

Yes 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) 464-6400	NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 954-1692
EMERGENCY CONTACT (NAME)	DAY TELEPHONE NO. (W/ AREA CODE)	NIGHT TELEPHONE NO. (W/ AREA CODE)

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2023]

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 USDOT NUMBER 1002211	<input checked="" type="checkbox"/> MC <input type="checkbox"/> MX 576222	<input type="checkbox"/> MC <input type="checkbox"/> MX	REASON FOR INSPECTION Annual "B" Bus Terminal

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable																			
REQUIREMENTS	VIOL	MAINTENANCE PROGRAM				DRIVER RECORDS				REG. EQUIPMENT				HAZARDOUS MATERIALS				TERMINAL			
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 U	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 U	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S	TOTAL TIME														
DRIVER RECORDS	1	No. 2 Time 1.0	No. 8 Time 2.5	No. 4 Time 4.0																	
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 1 Units											
BRAKES	1	REMARKS Unsatisfactory rating assigned in maintenance program and regulated equipment due to defects found at this terminal inspection.																			
LAMPS & SIGNALS																					
CONNECTING DEVICES																					
STEERING & SUSPENSION	1																				
TIRES & WHEELS																					
EQUIPMENT REQUIREMENTS																					
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 checked="" type="checkbox"/>	CHP 100D COL.	INSPECTION DATE(S) 5/8, 16/2024	TIME IN	TIME OUT
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INSPECTED BY (NAME(S))

Rick Steele

ID NUMBER(S)

A12843

SUSPENSE DATE

Auto None

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 12), 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 05/16/2024
CARRIER REPRESENTATIVE'S PRINTED NAME Fernando Hernandez	TITLE General Manager	DRIVER LICENSE NUMBER STATE



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

Carrier: Non-HM Non-HM
Shipper: N/A N/A
Cargo Tank: N/A

Business: Corporation
Gross Revenue: for year ending:

Company Physical Address:

720 BUTTERFIELD ROAD SUITE 300
LOMBARD, IL 60148

Contact Name: Fernando Hernandez
Phone numbers: (1) 630- 571-7070 (2) **Fax**
E-Mail Address:

Company Mailing Address:

720 BUTTERFIELD ROAD SUITE 300
LOMBARD, IL 60148

Carrier Classification

Authorized for Hire	Private Passenger, Business	Local Government
---------------------	-----------------------------	------------------

Cargo Classification

Passengers

Equipment

	Owned				Term Leased				Trip Leased			
	Owned	Term	Leased	Trip	Owned	Term	Leased	Trip	Owned	Term	Leased	Trip
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 Informatior

	Inter	Intra	Average trip leased drivers/month:
< 100 Miles:	11		0
>= 100 Miles:			Total Drivers: 11
			CDL Drivers: 11





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/16/2024

Part A

QUESTIONS regarding this report maybe directed to the Northern Division Motor Carrier Safety Unit

2485 Sonoma St
Redding, CA 96001
530-242-4300

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

Person(s) Interviewed

Name: Fernando Hernandez

Title: General Manager

Name:

Title:





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

State #: 100967

Review Date:
 05/16/2024

Part B Violations

1 STATE	Primary: 14606(b)CVC CFR Equivalent: 391.11(b)(4)	Discovered 1	Checked 8	Drivers/Vehicles In Violation 1 Checked 8
------------	--	------------------------	---------------------	--

Description

Carrier failed to report a driver's failure to medically qualify to operate a commercial motor vehicle to Department of Motor Vehicles within 10 days.

Example

Driver : Angel Powers CDL# B9417251 P/N dated 3-8-24 shows medical expired 3-23-24. Copy of medical certificate in driver file dated 3-21-24. Ran CDL in CDLIS indicates medical expired 3-23-24.
 Not reporting to DMV

Safety Fitness Rating Information: Total Miles Operated 372,635 Recordable Accidents 0	OOS Vehicle (CR): 1 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:

05/16/2024

Part B Requirements and/or Recommendations

1. 1.





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

State #: 100967

Review Date:
 05/16/2024

Part C

Reason for Review: Other Annual Bus Terminal
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

11/9/2021
 10/26/2021
 10/14/2021

Prior Prosecutions

10/4/2023
 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 FCN - 352297 [Click here](#)

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated Unsatisfactory at this time.

.Ensure that CDL drivers report to DMV there current medical certificate and obtain a receipt
 Out-of-Service Vehicles:

13 CCR 1230(a) - The vehicles listed below have been placed Out-of-Service during this terminal inspection. These vehicles may be returned to highway service only after proper repair of the out-of-service conditions have been corrected.
 Bus# 294 license plate number 1527236 CA.

UNSATISFACTORY RATING

As a result of the inspection findings noted above this terminal has been rated unsatisfactory due to more than 20% of the inspected vehicles being placed out of service. See inspection report # CAN9WR001159 dated 5-8-2024

UNSATISFACTORY RATING

Rating Information: A reinspection will be conducted within 120 days of the date of the inspection. The California Highway Patrol will attempt to contact your company within the 120 day period to schedule the reinspection. It is the motor carrier's responsibility, however, to ensure that the vehicles and all required records are made available for the reinspection, and that the reinspection is conducted within the allotted time frame. Failure to pass a reinspection may result in a recommendation to deny, suspend, or revoke your operating authority or private carrier registration. This may be in addition to any other enforcement action deemed necessary by the California Highway Patrol
 In accordance with 13 CCR 1233, this terminal has been rated Unsatisfactory at this time.





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/16/2024

Part C

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: CAN9WR001158
Inspection Date: 05/08/2024
Start: 9:00 AM PT **End:** 10:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 720 BUTTERFIELD ROAD SUITE 300
 LOMBARD, IL, 60148

USDOT: 1002211 **Phone#:** (630)571-7070
MC/MX#: 576222 **Fax#:**
State#: 100967

Location: CRESCENT CITY

Highway:

County: DEL NORTE

Email: clinton.wellard@transdev.com

Driver:

License#:

Date of Birth:

CoDriver:

License#:

Date of Birth:

State:

State:

Milepost:

Shipper: N/A

Origin:

Destination:

Bill of Lading: N/A

Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	ELDO	2017	CA	1527233	220	1FDFF4FS0HDC57168	14500		

BRAKE ADJUSTMENTS

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

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 184784; File Code Number: 352297; Fuel Type: G; Passenger Capacity: 16; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sub Area: N89; Special Project Code: N; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

TRUCKERS AGAINST TRAFFICKING

If you suspect human trafficking please contact 911 and call the National Human Trafficking Hotline at 1-888-373-7888. Make the call, save lives! Go to~ <https://truckersagainstrafficking.org/~> to learn more.

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

Copy Received By:

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01002211 CA CAN9WR001158



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

Report Number: CAN9WR001159
Inspection Date: 05/08/2024
Start: 10:01 AM PT **End:** 11:02 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 720 BUTTERFIELD ROAD SUITE 300
 LOMBARD, IL, 60148
USDOT: 1002211 **Phone#:** (630)571-7070
MC/MX#: 576222 **Fax#:**
State#: 100967
Location: CRESCENT CITY
Highway:
County: DEL NORTE
Email: CLINTON.WELLARD@TRANSDEV.COM

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:
Milepost: **Shipper:** N/A
Origin: N/A **Bill of Lading:** N/A
Destination: N/A **Cargo:** N/A

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	Citation #	Verify	Crash	Violations Discovered
1239 T-13 CCR/099	S	1	Y		U	N	Hydraulic brake hose, vacuum line or connection is restricted, crimped, broken or damaged through the outer reinforcement ply OOS violation--393.45B2-- Specify:: Ax11 right side brake fluid leak from brake hose to caliper.
1239 T-13 CCR/247	S	1	Y		U	N	Ball and socket joint has movement under steering load between the stud nut and mount OOS violation--393.209D--Specify:: Right side upper tie rod ball joint has movement over 1/8" by hand pressure.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 232639; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 26; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: N89; Special Project Code: N; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

I hereby declare each vehicle with a Y in the OOS column of the violation section of this report to be OUT-OF-SERVICE. No person shall operate such vehicle until all OUT-OF-SERVICE defects have been repaired and the vehicle has been restored to safe operating condition.

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.

TRUCKERS AGAINST TRAFFICKING

If you suspect human trafficking please contact 911 and call the National Human Trafficking Hotline at 1-888-373-7888. Make the call, save lives! Go to~ <https://truckersagainstrafficking.org/~> to learn more.

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: CAN9WR001160
Inspection Date: 05/08/2024
Start: 11:08 AM PT **End:** 12:08 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 720 BUTTERFIELD ROAD SUITE 300
 LOMBARD, IL, 60148
USDOT: 1002211 **Phone#:** (630)571-7070
MC/MX#: 576222 **Fax#:**
State#: 100967
Location: CRESCENT CITY
Highway:
County: DEL NORTE
Email: CLINTON.WELLARD@TRANSDEV.COM

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:
Milepost: **Shipper:** N/A
Origin: N/A **Bill of Lading:** N/A
Destination: N/A **Cargo:** N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	CHAM	2019	CA	1578603	230	1FDFE4FS0KDC36537	14500		

BRAKE ADJUSTMENTS

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

VIOLATIONS: No violations were discovered

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

Special Checks: No data for special checks

State Information:

Odometer: 106540; File Code Number: 352297; Fuel Type: G; Passenger Capacity: 19; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: N89; Special Project Code: N; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

TRUCKERS AGAINST TRAFFICKING

If you suspect human trafficking please contact 911 and call the National Human Trafficking Hotline at 1-888-373-7888. Make the call, save lives! Go to~ <https://truckersagainstrafficking.org/~> to learn more.

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

Copy Received By:

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01002211 CA CAN9WR001160



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

Report Number: CAN9WR001161
Inspection Date: 05/08/2024
Start: 12:10 PM PT **End:** 1:05 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 720 BUTTERFIELD ROAD SUITE 300
 LOMBARD, IL, 60148
USDOT: 1002211 **Phone#:** (630)571-7070
MC/MX#: 576222 **Fax#:**
State#: 100967
Location: CRESCENT CITY
Highway:
County: DEL NORTE
Email: CLINTON.WELLARD@TRANSDEV.COM

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:
Milepost: **Shipper:** N/A
Origin: N/A **Bill of Lading:** N/A
Destination: N/A **Cargo:** N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	FORD	2015	CA	1431724	222	1FDFE4FS4FDA02990	14500		

BRAKE ADJUSTMENTS

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

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: N89; Special Project Code: N; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

TRUCKERS AGAINST TRAFFICKING

If you suspect human trafficking please contact 911 and call the National Human Trafficking Hotline at 1-888-373-7888. Make the call, save lives! Go to~ <https://truckersagainstrafficking.org/~> to learn more.

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

Copy Received By:

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NOTICE TO CARRIER

CHP 345 (REV 1-19) OPI 062

INSPECTION DATE

TERMINAL NAME First Transit Inc	CARRIER NAME (IF DIFFERENT)
ADDRESS 140 Williams Dr Crescent City, CA 95531	PRINCIPAL (OWNERSHIP)

The motor carrier terminal named above was inspected this date and has been rated UNSATISFACTORY. This is the _____ unsatisfactory rating. As indicated on the accompanying Carrier Inspection/Safety Compliance Report, the principal areas of noncompliance are: (Carrier is to initial spaces beside each box checked.)

- Maintenance Program/Records Pull-Notice Program Hazardous Materials
 Driver Records/Hours of Service Vehicles/Tanks/Containers Drug & Alcohol Test Program

You are advised that:

- Failure to correct the noted deficiencies and to upgrade compliance to satisfactory before the next inspection (see below) may result in action number(s) 1,4,5,6 below by this Department.
 As a result of the inspection findings indicated above, this Department will initiate action number(s) _____ below without further notice. You may, within 5 business days of this notice, request a review of the inspection findings and the action(s) to be taken. To request a prompt and impartial review by the Division Special Services Commander, contact _____ Division at _____.
1. A recommendation to the Department of Motor Vehicles (DMV) to suspend or revoke your motor carrier of property permit _____ or private carrier of passengers certificate _____; Public Utilities Commission (PUC) to deny, suspend, or revoke your operating authority _____; Department of Consumer Affairs (DCA) to suspend, or revoke your operating authority _____. Carrier is placed on notice that the DMV/PUC/DCA will deny or suspend its permit, operating authority, or private carrier of passengers certificate on receipt of a written recommendation from the CHP, without further notice to the carrier. The DMV/PUC/DCA may thereafter revoke the carrier's permit, operating authority, or private carrier of passengers certificate.
2. A recommendation to the Department of Toxic Substances Control for administrative action, to include possible suspension, denial, revocation or assessment of significant monetary penalties regarding Hazardous Waste Transporter Registration, Number _____.
3. Suspension or revocation of your Hazardous Materials Transportation License, Number _____; Inspection and Maintenance Station License, Number _____; or School Bus Contractor License, Number _____.
4. A complaint being filed with the District Attorney's office for prosecution. (A criminal or civil action may follow.)
5. A recommendation to the Federal Motor Carrier Safety Administration for administrative action against your United States Department of Transportation registration.
6. Other: Any action deemed necessary by the California Highway Patrol to achieve compliance
- A reinspection is required in 120 days(s) tentatively scheduled in 100 day(s).
- After a recommendation has been forwarded to the DMV/PUC/DCA, no reinspection will be conducted for the purpose of operating authority or permit reinstatement until requested by the DMV/PUC/DCA.

If you desire further information concerning this notice, you may telephone the Northern Division Motor Carrier Safety Unit at 530-242-4357

I acknowledge receipt and understanding of the above notice.

SIGNATURE	TITLE General Manager	DRIVER LICENSE NUMBER	STATE	DATE 5/16/24
NAME (PRINTED) Fernando Hernandez				
ISSUED BY R. Steele			I.D. NUMBER A12843	

FY 2024-25 RCTA Budget - Draft June 19, 2024

	FY 23-24 Amend #1 Budget	FY 23-24 Year to Date Projected to 6/30/24	FY 24-25 Draft Budget
REVENUE			
<i>Local Transportation Revenues</i>			
Passenger Fares	\$75,000	\$61,920	\$120,000
5311(f) Route 20 Passenger Fares	\$25,000	\$20,640	\$40,000
Auxilliary Transportation (Advertising) Revenue	\$17,431	\$ 17,431	\$17,431
<i>Local Cash Grants & Reimbursements</i>			
TDA Article 4 Local Transportation Fund	\$873,828	\$830,137	\$741,396
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0	\$0
<i>State Cash Grants & Reimbursements</i>			
State Transit Assistance	\$401,756	\$381,668	\$508,196
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 75,000	\$75,000
SB-1 State of Good Repair (bus stops fund balance)	\$83,028	\$ 114,506	\$86,000
SB-1 State of Good Repair (bus replace fund balance)	\$90,081	\$ 90,081	\$136,595
Low Carbon Transit Operations Program (LCTOP)	\$80,000	\$ 80,000	\$119,066
LCTOP (Capital - Electric Bus)	\$114,792	\$ 114,792	\$185,056
VW Settlement Fund Capital (electric bus purchase)	\$160,000	\$ 160,000	\$160,000
Caltrans Sustainable Communities (SRTP Planning)	\$28,248	\$28,248	\$134,000
TIRCP Funding - Transit Intercity Rail Cap Projects	\$37,000	\$ 37,000	\$194,000
<i>Federal Cash Grants and Reimbursements</i>			
Section 5311 -Operating	\$233,780	\$ 233,780	\$254,998
Section 5311 - CARES Act/CRRSSA COVID Operating	\$383,175	\$ 383,175	\$400,000
Section 5311-F Operating	\$220,000	\$ 220,000	\$300,000
<i>Federal FTA Capital Funds</i>			
Section 5339 Capital (formula + discretionary)	\$426,000	\$112,673	\$800,000
Section 5310 Capital (discretionary)	\$111,845	\$50,000	\$0
TDA Reserves Allocation to Operating	\$0	0	\$0
TOTAL REVENUE	\$3,603,964	\$3,011,051	\$4,271,738
TOTAL OPERATIONS REVENUE	\$2,338,218	\$2,228,751	\$2,501,087
TOTAL CAPITAL REVENUE	\$1,265,746	\$717,052	\$1,636,651
OPERATING EXPENSE			
20120 Communications (SIM cards, AVL/CAD fees, support)	\$48,000	\$60,000	\$60,000
20170 Maintenance - Buses and Shelters	\$37,492	\$35,617	\$37,492
20200 Memberships & Dues	\$1,030	\$979	\$1,200
20221 Printing	\$206	\$196	\$500
20229 Short Range Transit Plan Expenses	\$28,248	\$26,836	\$150,000
20231 Misc Dept Services (website, GTF5, Alarm Svcs)	\$8,240	\$7,828	\$10,000
20233 Management Contract	\$93,000	\$88,350	\$86,000
20235 Accounting Services and Audits	\$18,540	\$17,613	\$20,000
20236 Legal Services	\$13,000	\$12,350	\$19,000
20237 Marketing & Planning Expenses	\$17,000	\$16,150	\$19,000
20242 O&M Contract - Local Fixed Route	\$790,686	\$751,152	\$720,000
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$627,560	\$596,182	\$750,000
20245 O& M Contract - Dial A Ride	\$0	\$0	\$250,000
20244 Advertising, Brochures, Printing	\$20,000	\$19,000	\$20,000
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$5,000	\$4,750	\$18,000
20297 Fuel	\$130,000	\$123,500	\$120,000
20297 Fuel - Smith River/Arcata Intercity Route	\$130,000	\$123,500	\$120,000
30410 Lease Expense	\$38,192	\$36,282	\$38,192
TOTAL OPERATING EXPENSE	\$ 2,006,194	\$ 1,920,284	\$ 2,439,384
CAPITAL EXPENSES - Fund 645 (Reimbursement Based - Only happens if project happens)			
TIRCP Electric Bus Charging (PA&ED, Design)	\$37,000	\$10,000	\$161,000
FTA 5339 Replace 6 Buses - (5339 & Local Funds)	\$300,000	\$300,000	\$1,125,000
TIRCP Transit Hub (planning, PE, surveying)	\$ 50,000	\$0	\$ 40,000
CAPITAL EXPENSES - Fund 645 RCTA General Fund (Reserves)			
40621 Security Improvements	\$ -	\$0	\$ 50,000
40620-418 Radio System On Board Comms	\$ 15,000	\$14,250	\$ 15,000
40610-200 Facility Improvements (generator install, misc)	\$ 60,000	\$10,000	\$ 60,000
CAPITAL EXPENSES - RCTA Special Funds			
697-SGR Bus Stop Shelters and Signage (SB-1 SGR)	\$ 21,000	\$450	\$ 60,000
696-PTMISEA Replace 6 Buses - (Local Match to 5339)	\$ 168,000	\$168,000	\$ 75,000
695-LCTOP Electric Bus Charging (PA&ED, Design, Equip)	\$0	\$0	\$150,000
TOTAL CAPITAL EXPENSE	\$ 651,000	\$329,549	\$ 1,736,000
TOTAL EXPENDITURES	\$ 2,657,194	\$1,523,116	\$ 4,175,384
Increase (decrease) for TDA Reserves	\$ 946,770		\$ 96,354

FY 2024-25 RCTA Budget - Draft June 19, 2024

	FY 23-24 Amend #1 Budget	FY 23-24 Year to Date Actual 5/24	FY 24-25 Draft Budget	Notes
REVENUE				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$75,000	\$60,000	\$120,000	1 assume 10% ridership increase plus \$.20 per rider cash fare increases
5311(f) Route 20 Passenger Fares	\$25,000	\$20,752	\$40,000	assume 10% ridership increase plus \$.20 per rider cash fare increases
Auxiliary Transportation (Advertising) Revenue	\$17,431	\$ 17,431	\$17,431	2
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$873,828	\$229,995	\$741,396	3 down significantly from last year, but most will be caught up at year end by auditor
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0	\$0	4 in separate budget - Fund 691
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$401,756	\$100,439	\$508,196	5 up from last year - due to prior year spillover (real came in higher than projected)
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 240,000	\$75,000	6 will drop in half once recent bus purchase adjustment is made
SB-1 State of Good Repair (bus stops fund balance)	\$83,028	\$ 114,506	\$86,000	7
SB-1 State of Good Repair (bus replace fund balance)	\$90,081	\$ 17,431	\$136,595	7 includes rollover bus replacement funds plus all of FY 24-25 SGR allocation (\$46,514)
Low Carbon Transit Operations Program (LCTOP)	\$80,000	\$43,452	\$119,066	8 includes rollover free rides bal, plus all 23-24 allocation (\$74,158)
LCTOP (Capital - Electric Bus)	\$114,792	\$0	\$185,056	9 include rollover EV construction bal plus all of 22-23 allocation, could use to order long lead time equip?
VW Settlement Fund Capital (electric bus purchase)	\$160,000	\$0	\$160,000	10 Endera EV bus on order, will arrive in 24-25
Caltrans Sustainable Communities (SRTP Planning)	\$28,248	\$20,000	\$134,000	\$177k in grant funds, project assumes \$25k spent in FY 23-24, then \$18k in FY 25-26, \$134k in FY 24-25
TIRCP Funding - Transit Intercity Rail Cap Projects	\$37,000	\$0	\$194,000	\$161k in design funds for Williams Drive Charging, \$33k in PA/ED for Downtown Transit Center
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 - Operating	\$233,780	\$233,780	\$254,998	up a bit from last year
Section 5311 - CARES Act/CRSSA COVID Operating	\$383,175	\$554,737	\$400,000	11 estimate per year, this year was higher due to 2 back-years worth of reimbursements
Section 5311-F Operating	\$220,000	\$220,000	\$300,000	12 up to max route allocation with Caltrans supported extension to Eureka
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$426,000	\$0	\$800,000	13 assumes 80% of (3) more ARBOC LF, and (2) more diesel fords - reimbursed only on buses that arrive
Section 5310 Capital (discretionary)	\$111,845	\$0	\$0	14 last of 5310 grant expended late in FY 23-24 on local match for (1) ARBOC LF
TDA Reserves Allocation to Operating	\$0	\$0	\$0	
TOTAL REVENUE	\$3,603,964	\$1,872,523	\$4,271,738	
TOTAL OPERATIONS REVENUE	\$2,338,218	\$1,480,586	\$2,501,087	24 includes \$400k in CARES pandemic funds, real ops revenues about \$2.1M
TOTAL CAPITAL REVENUE	\$1,265,746	\$371,937	\$1,636,651	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$60,586	\$59,381	\$60,000	15 technology annual fees, support, cloud, inflated to avoid overages
20170 Maintenance - Buses and Shelters	\$37,492	\$0	\$37,492	
20200 Memberships & Dues	\$1,030	\$ 894	\$1,200	inflated to avoid overages
20221 Printing	\$206	\$ 62	\$500	
20229 Short Range Transit Plan Expenses	\$28,248	\$2,562	\$150,000	SRTP costs - this is exempt from TDA operations cost calcs - pull out at end of year
20231 Misc Dept Services (website, GTFs, Alarm Svcs)	\$8,240	\$8,180	\$10,000	inflated to avoid overages
20233 Management Contract	\$93,000	\$83,590	\$86,000	more admin team hours will be charged to other projects - SRTP, TIRCP, ad rev, CTSA
20235 Accounting Services and Audits	\$18,540	\$5,575	\$20,000	
20236 Legal Services	\$13,000	\$16,562	\$19,000	increased, FY will feature several procurements for capital projects
20237 Marketing & Planning Expenses	\$41,200	\$25,049	\$19,000	inflated to avoid overages
20242 O&M Contract - Local Fixed Route	\$790,686	\$589,576	\$720,000	16 coming in a bit low, about \$57k/month
20243 O&M Contract - Smith River/ Arcata Intercity Route	\$627,560	\$537,769	\$750,000	17 coming in a bit hot, about \$60k/month
20245 O&M Contract - Dial A Ride	\$0	\$166,705	\$250,000	18 increased, based on FY 23-24 first year of breaking these costs out
20244 Advertising, Brochures, Printing	\$18,540	\$12,275	\$20,000	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$5,150	\$ 16	\$18,000	could receive up to 6 new buses in FY 24-25, CalACT fee about \$3k per bus
20297 Fuel	\$130,000	\$89,095	\$120,000	coming in a bit under budget in FY 23-24 due to lower fuel prices
20297 Fuel - Smith River/Arcata Intercity Route	\$130,000	\$89,095	\$120,000	
30410 Lease Expense	\$38,192	\$24,830	\$38,192	coming in a bit light in FY 23-24, but it escalates annually
TOTAL OPERATING EXPENSE	\$ 2,041,670	\$ 1,711,216	\$ 2,439,384	24 includes one-time SRTP funds, real ops expenditures about \$2.15M
CAPITAL EXPENSES - Fund 645 (Reimbursement Based - Only happens if project happens)				
TIRCP Electric Bus Charging (PA&ED, Design)	\$37,000	\$335	\$161,000	assumes all enviro/PA&ED done with FY 23-24 Funds, this is all TIRCP design costs in FY 24-25
FTA 5339 Replace 6 Buses - (5339 & Local Funds)	\$300,000	\$9,593	\$1,125,000	20 assumes 6 buses at \$200k each, most likely not all 6 will arrive in FY 24-25 (1 EV, 3 LF, 2 Diesel)
TIRCP Transit Hub (planning, PE, surveying)	\$ 50,000	\$0	\$ 40,000	22 includes \$33k TIRCP plus \$7k local funds for Transit Center PA&ED late in FY 24-25
CAPITAL EXPENSES - Fund 645 RCTA General Fund (Reserves)				
40621 Security Improvements	\$ -	\$0	\$ 50,000	essential security upgrades to get us by until main TIRCP Electric Bus Charging project
40620-418 Radio System On Board Comms	\$ 15,000	\$225	\$ 15,000	21 includes annual fee for Orion/Vontas tablet-driven voice comms system
40610-200 Facility Improvements (generator install, misc)	\$ 60,000	\$5,579	\$ 60,000	rollover funds to install backup building generator on new pad
CAPITAL EXPENSES - RCTA Special Funds				
697-SGR Bus Stop Shelters and Signage (SB-1 SGR)	\$ 21,000	\$450	\$ 60,000	includes funds to install some of 2022 Simmes, plus another order of 40 Simmes
696-PTMISEA Replace 6 Buses - (Local Match to 5339)	\$ 168,000	\$ 75,000	\$ 75,000	local match for (2) new ARBOC buses arrived April 24, in 24-25, local match for 1st Endera EV bus
695-LCTOP Electric Bus Charging (PA&ED, Design, Equip)	\$0	\$41,704	\$150,000	19 assumes \$150k in LCTOP for long lead time equipment order, no construction
TOTAL CAPITAL EXPENSE	\$ 651,000	\$ 57,886	\$ 1,736,000	
TOTAL EXPENDITURES	\$ 2,692,670	\$ 1,769,102	\$ 4,175,384	
Increase (decrease) for TDA Reserves	\$ 911,294	\$ 96,354	\$ 96,354	23, 24 not ideal, considering one-time \$400k in CARES money, will increase if some of ordered buses do not arrive which is likely

Budget Notes

All projections based on end of February 2024 actuals and known upcoming funds

1 Pandemic ridership losses slowly recovering, aggressive
assumption that another 10% rider increase plus impacts of \$.25
per rider fare increase

2 Typically \$17-18K/year since inception, major advertiser already
paid for FY 23-24. Could increase if two major advertisers renew
and pay in same year

3 notable drop from FY 22-23 due to smaller carryover funds this
year and slowing economy

4 C TSA now has its own annual budget, see Fund 691

5 STA fund has rebounded to all time high, due to SB-1 and a
spillover allocation from year before, likely drop in 25-26

6 this assumes spending nearly \$170k for local match on (2)
ARBOCs in April 2024, leaving carryover balance of \$75k. Will be
spent on local match for incoming buses expected in FY 24-25.
Will spend last of the allocation, only partially replaced by SB-1
State of Good Repair.

7 State of Good Repair (SGR) was programmed to bus stops pre-
2022, balance for bus stops \$86k, balance for bus replacement
\$136k.

8 Rollover balance for the Free Rides Program (Vets, Youth,
College). This will draw down faster in FY 2024-25 and beyond
due to adding Seniors & Disabled to Free Ride program, and
increasing fares on all categories.

This is 3-4 year's accumulation of LCTOP funds for Electric Bus
Project. Can only be used for construction or equipment.
Encumbered for local match on first EV bus on order, could also
be used to order long lead time equipment for EV bus charging.

9 One-time grant funding from the Volkswagen Settlement Fund
for purchase of one electric bus. Encumbered for first EV bus on
order, will require \$100k in local match.

10 One-time Federal FTA COVID-19 Pandemic Assistance to RCTA
totals \$2.5M, of which \$1.9M remain unclaimed. Limited to
annual overmatch on operation expenses. Will range between
\$300-\$400k/year for next 4-5 fiscal years.

11 \$300k is the maximum allowable annual funding for any single
route, and will be RCTA allocation received in FY 24-25.
Allocation increased to cover extension of Route 20 into Eureka.
FTA 5339 federal funds awarded through Caltrans to fund
purchase of (5) replacement buses, orders placed in FY 23-24,
may not arrive in FY 24-25.

12 Last of older FTA 5310 federal funds spent on ARBOC bus arrived
in April 2024, closes grant

13 RCTA transit technology ongoing fees, annual licenses, support,
etc, for AVL/CAD, DAR scheduling software, GTFS and GTFS-Real-
Time, Interactive Web Maps, on-board wifi and credit card
validator. Includes cell service and support charges.

14 Operations & Maintenance for RCTA local routes from Transdev
O&M for RCTA Regional Route 20 from Transdev Contract

15 O&M costs for RCTA DAR from Transdev Contract

16 Assumes all enviro/PA&ED, project management and all design
(engineering) costs in FY 24-25, plus \$52k for long lead time
equip, no construction

17 Assumes 6 buses at \$200k each, most likely not all 6 will arrive in
FY 24-25 (1 EV, 3 LF, 2 Diesel)

18 Line covers last of implementation fees and second year of
Vontas/Orion tablet-based voice and data to transition away
from 2-way radios

19 Library Site Transit Center Project pushed back a year to mesh
with staff capacity, includes \$33k for PA&ED in late FY 24-25.
Design planned for FY 25-26 and construction in FY 26-27 but
timeline subject to change.

20 Projected amount that RCTA's reserve fund will grow (+\$237k), if
all other assumptions in this budget prove accurate.

21 Important to note, capital projects fluctuate and are mostly
reimbursed by grant funds, so in looking purely at Operations,
the RCTA budget for FY 24-25 shows a slight positive impact on
TDA reserves. This is misleading. \$400k in one-time pandemic
relief funds are included in this calculation. The pandemic funds
should provide about \$400k/year for the next 3-4 years. That is
covering up a slight operating deficit (\$50k/year for FY 24-25).

22 RCTA needs to either increase operating revenues or reduce
expenditures during that time frame to avoid a structural deficit.

24

FY 2024-25 Draft RCTA CTSA Budget - June 19, 2024		FY 23-24	FY 23-24	FY 24-25	
		Adopted	Year to Date	Draft	
CTSA REVENUE (691-018-9xxxx)		Budget	Actuals 5/24	Budget	Notes
<i>Local Transportation Revenues</i>					
91060	Passenger Fares	\$6,240	\$2,525	\$5,000	1
<i>Local Cash Grants & Reimbursements</i>					
90621	TDA Article 4.5 Local Transportation Fund CTSA	\$45,991	\$0	\$39,021	2 TDA \$\$ down, fund transfers from DNLTC behind schedule, will catch up at FY end
Totals		\$52,231	\$2,525	\$44,021	
CTSA OPERATING EXPENSE (691-018-xxxx)					
20232	Data Processing - Software	\$ 5,400	\$ 4,930	\$ 5,000	3 covers the ADA Eligibility & Travel Training software license
20233	Management Contract Labor (ADA Eligibility)	\$ 5,500	\$ 3,846	\$ 6,000	3 CTSA status white paper in progress, budget for more of RCTA admin next year
20235	Accounting Services and Audits	\$ 200	\$0	\$ 500	depending on how we run them in for the new ID card, might adjust 20233 or 20242?
20236	Legal Services	\$ 300	\$200	\$ 500	
20237	Planning & Marketing Expenses	\$ 1,000	\$667	\$ 1,000	4
20242	Operations & Maintenance Contract	\$ 30,000	\$9,011	\$ 27,000	5
20221	Advertising & Printing	\$ 1,000	\$ -	\$ 1,000	6
20280	Special Dept Expenses (CTSA)	\$ 5,800	\$ -	\$ 500	7 GetGoing Software annual license fees
20239	CTSA Fuel	\$ 3,031	\$0	\$ 7,521	8 need to work with Ops to isolate vehicle fuel use for CTSA, designate CTSA vehicle(s)
Totals		\$ 52,231	\$ 18,654	\$44,021	
Balance Returned to DNLTC for reprogramming - no reserve		\$0	(\$16,129)	\$0	9 will be returning approximately \$16k in CTSA TDA to DNLTC for future reprogramming

CTSA Budget Notes

- Assumes 2 riders per day, 2 days week, @ \$10 each way on South
- 1 Oregon Medical Shuttle, plus special events
- 2 TDA LTF claimed at max 5% level, down with all LTF funds
- ADA Eligibility Determination program hours far under projections due to pandemic impacts on DAR, Mark working on CTSA Status
- 3 Report, to identify gaps and potential new projects
- Funds for modest marketing for South Oregon Shuttle & website
- 4 page
- Lowering as RCTA does not operate the Medford Shuttle unless at least 2 paid reservation, saving lots of money, also includes Transdev portion of travel
- 5 training
- 6 Funds for modest marketing for South Oregon Shuttle
- GetGoing Software License increased annually, ID card maker
- 7 supplies, digital cam
- 8 Fuel for South Oregon Shuttle & events, isolate CTSA vehicle(s)
- Unspent CTSA TDA funds cannot be banked, returned to DNLTC for reprogramming in future year. Assumes no CTSA funding
- 9 returned to DNLTC next year

RESOLUTION NO. 2023-24-18

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2024-25 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 \$741,396 plus \$39,021 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$508,196;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2024-25, an allocation from the Local Transportation Fund a sum not to exceed \$780,417 and State Transit Assistance Fund a sum not to exceed \$508,196, 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 2024-25.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 24th day of June 2024 by the following polled vote:

AYES:

NOES:

ABSTAIN:

Joey Borges, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye, Executive Director
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

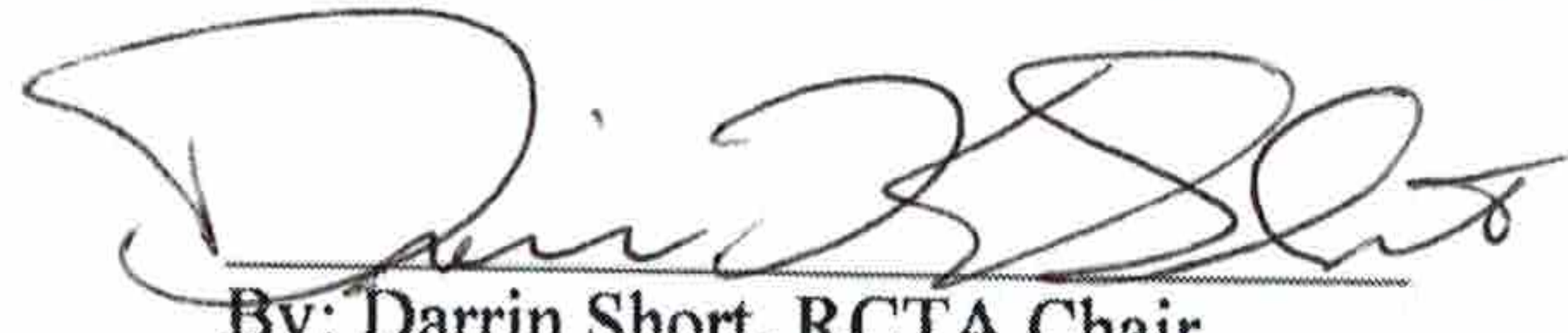
If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

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.

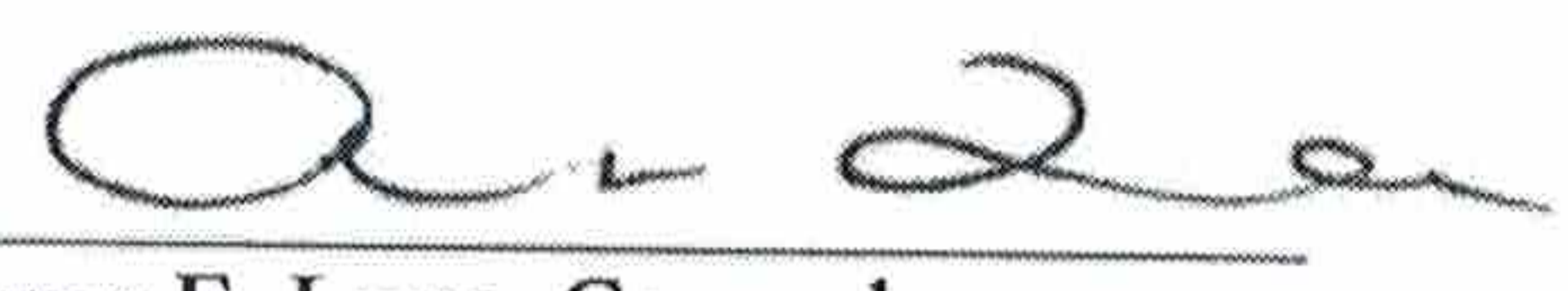
REDWOOD COAST TRANSIT AUTHORITY:



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.

Contract Year (CY 22 means January thru December 2022)	Base Years					Option Years	
	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							
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Other Expenses (specify):</i>							
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 25, 2024

MEMO TO: Tamera Leighton, DNLTC

FROM: Joseph Rye, Executive Director

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 \$132.30 for FY 2022-23. The total operating cost per vehicle hour in the preceding FY 2021-22 was \$125.47. These results are based on the June 30, 2023 fiscal audit as prepared by 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 2021-22 to FY 2022-23 was 3.1%.

Recovery from the COVID-19 Pandemic continues to be a slow process. RCTA operated its new full service (reduced winter schedules, maximum summer services) during FY 2022-23 and through FY 2023-24 which helps stem increases in the overall cost per revenue hour. RCTA featured FY 2022-23 costs per revenue hour increasing 5.44% versus FY 2021-22. This increase is more than the increase in the California All Urban Consumers CPI, therefore, Redwood Coast Transit Authority seeks an exemption from the TDA Efficiency Criteria due to extenuating factors associated with ongoing COVID-19 pandemic impacts.

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 24, 2024

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Acceptance of FY 2022-23 Financial Audit



RECOMMENDATION:

That the Redwood Coast Transit Authority Board of Directors accept the RCTA Financial Audit for the Fiscal Year Ending June 30, 2023.

BACKGROUND:

The attached subject document is recommended for Board acceptance. This year's audit was performed by Michael O'Connor, who had worked for RJ Ricciardi CPAs for many years before starting his own firm. O'Connor was the successful proposer on a joint RFP procurement for Del Norte Local Transportation Commission (DNLTC) and RCTA, led by DNLTC. While this year's audit is later than usual, the O'Connor team submitted the critical State Controller's Report by its new December 31st reporting deadline. This allows RCTA to remain eligible for various state transit funding.

There were no significant findings again this year.

One item of note was that the cash reserves have finally grown as expected, with the first tranche of CARES pandemic relief funding arriving during the audit period. RCTA's reserves are always "lumpy" in that they rise and fall during the year based on delays in receiving reimbursements and allocations from RCTA's funding partners. The audit pegs RCTA's reserves at \$850,000 as of June 30, 2023. They are likely to grow further in next year's audit as RCTA has received its first large tranche of CARES funds in early 2024. These reserve funds are not truly reserves in the sense of extra money, they are required and used to provide all RCTA's local match and allow for any budget augmentations that may be required due to unexpected expenses during the course of a fiscal year.

This is the first RCTA Annual Audit under the 5-year contract approved by the DNLTC in August 2023. The role and level of effort of the annual fiscal audit has grown over the years, as additional tasks have been required due to changes in the State Controller Report and GASB 87.

ATTACHMENT

1. RCTA Annual Financial Audit for Fiscal Year Ended June 30, 2023