

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY**



DATE: Thursday, May 29, 2025

TIME: 5:30pm

PLACE: County Admin/Flynn Building, 981 H Street, Crescent City, CA 96631

A link to view the meeting will be posted on <https://media.co.del-norte.ca.us/> .

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1. Call Meeting to Order, Roll Call, Pledge of Allegiance
 2. Public Comment
 3. Consent Calendar
 - 3a. Approve the Minutes of March 24, 2025
 - 3b. Approve Resolution 2024-25-08 Authorizing RCTA Application to Caltrans for RCTA's FY 2024-25 Allocation of FTA 5311 and 5311(f) Funds and Executive Director to Execute Agreements
 - 3c. Approve release of Electric Vehicle Charging Management Systems Request for Information
 - 3d. Approve Fiscal Year 2023-24 Annual Performance Report with Audited Financials
 4. Review and Accept Fiscal Year 2023-24 RCTA Financial Audit from O'Connor CPAs
 5. Approve Award of Agreement to Dokken Engineering for Design Services for Plans, Specifications, and Estimates for the Williams Drive Charging Stations Project.
 6. Approve Award of Agreement to Northpoint Consulting for Services for Project Approvals and Environmental Document Services for the Downtown Transit Center Project.
 7. Approve 2025 Summer Schedules
 8. Discussion of Fiscal Year (FY) 2025-26 Draft RCTA Budget
 9. Adopt Resolution 2024-25-09 Authorizing Filing of FY 2025-26 Transportation Development Act Claim
 10. Discussion and Approval of Resolution 2024-25-10 Adopting RCTA Travel Policy
 11. Closed Session:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code section 54957(b)
Position: Executive Director
 12. Announcements
 13. Adjourn – Next RCTA Board Meeting will be Monday, June 23rd, 2025 at 5:30pm at Flynn

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
MARCH 24, 2025, AT 5:30 P.M.**

ATTENDED: JOEY BORGES (CHAIR), VIDETTE ROBERTS, RAY ALTMAN, DARREN SHORT, ISAIAH WRIGHT (CHAIR)

ABSENT: NONE

ALSO PRESENT: JOSEPH RYE, ALICIA FERREIRA, NEIL FEELEY, ALINE TITUS

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

Chairman Borges called the meeting to order at 5:30 p.m. Alicia Ferreira conducted roll call. Chairman Borges led the Pledge of Allegiance.

2. PUBLIC COMMENT:

The following person(s) addressed the Board:

3. ELECTION OF OFFICERS

The Redwood Coast Transit Authority Board of Directors unanimously carried on a polled vote for newly elect Chair and Vice Chair.

CHAIR – ISAIAH WRIGHT

VICE CHAIR – RAY ALTMAN

PUBLIC COMMENT: NONE

4. CONSENT CALENDER

4.A. APPROVE THE MINUTES OF JANUARY 27, 2025

**4.B. APPROVE RESOLUTION 2024-25-07 AUTHORIZING RCTA APPLICATION TO
CALTRANS FOR RCTA'S FY 2024-25 ALLOCATION OF LCTOP FUNDS AND EXECUTIVE
DIRECTOR TO EXECUTE AGREEMENTS**

On a motion by Director BORGES, seconded by Director SHORT, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved items 4A and 4B.

**5. APPROVE RELEASE OF REQUEST FOR QUALIFICATIONS TO OBTAIN DESIGN SERVICES
FOR PLANS, SPECIFICATIONS, AND ESTIMATES FOR THE WILLIAMS DRIVE CHARGING
STATIONS PROJECT.**

Discussion was held regarding Approval of Release of Request for Qualifications to Obtain Design Services for Plans, Specifications, and Estimates for the Williams Drive Charging Stations Project.

On a motion by Director SHORT, seconded by Director WRIGHT, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Release of Request for Qualifications to Obtain Design Services for Plans, Specifications, and Estimates for the Williams Drive Charging Stations Project.

PUBLIC COMMENT: NONE

6. APPROVE RELEASE OF REQUEST FOR PROPOSALS TO OBTAIN SERVICES FOR PROJECT APPROVALS AND ENVIRONMENTAL DOCUMENT SERVICES FOR THE DOWNTOWN TRANSIT CENTER PROJECT

Discussion was held regarding Approval for Release of Request for Proposals to Obtain Services for Project Approvals and Environmental Document Services for the Downtown Transit Center Project.

On a motion by Director ROBERTS, seconded by Director SHORT, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Release of Request for Proposals to Obtain Services for Project Approvals and Environmental Document Services for the Downtown Transit Center Project.

PUBLIC COMMENT: NONE

7. 2025 RCTA ANNUAL STRATEGIC PLANNING WORKSHOP –

- RCTA Financial Outlook – where funds originate, trends within each fund source
- RCTA Labor Situation – Status of Recruiting & Retaining Employees & Available Options
- Front Street Temp Transit Hub – Options for Transit Hub During Front Street Construction
- RCTA M&O Facility Future – Ground Lease Extension to 2044, EV charging, funding
- North State Express – Status of Rollout, Existing Challenges & Marketing Opportunities
- CTSA Status Update Report – Year 6 recap, DNTAP Input & look ahead

Discussion was held regarding 2025 RCTA Annual Strategic Planning Workshop.

PUBLIC COMMENT: NONE

8. DISCUSSION OF FISCAL YEAR (FY) 2024-25 YEAR-TO-DATE BUDGET AND PRELIMINARY FY 2025-26 RCTA BUDGET

Discussion was held regarding Fiscal Year (FY) 2024-25 Year-to-Date Budget and Preliminary FY 2025-26 RCTA Budget.

PUBLIC COMMENT: NONE

9. ANNOUNCEMENTS

10. ADJOURN – NEXT RCTA BOARD MEETING WILL BE THURSDAY, MAY 29TH, 2025 AT 5:30 PM AT FLYNN

Joseph Rye, Executive Director
Redwood Coast Transit Authority

Authorizing Resolution for FTA Funds – Redwood Coast Transit Authority
RESOLUTION NO 2024-25-08

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) 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 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus;and

WHEREAS, 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 Board of Directors of the Redwood Coast Transit Authority does hereby Authorize the Executive Director to file and execute applications on behalf of and with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), 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 authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and 5311(f) projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and 5311(f) project(s).

PASSED AND ADOPTED by the Board of Directors of the Redwood Coast Transit Authority of the County of Del Norte, State of California, at a regular meeting of said Board held on the twenty-ninth day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

(Please Print)

Name: Isaiah Wright

Title: Chair

Signature: _____

Date: 5/29/25

May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approve Release of a Request for Information (RFI) for Charging Management Systems for the Williams Drive Bus Charging Infrastructure Project



RECOMMENDATION:

Approve release of a Request for Information (RFI) for Charging Management Systems (CMS) for the Williams Drive Bus Charging Infrastructure Project to obtain vendor information and interest is this key element of efficient and sustainable charging management.

BACKGROUND:

RCTA seeks to include CMS equipment to manage the charging operation of the RCTA fleet to ensure optimal charging to maintain service while incurring the least amount of electricity usage charges from Pacific Power. Early discussions with Pacific Power indicate that they have a complex rate tariff system but extra charges are levied for electricity between 5-9pm each day, as well as “peak demand” charges based on how much electricity is used at any given time.

A CMS system will allow RCTA to plug in buses and then have the actual charging spread out between vehicles during non-peak price hours to lessen peak draws and avoid the higher priced late afternoon/evening window. This will help RCTA avoid spending more on power than necessary, which should help make the transition from gasoline vehicles to electric a “success”, defined as reducing emissions and saving money on fuel. RCTA was approached by Cal-ITP (branch of Caltrans that supports tech projects for rural transit agencies) offering pro-bono assistance through Rebel Group with the CMS aspect of RCTA’s Williams Drive EV Charging Infrastructure Project. Cal-ITP wants to learn what the current state of the CMS industry products are, in order to best advise other rural transit agencies. For RCTA, information learned will be used to issue a procurement for CMS equipment in the coming months.

Discussion

The RFI will gather data on the state of the art of CMS from key vendors, as well as alert these same vendors that RCTA will be procuring a CMS system in the coming year. RFI responses will be received and summarized later in the summer of 2025, in time for system design to be incorporated into final design plans and a procurement before construction is completed .

Recommendation

That the RCTA Board approve release of a RFI for Charging Management Systems.

Attachment 1 – RCTA CMS RFI – May 30, 2025

Request for Information (RFI)

Subject: Charge Management Software for Battery-Electric Bus Fleet

Issued by: Redwood Coast Transit Authority (RCTA)

Issue Date: May 30, 2025



Background

The Redwood Coast Transit Authority (RCTA) is a public transit agency serving Del Norte County and the surrounding Redwood Coast region of northern California. RCTA operates a fleet of buses providing fixed-route and demand-response services to rural communities from its yard in Crescent City, CA. In line with California's mandate to transition transit fleets to zero-emission vehicles, RCTA is in the process of adding battery-electric buses (BEBs) and associated charging infrastructure at its Williams Drive Maintenance and Operations Facility, with a separate RFP for design services for the new facility (that RFP is located here [RCTA releases RFQ for Plans Specifications and Estimates - Redwood Coast Transit Authority](#)). The new facility will initially accommodate 11 BEBs, all of which will be charged on-site at the depot, with a likely future addition of 10 additional BEBs (and charging infrastructure) to the site.

Because RCTA's routes include long distances and short layovers, buses will not only charge overnight but, in some cases, between runs during the day (depot-based "opportunity charging"). This operational profile requires careful management of energy use to ensure each bus has sufficient charge for its next trip while avoiding excessive peak electricity demand. RCTA is seeking information from industry providers on available **charge management software** to support the charging of its BEB fleet. This software should have the flexibility to operate with various hardware configurations to allow RCTA and its facility planners maximum flexibility in design and hardware procurement. The timeline for implementing the selected software is one year from vendor selection, aligning with RCTA's goal to have a system in place by late 2026 to coincide with the deployment of electric buses.

Project Scope

RCTA intends to deploy a Charge Management Software platform to efficiently manage the charging of 11 depot-charged battery-electric buses at its Williams Drive facility. The purpose of this RFI is to solicit input from vendors and integrators on solutions that can meet RCTA's operational needs in a **hardware-agnostic** manner (i.e. compatible with charging equipment from various manufacturers). The software should enable RCTA to monitor and optimize energy usage, intelligently schedule and control charging sessions, integrate with utility systems and rate structures, and interface with vehicle data and maintenance systems. In addition, RCTA operates using a unique remote managerial model that requires remote access to key systems such as the CMS via a web portal or similar to monitor system performance from offsite locations.

RCTA seeks a CMS that allows the agency the flexibility to optimize across several different dimensions. It has not determined a prioritization order for different types of optimization and requests that vendors demonstrate their product's ability to deliver the following:

1. Energy Usage Monitoring/Optimization

RCTA is looking for tools that allow for real-time monitoring of electricity consumption and state-of-charge across the fleet, and analytics to optimize energy usage. This includes tracking energy use per vehicle and charger, historical reporting, and identifying opportunities to improve efficiency.

REQUESTED VENDOR RESPONSE: Describe how your solution monitors energy metrics and uses optimization algorithms to reduce peak demand and overall energy costs as well as insure proper charge levels to allow full-service delivery. Please indicate if your system can provide insights such as cost savings achieved through optimized charging or recommendations for improving energy efficiency in bus operations.

2. Charging Schedule and Load Management

RCTA is looking for the capability to intelligently schedule charging sessions and manage the electrical load to avoid overloads, high peak demand charges, or excessive time-of-use charges.

RCTA is also interested in features such as load balancing across multiple charging stations, setting charging priorities or urgency based on next dispatch time, and limiting the number of buses charging simultaneously or throttling power when necessary to stay under facility or grid power limits.

REQUESTED VENDOR RESPONSE: Describe how your system responds to charger or vehicle faults and any support for incorporating future expansion (additional buses or chargers) without compromising load management.

3. Utility Costs

RCTA is focused on using the CMS to reduce the cost burden of charging and wants the CMS to be able to easily integrate with the electric utility's infrastructure, tariffs, and programs, and adapt to any changes the utility structure may undergo. RCTA's electric utility provider, Pacific Power, either offers or is likely to offer time-of-use rates and may in the future implement dynamic pricing or demand response signals. The charge management software should be capable of adapting charging schedules based on utility rate structures to minimize costs.

RCTA's facility will include solar canopies and upgraded electrical service, so the solution should ideally accommodate renewable energy inputs (e.g. charging vehicles using solar power when available) and limit grid draw during peak grid times.

REQUESTED VENDOR RESPONSE: Indicate how your software imports or syncs with utility tariff schedules and whether it can automatically shift or modulate charging to minimize costs under those rates. Additionally, describe any capability for real-time interaction with utility systems or grid signals.

4. Support for Vehicle Telematics, Diagnostics, and Maintenance Tracking

RCTA is looking for a CMS that can integrate data from the vehicles (and chargers) for improved operational visibility and maintenance. The charge management software should be capable of interfacing with bus telematics systems or on-board data, including Hexagon Fleet Management Systems (the system used by Transdev NA, RCTA's operations contractor) to retrieve information like battery State-of-Charge (SOC), battery health, range estimates, fault codes, and other diagnostics in real time. By combining charger data and vehicle data, the system can provide a holistic view. RCTA would like this data to be presented in a flexible, customizable format for use across multiple audiences – maintenance personnel, facility staff, and managers – in a manner that minimizes staff sign-in requirements.

RCTA seeks a solution that can support proactive diagnostics. Additionally, integration with RCTA's maintenance tracking or asset management systems is desired so that charging and battery data can feed into maintenance schedules.

REQUESTED VENDOR RESPONSE: Describe how your platform supports telematics integration and what vehicle parameters can be monitored. Also, explain any features for tracking charger equipment status and maintenance as well as the system's ability to log and report incidents to maintenance personnel. If you have previous experience deploying your solution with transit fleets that required similar integrations with common fleet management or maintenance software, please provide these as examples.

5. Interoperability Requirements:

RCTA is emphatic that any CMS solution should be interoperable with its existing technologies systems and various hardware requirements and that these integrations should not bear significant costs. Open data standards and interoperability is essential for RCTA to find a long-term CMS solution that can work regardless of if other vendors change. Any proposed CMS solution should use secure, modern interfaces that allow it to integrate into a multi-vendor ecosystem of vehicles, chargers, and management systems. Vendors are encouraged to detail how their solution achieves this interoperability **in practice**.

The solution should support open standards and APIs to ensure compatibility and data exchange with:

5.1. Charging Hardware:

The software should be hardware-agnostic, capable of controlling and monitoring different brands of charging stations. Support for standard protocols like OCPP (Open Charge Point Protocol) is highly preferred to enable communication with the chargers regardless of manufacturer.

REQUESTED VENDOR RESPONSE: Indicate which specific charger models, industry standards, and protocols your system supports out-of-the-box. Please specify which version of OCPP your system uses. If not already compliant with the latest OCPP 2.1, please provide a timeline and roadmap for adoption. Please indicate if there are additional open data standards and protocols which RCTA should consider requiring.

5.2. Fleet Management and Maintenance Systems:

RCTA uses Hexagon Fleet Management System a fleet management system for vehicle maintenance and asset tracking.

REQUESTED VENDOR RESPONSE: Vendors should explain how their system shares relevant data (e.g. energy usage per vehicle, battery health indicators, charger uptime) with such systems. Integration via API or data export for maintenance planning is desired.

5.3. CAD/AVL (Computer Aided Dispatch/Automatic Vehicle Location) Systems:

Integration with RCTA's dispatch and vehicle tracking system (Swiftly) is important so that the charging schedule can account for each bus's operational schedule and charging levels are visible to operations staff.

REQUESTED VENDOR RESPONSE: Vendors should outline any existing integrations with transit scheduling or AVL systems, or the mechanisms available to achieve this integration. Please indicate if there are costs from your side associated with these integrations.

5.4. SCADA and Facility Energy Management:

The charging system may need to interface with facility energy management or SCADA systems (Supervisory Control and Data Acquisition) that monitor the electrical distribution at the depot.

REQUESTED VENDOR RESPONSE: Vendors should describe how their solution can send or receive data from external facility systems. Support for standard interfaces (e.g. Modbus, REST APIs) or data visualization that can be shared is a plus.

6. Security and Compliance:

RCTA seeks a CMS system that delivers comprehensive data security measures meeting or exceeding industry standards, including data encryption, secure data storage, robust access controls, real-time security monitoring, and compliance with relevant data protection regulations, including those specific to the State of California.

REQUESTED VENDOR RESPONSE: The vendor should document all relevant data security and privacy provisions, including adherence to relevant industry standards. It should provide a schedule detailing how software updates, security testing and any needed security enhancements/fixes will be provided. It should provide all relevant security certifications.

Vendor Response Format

Vendors responding to this RFI are requested to provide a structured response addressing the requested topics. The response should be concise yet sufficiently detailed to give RCTA an understanding of the solution's capabilities, the vendor's implementation approach, and relevant experience. Your response should be structured with the headings bolded below to facilitate an easy review by RCTA. Brevity is appreciated, but please ensure each area is adequately addressed. Marketing brochures or appended materials are acceptable as supplemental information, but the core response should directly answer the points of interest.

All responses will be used by RCTA for information-gathering purposes only and will help shape any subsequent Request for Proposals (RFP). This RFI is **not** a solicitation for formal bids or an offer of contract; no awards will be made based on the RFI responses.

At a minimum, the response should include:

- **Company Overview:** A brief introduction of the vendor, including company background, years of experience, and an overview of the charge management software product or platform being proposed.
- **Solution/Key Differentiator:** Highlight what differentiates your solution in the marketplace and its typical use cases (fleet types, sizes). If multiple products or modules are offered, identify which specific solution is being described. Please also note if the software is proprietary to your company or if it involves partnerships for any functionality.
- **Capabilities Aligned to Project Scope:** Describe in detail how your solution addresses each of the areas outlined in the Project Scope. Explain the specific features and tools

available in the software, and how they would meet RCTA's needs as described. Where applicable, include information on algorithms or methodologies used.

- **Implementation Approach:** Outline the typical process for implementing your charge management solution for a client like RCTA. This should include an estimated timeline or phases for deployment (installation, configuration, integration, testing, training, go-live) given a 11-bus, single-depot scenario. RCTA's goal is to have the system fully operational within one year of contract award – please comment on your ability to meet this timeline and any potential challenges.
- **Agency Support:** Describe the level of support your company provides during implementation and what responsibilities are expected of the agency or its contractors. Also, address the training provided for RCTA staff (both operations and admin, if applicable) to effectively use and maintain the system. If the software is cloud-based or offered as Software-as-a-Service, clarify the hosting and what IT infrastructure or connectivity is required at RCTA's site. Additionally, include information on ongoing support and maintenance services post-implementation, including helpdesk support hours, escalation procedures, software update frequency, and any offered service level agreements (SLAs).
- **References, Experience, and Past Projects:** Provide a summary of your company's experience with implementing charge management software for transit agencies or similar fleet operations. Emphasize projects that are comparable in scope to RCTA's (for instance, transit agencies with depot-charged electric bus fleets, especially in California and rural contexts). For each relevant project, include the agency name, fleet size, a brief description of the deployment, contact information, and the outcomes (i.e. improvements or savings achieved, if known). Case studies or references are appreciated.
- **Additional Information:** (Optional) Vendors may include any other information deemed relevant to this RFI. This could include unique features not covered above, scalability of the solution for future expansion (both for RCTA's planned expansion beyond 11 BEBs and a regional deployment among multiple other transit agencies), approaches to data analytics or reporting that add value, or any value-added services your company provides. If your solution includes any hardware components or requires specific devices (e.g. telematics units on buses, networking equipment), please note those requirements here.
- **Pricing:** Please provide high-level pricing information or cost model **for informational purposes only**, including whether the software is licensed per charger, per vehicle, or subscription-based.

Timeline and Submission Instructions

RCTA's schedule for this RFI and the anticipated next steps in the project are outlined below:

- **RFI Release Date:** May 30, 2025.
- **Deadline for Questions:** June 6, 2025. Vendors may submit any requests for clarification or questions in writing via email to the RCTA Executive Director at

executivedirector@redwoodcoasttransit.org (with subject line “RCTA Charge Management Software RFI Question”). Answers to any substantive questions will be shared with all known RFI participants by June 11, 2025 (via an addendum posted on RCTA’s website).

- **RFI Response Due Date: June 20, 2025, 5:00 PM PDT.** Responses shall be submitted electronically via email to executivedirector@redwoodcoasttransit.org (Executive Director, RCTA). Please include “Charge Management Software RFI Response – [Your Company Name]” in the email subject. PDF format is preferred for the response document. If the file size is large due to attachments, a file-sharing link may be provided.
- **Review and Vendor Discussions (Tentative):** June 21 – July 7, 2025. RCTA will review all RFI responses during this period. RCTA may reach out to respondents with follow-up questions or to schedule an informal discussion or presentation to better understand the submitted materials. If a demonstration is requested, vendors will be notified at least one week in advance and provided with topics to focus on.
- **Next Steps (Information Only):** Following the RFI, RCTA intends to develop a formal specification and potentially release a Request for Proposals (RFP) for a charge management software solution in late Summer/early Fall 2025. The target timeline is to evaluate proposals and select a vendor by late in 2025. Implementation is expected to begin in early 2026 with the goal of having the system operational by Fall 2026. This schedule is subject to change, and responding to this RFI will not be a prerequisite for participating in any future RFP. However, the information gathered will be used to refine requirements and budget planning.

Submission Instructions: All RFI responses should be received by the deadline above. Late submissions may not be considered. Responses should be sent to the email provided; you may request a confirmation of receipt. There is no specific page limit, but clarity and completeness are valued over volume. All costs for preparing the response are the vendor’s responsibility; RCTA will not reimburse any expenses incurred for participating in this RFI.

Contact Information

For any communications regarding this RFI, please contact:

Project Manager/Executive Director:

Joseph Rye (Executive Director, RCTA)

Email: executivedirector@redwoodcoasttransit.org

(Email contact is requested for RFI questions and submissions. Phone or mailed inquiries will not be accepted.)

RCTA thanks you for your interest and time in responding to this RFI. We look forward to learning about your solutions and expertise in charge management software. Your input will help ensure a successful deployment of our battery-electric bus program for the benefit of the community and the environment.



Redwood Coast Transit Authority 2023-24 Annual Report

Crescent City "Local" Fixed Routes 1 – 4, 300
Smith River-Arcata Intercity Route 20
Gasquet - Hiouchi Intercity Route 199
Dial-A-Ride & CEC Airport Shuttle
CTSA Southern Oregon Medical Shuttle

Prepared by:

RCTA Administration
TMTP Consulting/Herron Consultants
900 Northcrest Drive #134
Crescent City, CA 95531
August 26, 2024

System Performance Summary

A system performance summary follows. This is followed by a summary of each service component including a service description, performance measure data, and a brief analysis of the FY 2023-24 statistics and changes to the route/service during the year.

Impacts of the COVID-19 pandemic and lockdown, including travel restrictions and masking requirements were relaxed in general starting in FY 2021-22, and non-existent by FY 2023-24. However, ridership has stubbornly been slow to recover, with FY 2023-24 still below historic levels. On the positive side, FY 2023-24 saw a continued escalation in ridership recovery that RCTA hopes is indicative of society moving past the fears of the pandemic and more towards a "normal" level of travel activity.

Some of the challenges that bedevil transit ridership recovery across the nation apply to RCT ridership, while others do not. RCT receives informal feedback from the community that the homelessness epidemic and sense of general lawlessness that impacts most of the United States, including Crescent City, is a factor that deters comfortable usage of the transit system. However, the remote working trend that emerged during the pandemic and still exists to some extent today in many urban areas has little impact on RCT ridership, as few traditional commuters have ever utilized RCT services due to the usual factors (lack of congestion, free parking, etc.).

RCTA Agency Overview

RCTA or RCT for short is a joint powers authority created by Del Norte County and the City of Crescent City to provide public transit services in Del Norte County. The agency launched in 2004, entering into a ground lease with the Del Norte County Fairgrounds and constructing a metal building to house daily operations and maintenance. RCTA expanded from providing local transit routes and Dial-a-Ride (DAR) by creating Route 20 to replace service lost when Greyhound shortened its North Coast route and truncated service in Arcata. RCT uses a unique remote contracted managerial model that originated with the consultant hired to setup the service early in the millennium. The contract Administrators act as the Executive Director for the agency and are responsible for managing the operations and maintenance contract, procurements, Board of Directors support, planning and marketing. Operations and maintenance services are supplied by a private contractor, currently Transdev, Inc., which acquired First Transit in 2023. First Transit had held the RCT contract since the system began, when First Transit acquired Davey Transportation in the mid-2000s.

REDWOOD COAST TRANSIT AUTHORITY

SYSTEM OVERVIEW

The Redwood Coast Transit system provides a variety of services to respond to the needs of Del Norte County. Redwood Coast Transit has evolved its service over time seeking to test various markets and meet as many travel needs as possible.

Local bus routes (1-4) provide inexpensive and convenient clockface Monday-Saturday service in Del Norte County's only incorporated city, Crescent City, and contiguous unincorporated areas.

Dial-A-Ride offers separate ADA complementary paratransit service for both elderly and certified disabled passengers, plus the general public (above and beyond ADA, at a higher fare) in the Crescent City area (a service area that includes the City and populated areas just outside City limits).

Intercity and regional routes and schedules offer travel opportunities within the county and to intercity destinations. RCTA has historically provided a fairly high level of intercity/regional service, even though its regional ridership is naturally lower, requiring a higher subsidy. RCT Route 20 is now a part of a regional partnership tentatively called the North Coast Express (NCX), where passengers enjoy timed connections with the local transit providers along the US 101 Corridor between Smith River and Santa Rosa. Not all Route 20 trips are part of the partnership. RCT currently operates the northernmost segment of the NCX under the flag of Route 20, with an AM southbound and PM northbound trip. The NCX currently offers one trip each direction each day, hopefully expanding in the future as funding allows. RCT Route 20 operates 3-5 round trips per day in the summer, and 2-5 in the winter months, within which the NCX trips are delivered. RCT extended Route 20 to Eureka to improve connections with NCX as well as create a loop to provide direct, single-seat service to Eureka medical facilities

RCTA resumed its Route 300 school tripper route in FY 2022-23 and is pleased that the momentum of growing student ridership that RCTA had experienced prior to the pandemic has finally returned. Route 300 enjoyed its best year ever in FY 2023-24, powered by strong ridership at Crescent Elk Middle School, as well as Del Norte High School.

What's New?

RCT added general public Dial-a-Ride (DAR) service to/from the CEC airport to its Dial-a-Ride services in September 2023. This service has a convenient pick-up and drop-off location at the CEC passenger terminal and requires advance reservations. Fares are the same as RCT general public DAR, \$5 per person and a special, larger service area was adopted for the CEC Airport Shuttle.

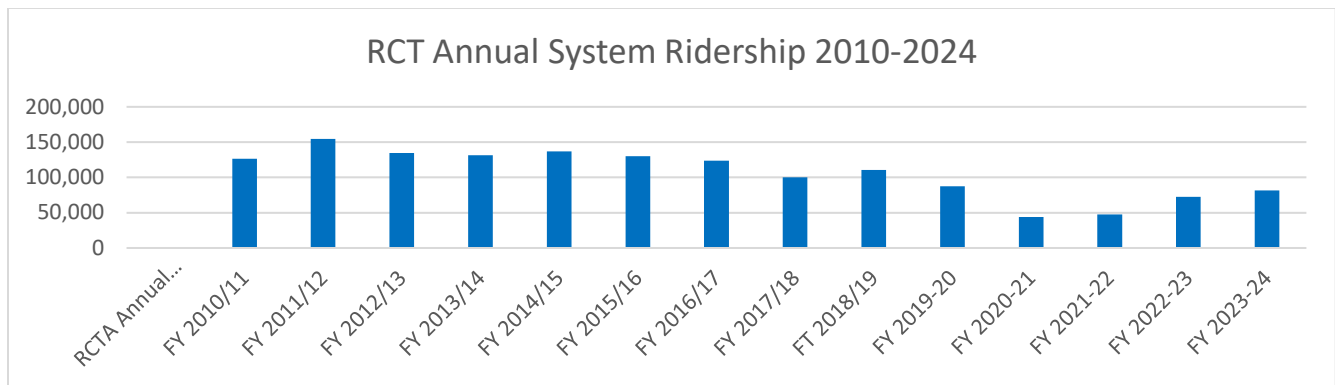
RCTA reduced its services slightly on its regional routes (20 and 199) for the first time in FY 2023-24. This "off-season" schedule allows RCT to save money and match the lower regional travel demand during Del Norte's rainy winter season with slightly lower service levels. This allows RCT to run its full base services from Memorial Day through the end of September when travel demand is at its highest. Following this discussion, the individual component services are reviewed.

Under its CTSA program, RCT launched the Southern Oregon Medical Shuttle in fall of 2023. After a slow start due to wildfire impacts on US 199, the twice-weekly demand response service gained traction.

SYSTEM PERFORMANCE

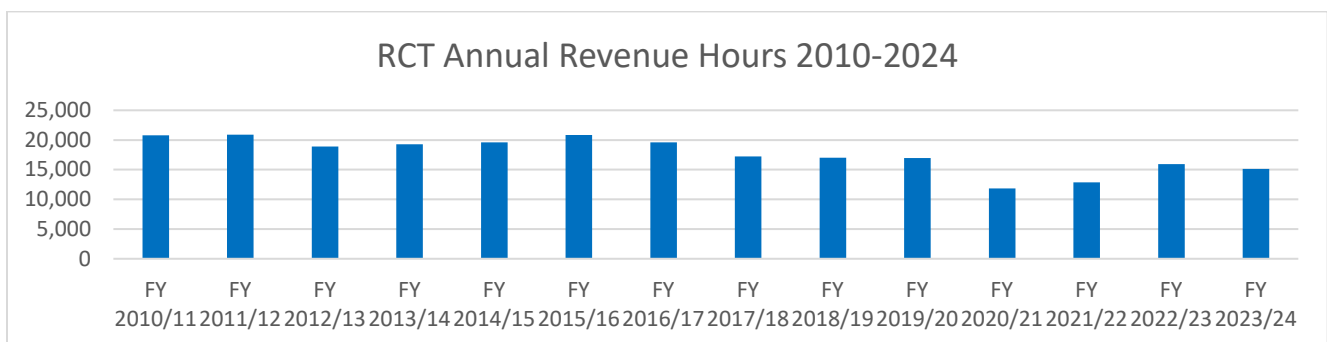
Ridership

A decline in Redwood Coast Transit system ridership began in 2012 with lower fuel prices combining with competition from the launch of the Yurok Tribal Transit System in 2013, and its expansion in 2015. After a slight ridership recovery in FY 2018-19, ridership plummeted with COVID-19 in late FY 2019-20. Fiscal Year 2023-24 continued a ridership recovery trend from the stunted pandemic-marred ridership of FY 2021-22. FY 2023-24 system ridership grew 12.5% compared with FY 2022-23. RCT ridership has now partially recovered from the pandemic, sitting at 6.99% below FY 2018-19, the last non-COVID impacted fiscal year.



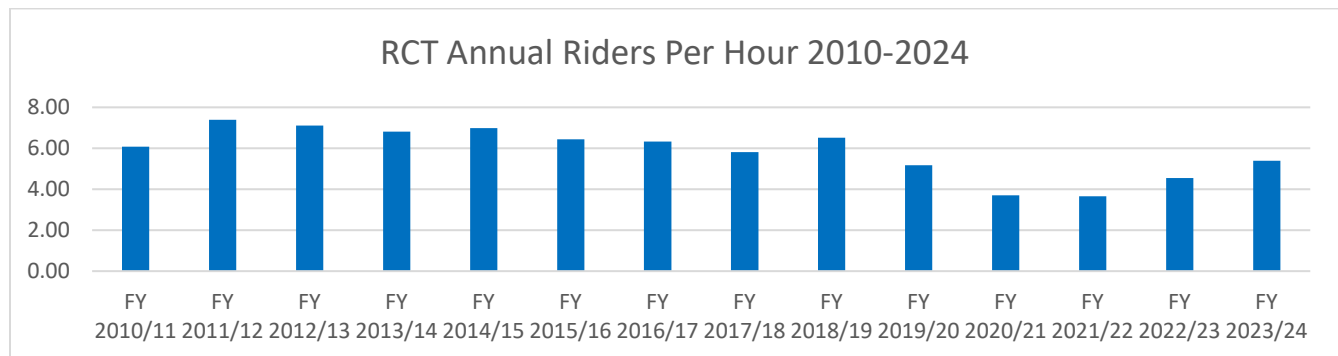
Service Levels

After peaking in FY 2011-12, RCTA service levels remained fairly steady for several years, and began to drop slightly in response to funding capacity issues (fuel prices) in 2017-18, then dropped further with the COVID-19 pandemic cuts of FY 2019-20 and FY 2020-21. Notable is that during those early years of 20,000+ annual revenue hours, RCTA was unable to address its capital project needs or its contractor labor force wages, as most positions hovered near minimum wage. RCTA perhaps should have been providing less revenue hours all along, and investing more in its fleet, facilities, and work force. Service levels in FY 2023-24 were 5.1% less than FY 2022-23, as RCTA introduced its lower service levels on regional routes for the first time. RCTA ran its new maximum Summer Schedule June-September.



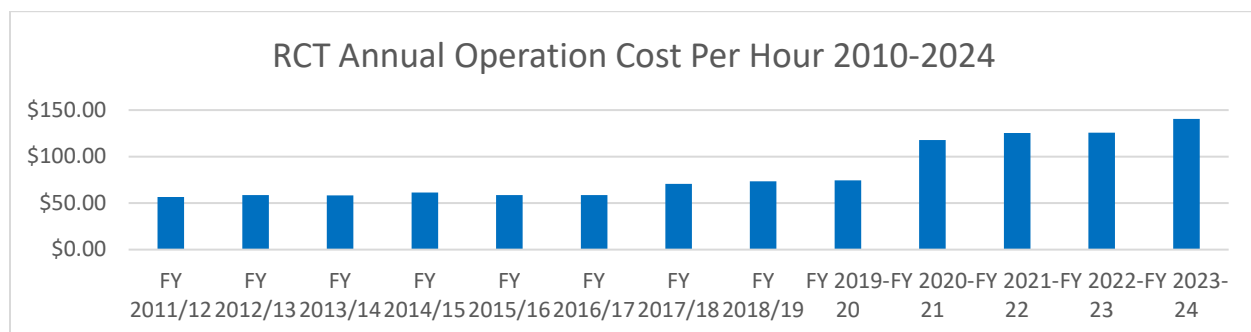
Comparing these two charts, it's clear that both service hours provided and ridership peaked in FY 2011-12, after the economic recovery from the Great Recession and prior to the launch of the YTTS service. The key productivity performance measure, Passengers per Vehicle Revenue Hour, see table below,

rebounded back towards its historic range in FY 2023-24, although regional services continue to struggle with productivity even as they consume nearly half of RCTA's annual revenue hours.



RCT has had to increase investment in its contract labor force in recent years, in particular to retain employees during the pandemic. These wage increases lifted drivers and dispatchers from near minimum wage to an average of around \$20/hour. In addition, salaries for mechanics and operations management have nearly doubled in order to retain key personnel during a period of significant inflation. RCT added two key positions in recent years, a utility position to wash and fuel buses, and a shop technician to provide a second maintenance employee to aid in maintaining an aging fleet.

Adding to these cost escalation drivers has been stubbornly high fuel costs, although RCT did experience some relief from the sky high fuel costs of FY 2023-23 during FY 2023-24. The chart below shows RCTA's cost per revenue hour of service, which divides the entire operating budget by the number of revenue hours of service provided.



SYSTEM PERFORMANCE MEASURE ACTIVITY REPORT

The following matrix compares a 3-year trend of data for RCT system performance measure 2021-22 through FY 2023-24. In general, FY 2023-24 was a strong year with ridership recovering across all modes. In FY 2023-24 overall ridership increased 12.5%, and productivity increased 22%. RCTA implemented its new full Summer Schedule with reduced regional schedules in the October through May time period. This new “off-season” reduced schedule led to a decrease of 5.1% of revenue hours. The higher RCTA labor costs enacted during the pandemic, along with high fuel costs and additional costs associated with modern technology to improve the passenger experience put upward pressure on RCTA’s cost per hour metrics. However, RCT’s overall operating costs increased by 7%, an amount similar to the overall inflation rate of the time, with its operating cost per hour jumping 13%. Some of the increase in operating costs are attributable to RCT’s involvement with early design work for the Williams Drive EV Charging Stations project (\$60k) and a pilot project to replace the radio system (\$17k) which the County does not capitalize so those expenditure add to operating costs even though they are not operating.

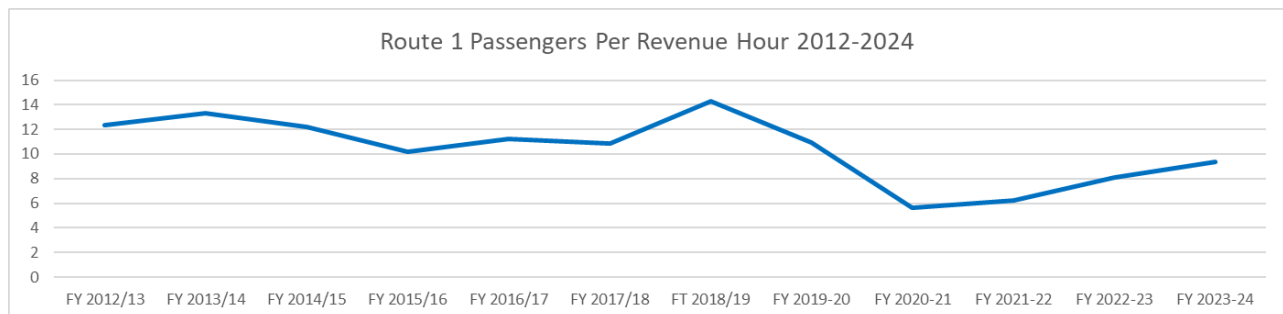
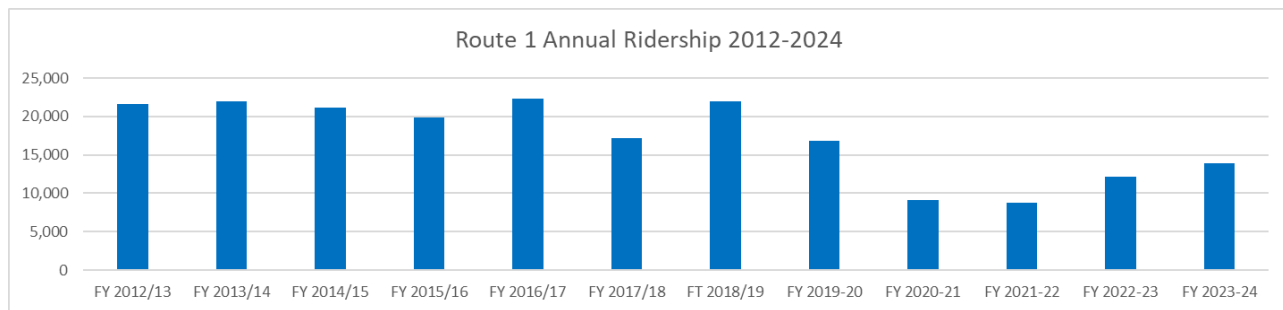
Systemwide Performance - Three Year Trends						
Performance Measure	2021/22 Total	% Annual Change	2022/23 Total	% Annual Change	2023/24 Total	% Annual Change
Operating Cost	\$ 1,612,000	12%	\$ 1,984,892	23%	\$ 2,121,125	7%
Operating Cost Per Passenger	\$ 34.25	4%	\$ 27.43	-20%	\$ 26.06	-5%
Operating Cost Per Vehicle Revenue Hour	\$ 125.47	3%	\$ 124.64	-1%	\$ 140.35	13%
Total Passengers	47,702	7%	72,351	52%	81,407	13%
Passengers Per Vehicle Revenue Hour	3.66	-1%	4.54	24%	5.39	19%
Passengers Per Vehicle Revenue Mile	0.17	-6%	0.20	12%	0.24	22%
Vehicle Revenue Service Hours	12,848	8%	15,925	24%	15,113	-5%
Vehicle Revenue Service Miles	269,368	14%	370,723	38%	341,793	-8%
Farebox Revenue	\$ 91,679	25%	\$ 128,901	41%	\$ 197,698	53%
Farebox Revenue as a Percent of Operating Cost	5.7%	12%	6.5%	14%	9.3%	44%

REDWOOD COAST TRANSIT ROUTE PROFILES

The Crescent City Fixed Routes cover the Crescent City/Del Norte urban area using two buses that “interline” to provide four routes each running once hourly on weekdays, plus a 3rd bus at school bell times schooldays only (Route 300). Saturday service operates with one bus alternating between Routes 2 and 4. For most of FY 2023-24 the CC Locals ran 7 a.m. to 6 p.m. and 8am to 5pm on Saturdays.

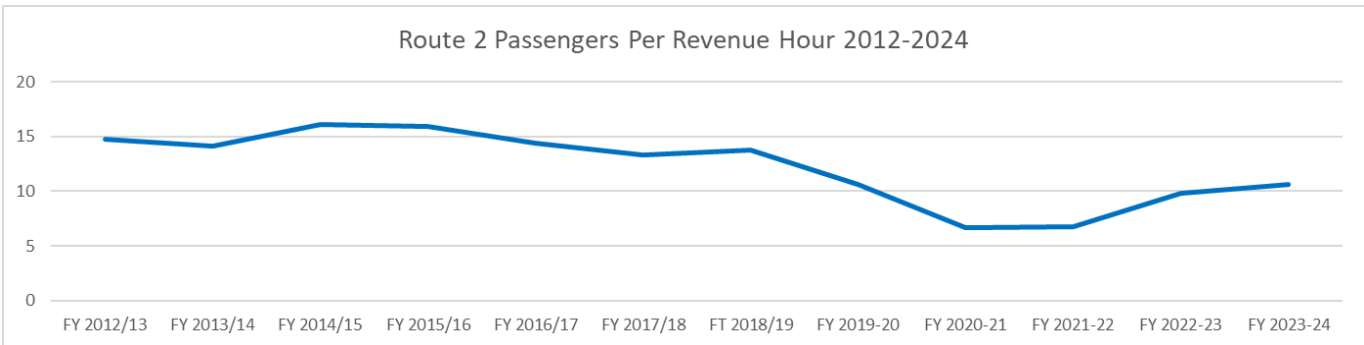
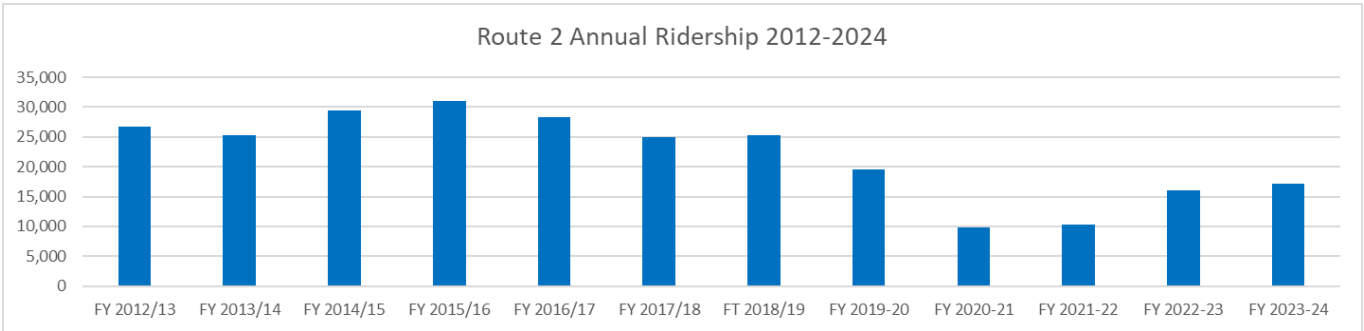
Route 1 – Parkway – El Dorado

Route 1 – Parkway-El Dorado operates in a counter-clockwise direction beginning at the Cultural Center and operating along US 101 after a stop on 5th at Safeway, then Parkway Drive, Washington, into Wal-Mart and Summer Lane Apts, then to CR/DNHS via Northcrest, Harding, and Glenn Streets. Route 1 returns to the Cultural Center via El Dorado, Pacific, and H Streets. Route 1 operates M-F and is interlined with Route 3 all day. Route 1 enjoyed a 13.7% increase in ridership in FY 2023-24 with an increase of 15.6% in per-hour productivity.



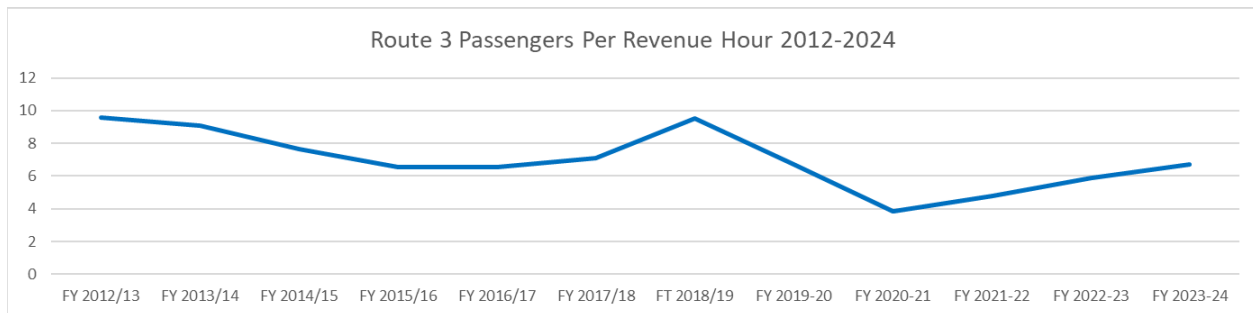
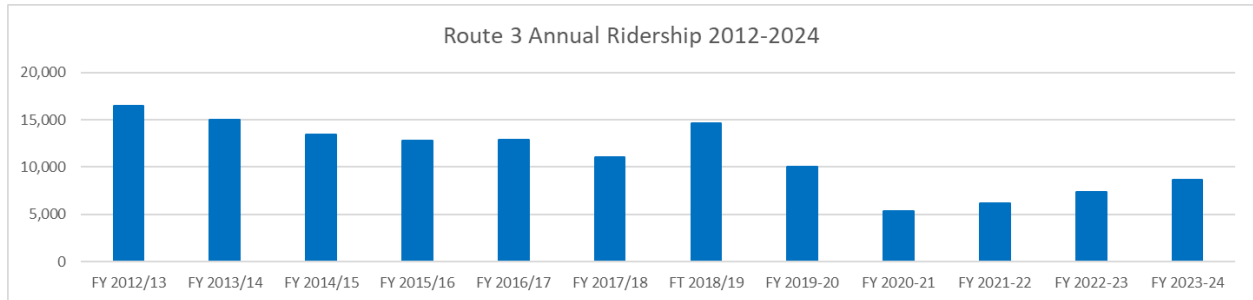
ROUTE 2 INYO-WASHINGTON

Route 2: Inyo – Washington operates in a clockwise direction beginning at the Cultural Center and traveling primarily along 3rd and 2nd Streets westerly to A Street, Inyo, Washington, and then returning to the Cultural Center via US 101. Key destinations include DNHS/CR, Wellness Center, and Wal-Mart. Route 2 operates M-Sat. Route 2 ridership increased 6.7% in 2023-24 while productivity increased 8.3%.



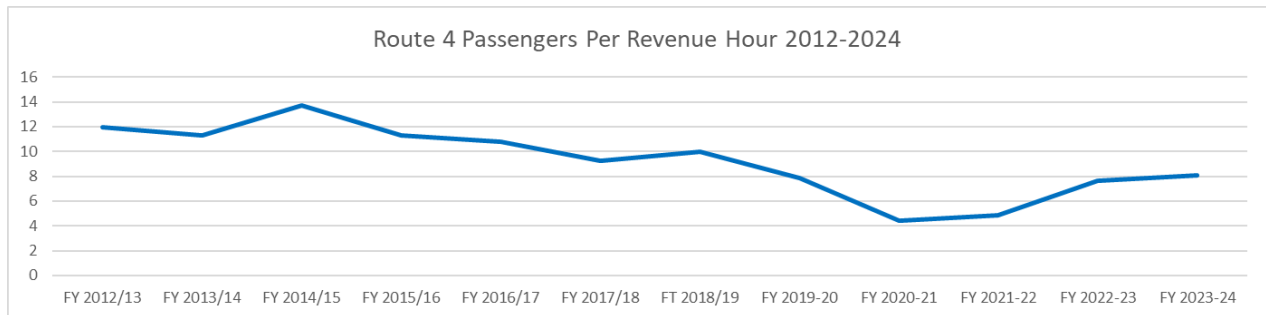
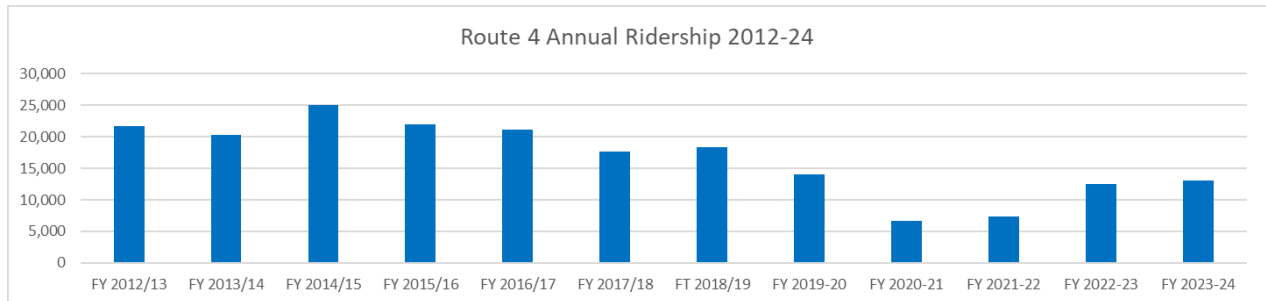
ROUTE 3: NORTHCREST

Route 3: Northcrest provides service along U.S. 101 and Northcrest Drive from the Cultural Center to Standard Veneer Road, with key stops at the Del Norte Senior Center and the Oregon Senior Apartments. Route 3 runs hourly and is “interlined” with Route 1, operating M-Fri. Route 3 enjoyed an increase of 17.7% in ridership and 14.1% in productivity in FY 2023-24, but still lags behind the other 3 Crescent City local routes in productivity. The route lacks major trip generators such as schools and shopping but provides the lone north/south route in Crescent City and shares many stops with Route 20.



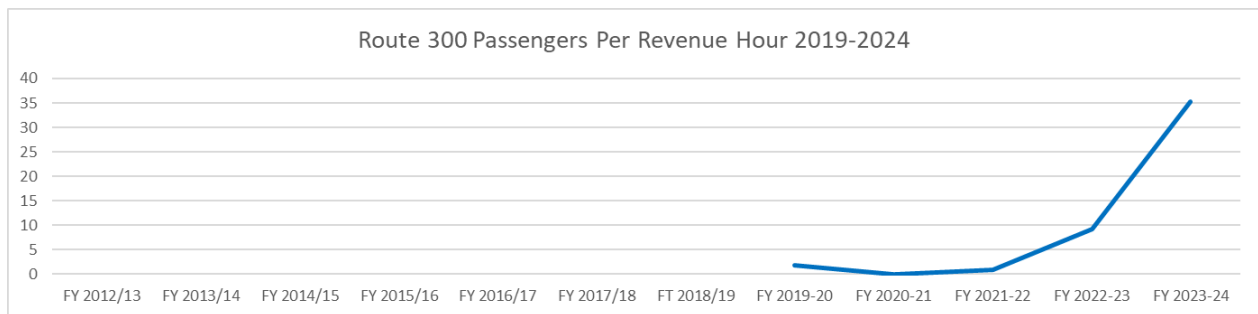
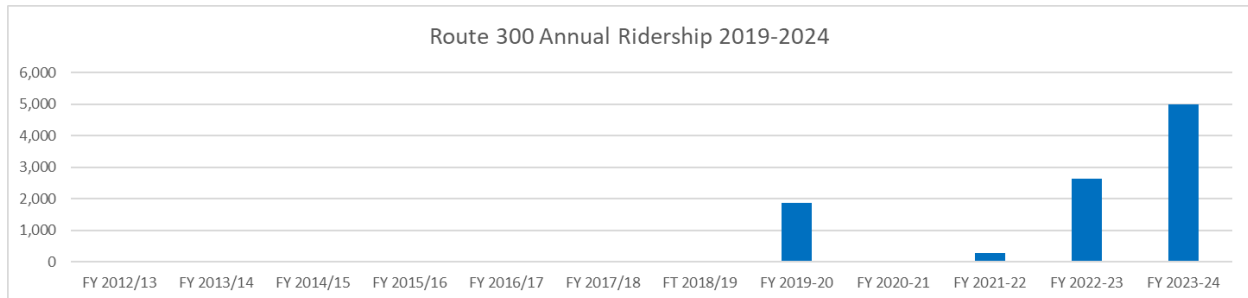
ROUTE 4: BERTSCH – HOWLAND HILL

Route 4 begins at the Cultural Center and travels in a counter-clockwise loop along U.S. 101, Sandmine, Humboldt, Howland Hill, and Elk Valley roads. The route deviates into the new Elk Valley Casino with a stop near the front of the facility. The one-way loop nature of the route makes it difficult to utilize, especially along the busy US 101 corridor south of Elk Valley Road. Route 4 ridership in FY 2023-24 increased by 4%, and its productivity rose 5.6%. A major trip generator on the route is the Elk Valley Casino. This route struggles with a lack of established bus stops along US 101, due to challenges placing stops in Caltrans ROW.



ROUTE 300: DNHS – CEMS TRIPPER

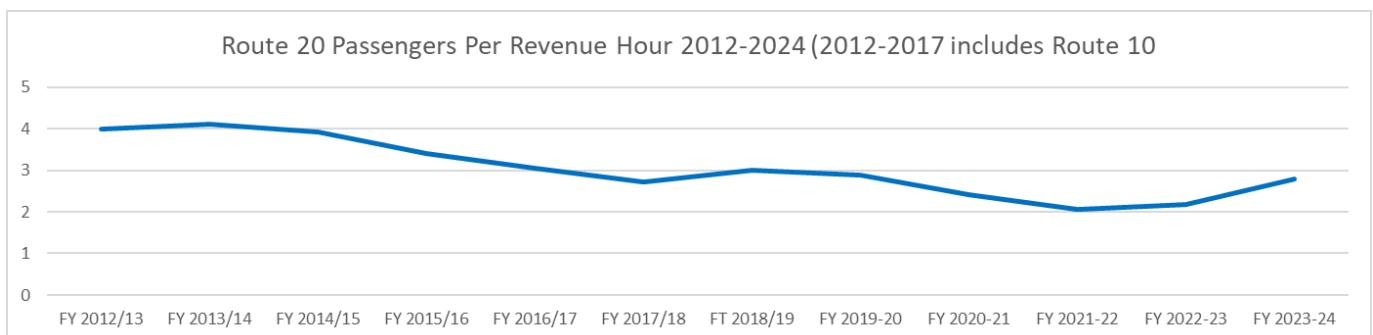
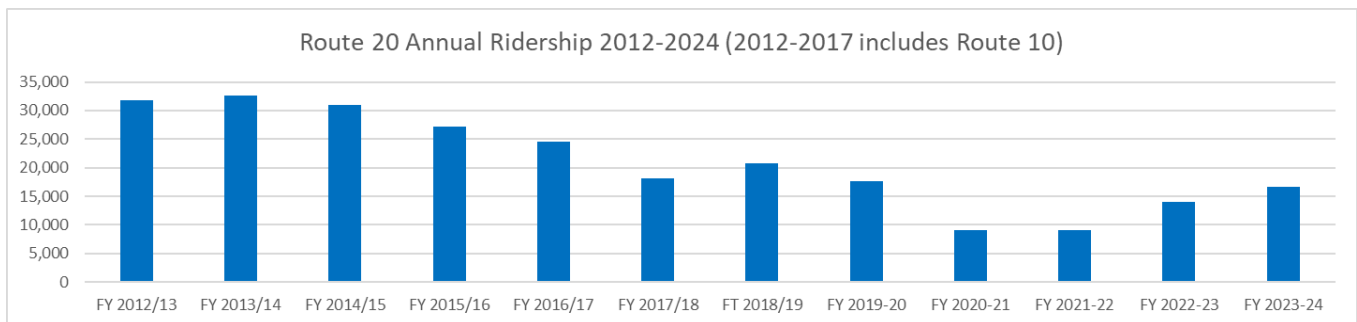
Route 300 has evolved over the 5 years since its inception. While technically open to the public, the route is designed to meet the needs of students of Del Norte High School and Crescent Elk Middle School. In FY 2023-24 Route 300 operated only at the afternoon bell times, connecting the two campuses with the Wal-Mart area, and points north on Northcrest (upon request) and the Cultural Center/Downtown. The route was suspended during the COVID-19 pandemic and slowly regained momentum since. Route 300 gained traction in FY 2022-23 and then achieved its best year yet in FY 2023-24.



Regional Intercity Routes

ROUTE 20 - SMITH RIVER – ARCATA

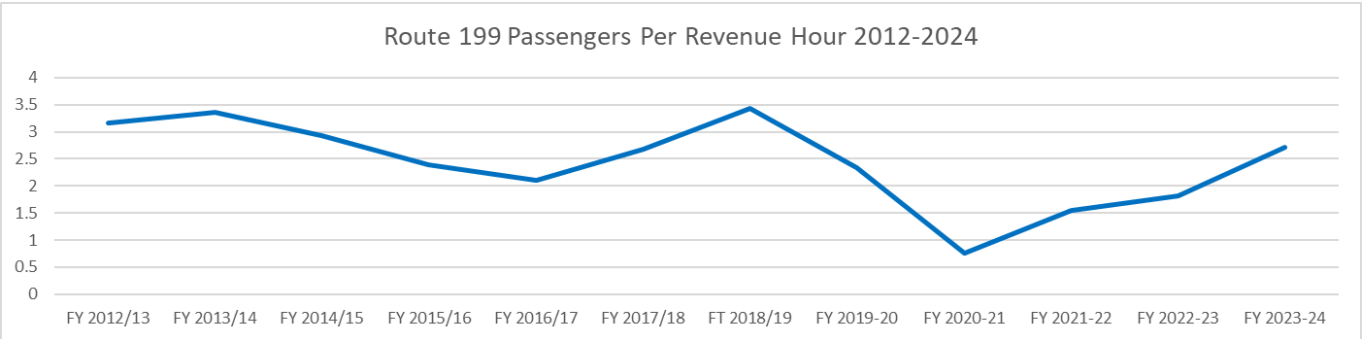
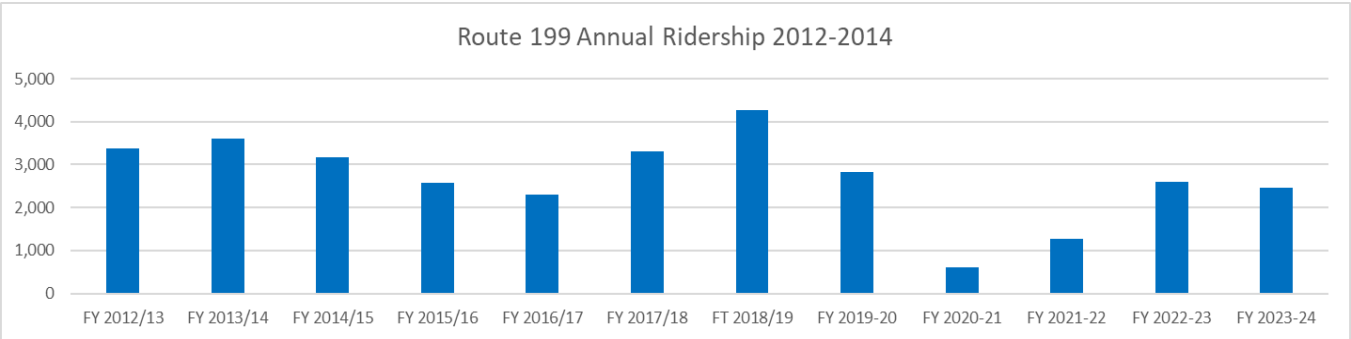
Route 20, the Smith River-Arcata Intercity Route exists to connect Del Norte County with the intercity bus network in Humboldt County and the Coastal Express for travel into Curry County. From inception until June 2023, the route operated Monday-Saturday and spanned from Lucky 7 Fuels in Smith River to truncated in Arcata at the Arcata Transit Center. At the request of transit partners in Humboldt County and Caltrans, Route 20 was extended into Eureka in 2023, with stops at the Eureka Transit Center and several major medical facilities, including both hospitals and the VA Clinic. During the off-peak months (October through May) the service drops to 2 daily round trips between Crescent City and Eureka. The max regional one-way fare for Smith River to Eureka is \$12. In FY 2023-24, Route 20 ridership increased 19.9% with productivity up 49.5%. With the unexpected announcement by Greyhound that they will no longer serve the Northwest Corridor effective June 30, 2024, it is expected that Route 20 will play a key role in the regional partnership of transit agencies to form a comparable service to connect Del Norte with the Bay Area. This service is tentatively named the North State Express, and includes one daily trip of Route 20 in each direction, with hopes to expand that to two daily NSX trips in the future.



ROUTE 199 – RIVER ROUTE: HIOUCHI - GASQUET

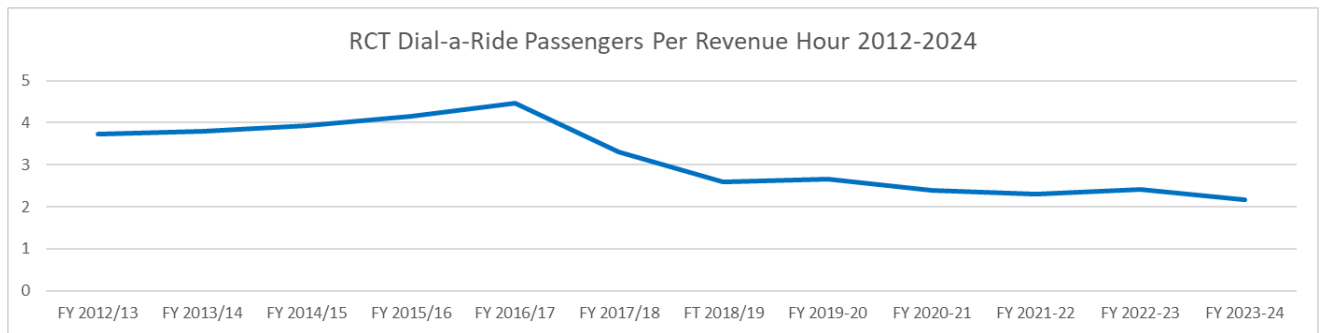
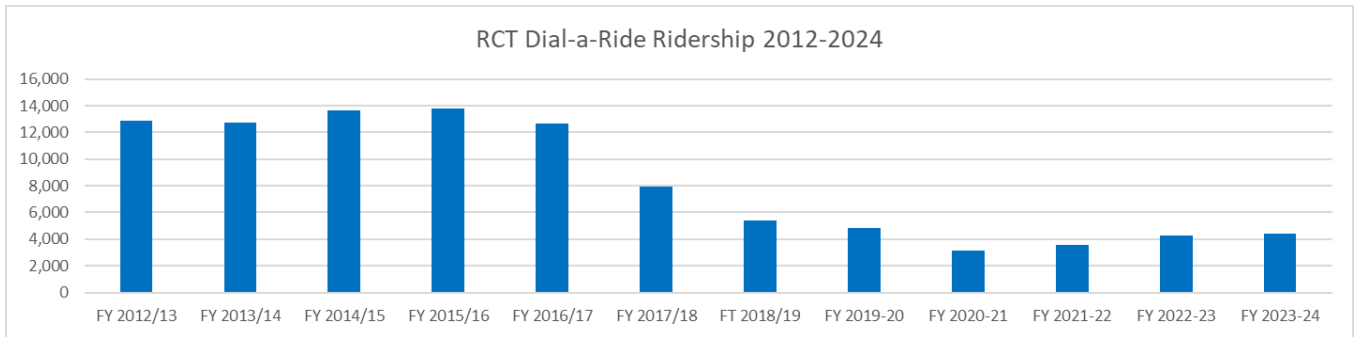
Route 199, the River Route operating between Crescent City, Gasquet, and Hiouchi, was initiated on July 7, 2009 and has experienced several service changes over the 14 year period. With a small population base in this service area, the Route 199 has struggled from a productivity standpoint, but has improved in recent years. Route 199 benefits from summer tourism. While improved, the route still featured low productivity overall, although noticeably better in summer.

Route 199 was the shining star of FY 2022-23, and ridership continued to rebound albeit slower in FY 2023-24. Route 199 featured three daily trips and operated M-Sat during Summer Schedule, reduced to two daily round trips during off season schedule (October through May). Many bus stops remain unmarked and seasonal summer tourism bolsters the route, as RCTA makes diversions to Smith River access locations upon request.



Dial-A-Ride

Dial-A-Ride is a demand-response, door-to-door service in the greater Crescent City area. Service area is defined by a Board-adopted map that includes areas outside Crescent City proper, including Bertsch Tract and Northcrest up to Elk Valley Crossroads. Service hours mirror that of CC Local Fixed Routes. Fares are \$5.00 per trip for “general public” adults and youth, and \$1.75 per trip for *ADA-eligible* riders. Since 2023, RCTA has offered DAR service to the Del Norte County Airport (CEC) as a variation of the General Public DAR. Ridership increased 3.9% with a 10% decrease in productivity in FY 2023-24.



May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Acceptance of FY 2023-24 Financial Audit



RECOMMENDATION:

That the Redwood Coast Transit Authority Board of Directors accept the RCTA Financial Audit for the Fiscal Year Ending June 30, 2024.

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 again late in the following fiscal year, 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 took an unexpected fall as of June 30, 2024. However, this is a bit misleading. RCTA requests its annual tranche of CARES pandemic relief funding after submitting its FTA 5311 and 5311(f) requests for reimbursement in the late spring each year. Thus the CARES monies arrive after the June 30th snapshot 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 and grants. This year's audit pegs RCTA's reserves at \$551,611 as of June 30, 2024, down from \$850,000 a year prior. This is partly explained by unrealized grant fund reimbursements at the time of the audit, such as funding for two new buses that arrived very late in FY 2023-24 but have still yet to be reimbursed.

The reserves are expected to increase in the near future but the extent of the rebound will depend on the adopted budget for FY 2025-26 versus actual funding fluctuations in RCTA's array of operating and capital funds. These reserve funds are not truly reserves in the sense of extra money, they are required and used to provide RCTA's local match on capital projects and allow for any budget augmentations that may be required due to unexpected expenses during the course of a fiscal year.

This is the second 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. Staff will communicate with O'Connor that a more timely audit is required in the future, as this issue (late audits) became a finding on the recently conducted DNLTC Triennial Performance Audit that will be presented to the Board in June.

ATTACHMENT

1. RCTA Annual Financial Audit for Fiscal Year Ended June 30, 2024

**REDWOOD COAST TRANSIT AUTHORITY
TRANSPORTATION DEVELOPMENT ACT FUNDS**

CRESCENT CITY, CALIFORNIA

ANNUAL FINANCIAL REPORT

JUNE 30, 2024



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INDEPENDENT AUDITORS' REPORT

Board of Directors
Redwood Coast Transit Authority
Crescent City, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities of Redwood Coast Transit Authority as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Redwood Coast Transit Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Redwood Coast Transit Authority, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Redwood Coast Transit Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Redwood Coast Transit Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Redwood Coast Transit Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Redwood Coast Transit Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.


Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 23, 2025, on our consideration of the Redwood Coast Transit Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Redwood Coast Transit Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Redwood Coast Transit Authority's internal control over financial reporting and compliance.



O'Connor & Company

Novato, California
April 23, 2025

Redwood Coast Transit Authority
Transportation Development Act Funds
MANAGEMENT'S DISCUSSION & ANALYSIS
June 30, 2024

This section of Redwood Coast Transit Authority's (the Authority's) financial statements presents management's overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2024. The Authority is a joint powers authority entered into by the County of Del Norte and the City of Crescent City. The Authority administers transportation programs to the public including local and regional bus routes, specialized transportation services for seniors and disabled, and intercity bus routes that connect to national carriers, Greyhound and Amtrak Thruway.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's audited financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. The required financial statements include the Statement of Net Position - Proprietary Fund; Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Fund; and Statement of Cash Flows - Proprietary Fund.

Statement of Net Position

This statement includes all assets and liabilities using the accrual basis of accounting as of the statement date. The difference between the classifications is represented as "Net Position"; this section of the statement identifies major categories of restrictions on these assets and reflects the overall financial position of the Authority.

Statement of Revenues, Expenses and Changes in Net Position

This statement presents the revenues earned and expenses incurred during the year using the accrual basis of accounting. Under the accrual basis of accounting, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of the cash flow.

Statement of Cash Flows

This statement reflects the inflows and outflows of cash, summarized by type of activity. The direct method was used to prepare information for the reporting period activities. This means the gross rather than net amounts were presented for the year's activities.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Authority.

Proprietary Fund Analytical Overview

Table 1
Proprietary Fund Net Position on June 30

	2024	2023
Current assets	\$ 852,168	\$ 922,496
Capital assets	1,660,609	1,386,124
Total assets	<u>2,512,777</u>	<u>2,308,620</u>
Current liabilities	241,681	302,756
Long-term liabilities	779,298	808,547
Total liabilities	<u>1,020,979</u>	<u>1,111,303</u>
Net position:		
Net investment in capital assets	852,062	549,314
Restricted	194,058	199,964
Unrestricted	445,678	448,039
Total net position	<u>\$ 1,491,798</u>	<u>\$ 1,197,317</u>

Redwood Coast Transit Authority
Transportation Development Act Funds
MANAGEMENT'S DISCUSSION & ANALYSIS
June 30, 2024

The Authority's cash balance decreased partly due to the timing of TDA and STA grant receipts. The Authority's account receivable balance was \$280,611, which is included with the cash balance in current assets. The Authority's net position amounted to \$1,491,798 as of June 30, 2024, a change of \$294,481 from the June 30, 2023 balance. This change in net position is reflected in Table 2, the Statement of Changes in Proprietary Fund Net Position.

The Authority's programs are financed through a combination of passenger fares, federal and state grants, and Local Transportation Funds derived from 1/4 cent of the state sales tax collected per dollar in Del Norte County. Since most state and federal grant funds are received on a reimbursement basis, the Authority may have significant Accounts Receivable at the conclusion of each fiscal year. The reliance on reimbursement of grant funds affects available cash and could result in a significant Accounts Payable balance.

Table 2
Changes in Proprietary Fund Net Position

	<u>2024</u>	<u>2023</u>
<u>Expenses</u>		
Services and supplies	\$ 2,231,369	\$ 2,107,346
Total expenses	<u>2,231,369</u>	<u>2,107,346</u>
<u>Revenues</u>		
Program revenues:		
Charges for services	149,058	107,069
Government grants	<u>410,327</u>	<u>783,285</u>
Total program revenues	<u>559,385</u>	<u>890,354</u>
General revenues:		
Interest and other income	644,864	48,565
Taxes	<u>1,321,601</u>	<u>1,266,341</u>
Total general revenues	<u>1,966,465</u>	<u>1,314,906</u>
Total revenues	<u>2,525,850</u>	<u>2,205,260</u>
<u>Change in net position</u>	<u>\$ 294,481</u>	<u>\$ 97,914</u>

As shown in Table 2 above, \$559,385 or 22% of the Authority's 2024 revenue, came from operating revenues which consisted of passenger fares and government grants. \$1,966,465, or 78% of the Authority's 2024 revenue, came from non-operating revenues consisting of sales taxes, gas taxes, local transportation funds, and other revenue.

Government grants decreased to \$372,958 in 2024. This change is due to a variety of factors including timing of federal operating assistance grants, and the use of federal capital grants for the purchase of equipment and vehicles.

Capital Assets

GASB Statement No. 34 requires the Authority to record all its capital assets that were not recorded in prior years. Details on capital assets can be found in Note 3 of the financial statements.

Debt Administration

The Authority does not utilize long-term debt to fund operations or growth. Please refer to note 7 of the financial statements.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Authority.

Redwood Coast Transit Authority
Transportation Development Act Funds
MANAGEMENT'S DISCUSSION & ANALYSIS
June 30, 2024

Statement of Cash Flows

The Authority cash and cash equivalent at the end of the period is \$551,611, which is synonymous with "reserves" and is used by the Authority to buffer against funding fluctuations and provide the required local match to capital grant funded projects.

In addition, the Authority anticipates receiving an estimated \$400,000 per year in FTA pandemic funds through 2029.

Contacting the Authority's Financial Management

These financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances. Questions about this Report should be directed to Redwood Coast Transit Authority, c/o TMTP Consulting LLC, 900 Northcrest Drive #134, Crescent City, CA 95531.

Redwood Coast Transit Authority
Transportation Development Act Funds
STATEMENT OF NET POSITION
Public Transit Fund
June 30, 2024

ASSETS

Current assets:

Cash	\$ 551,611
Prepaid items	19,946
Accounts receivable	<u>280,611</u>
Total current assets	<u>852,168</u>

Long-term assets:

Right to use leased asset, net of accumulated amortization	808,547
Capital assets, net of accumulated depreciation	<u>852,062</u>
Total long-term assets	<u>1,660,609</u>

Total assets	<u>2,512,777</u>
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LIABILITIES AND NET POSITION

Current liabilities:

Accounts payable	212,432
Lease payable	<u>29,249</u>
Total current liabilities	<u>241,681</u>

Long-term liabilities:

Lease payable	<u>779,298</u>
Total liabilities	<u>1,020,979</u>

Net Position:

Net investment in capital assets	852,062
Restricted	194,058
Unrestricted	<u>445,678</u>
Total net position	<u>\$ 1,491,798</u>

The accompanying notes are an integral part of these financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN FUND NET POSITION
Public Transit Fund
For the Fiscal Year Ended June 30, 2024

Operating revenue:	
Fares	\$ 149,058
Total operating revenue	<u>149,058</u>
Operating expenses:	
Purchased transportation	1,359,577
Administrative services and supplies	761,548
Amortization	28,263
Depreciation	<u>79,826</u>
Total operating expenses	<u>2,229,214</u>
Net operating income (loss)	<u>(2,080,156)</u>
Other revenues and (expenses):	
Local Transportation Funds	849,581
State Transit Assistance Funds	401,756
Intergovernmental revenue	410,327
LCTOP	70,264
Other income	637,344
Interest expense	(2,155)
Interest	<u>7,520</u>
Total other revenues and expenses	<u>2,374,637</u>
Change in net position	294,481
Net position, beginning of period	<u>1,197,317</u>
Net position, end of period	<u><u>\$ 1,491,798</u></u>

The accompanying notes are an integral part of these financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
STATEMENT OF CASH FLOWS
Public Transit Fund
For the Year Ended June 30, 2024

Cash flows from operating activities:	
Receipts from customers	\$ (119,053)
Payments to suppliers	(2,184,867)
Net cash provided (used) by operating activities	<u>(2,303,920)</u>
Cash flows from non-capital financing activities:	
Taxes and aid from other governments	<u>2,369,272</u>
Net cash provided (used) by non-capital financing activities	<u>2,369,272</u>
Cash flows from capital and related financing activities:	
Current lease principal payments	(28,263)
Interest expense	<u>(2,155)</u>
Net cash provided (used) by capital and related financing activities	<u>(30,418)</u>
Cash flows from investing activities:	
Vehicles purchased	(382,574)
Interest earned	<u>7,520</u>
Net cash provided by investing activities	<u>(375,054)</u>
Net increase (decrease) in cash and cash equivalents	(340,120)
Cash and cash equivalents - beginning of period	<u>891,731</u>
Cash and cash equivalents - end of period	<u>\$ 551,611</u>
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:	
Operating income (loss)	<u>\$ (2,080,156)</u>
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:	
Depreciation	79,826
Amortization expense	28,263
Changes in certain assets and liabilities:	
Prepaid	(1,681)
Accounts receivable	(268,111)
Accounts payable	<u>(62,061)</u>
Total adjustments	<u>(223,764)</u>
Net cash provided (used) by operating activities	<u>\$ (2,303,920)</u>

The accompanying notes are an integral part of these financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The financial statements are intended to present the financial position and results of operations of only those transactions attributable to the Transportation Development Act Funds used by the Redwood Coast Transit Authority (the Authority).

This summary of significant accounting policies of the Authority is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of financial statements.

The Authority owns buses and related equipment, and contracts with a third party, First Transit, Inc., for the operations of the bus routes in Del Norte County and surrounding areas. The financial statements are intended to present the financial position and results of operations of only those transactions attributable to the Authority. The Authority does not exercise control over any other governmental agency. Criteria used in determining the reporting entity was based on control or dependence determined based on budget adoption, funding, and appointment of the respective governing board.

B. Basis of Presentation

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how spending activities are controlled. In the financial statements in this report, the various funds are grouped into two generic fund types and one broad fund category as described below:

Proprietary Funds:

Enterprise Funds (Public Transit Fund) - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when earned and their expenses are recognized when incurred.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Accounting (concluded)

The fixed assets of the Proprietary Fund are recorded on a historical cost basis. Depreciation is provided for on the straight-line method over the remaining useful life of the asset, which ranges from five to forty years. The threshold for capitalizing capital expenses is \$5,000.

Proprietary fund *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Non-operating* revenues, such as subsidies and investment earnings, result from non-exchange transactions or ancillary activities. The Authority may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Authority's policy is to first apply restricted grant resources to such programs, followed by other revenues if necessary.

D. Use of Estimates

The financial statements have been prepared in conformity with U.S. generally accepted accounting principles and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

E. Cash and Cash Equivalents

Cash and investments are used in preparing the statement of cash flows because these assets are highly liquid and are expended to liquidate liabilities arising during the year.

F. Fair Value Hierarchy

GASB Statement No. 72, *Fair Value Measurements and Application*, establishes a fair value hierarchy consisting of three broad levels: Level 1 inputs consist of quoted prices (unadjusted) for identical assets and liabilities in active markets that a government can access at the measurement date, Level 2 inputs consist of inputs other than quoted prices that are observable for an asset or liability, either directly or indirectly, that can include quoted prices for similar assets or liabilities in active or inactive markets, or market-corroborated inputs, and Level 3 inputs have the lowest priority and consist of unobservable inputs for an asset or liability. The valuation method used for rental properties is the Leased Fee Market method, which is dependent on the income generated from the rental properties.

The Authority did not have any investments subject to the recurring fair value measurements as of June 30, 2024

G. Contingencies

The Authority receives revenue from Federal, State and Local agencies that have requirements to be met when expending these revenues. If the requirements are not followed, the unauthorized expenditure would be a liability to be refunded to the appropriate agency. Although that is a possibility, management currently deems the contingency remote based upon their knowledge of the objectives of the grantors and the provisions of the grants. Accordingly, no amount has been accrued as a contingent liability in the accompanying financial statements.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

H. Leases

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the Authority determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Authority uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Authority generally uses its estimated incremental borrowing rate as the discount rate for leases. If the Authority does not have an incremental borrowing rate the Authority uses the risk free 52-week treasury bill rate.
- The lease term includes the non-cancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Authority is reasonably certain to exercise.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure any lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported as right to use along with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

I. Net Position

In the financial statements, the fund net position is reported in three categories as follows:

- Net investment in capital assets - This category of net position reports the net book value of capital assets used in Authority operations including construction in progress all net of related accumulated depreciation and reduced by the carrying value of related long-term debt issued to finance the acquisition of such assets.
- Restricted for debt service and capital projects - This category of net position reports all unspent proceeds from the issuance of long-term debt restricted for capital asset improvement, replacement, or construction net of the related long-term debt. It also includes funds restricted for debt service payment and reserve requirements.
- Unrestricted - Unrestricted net position represents all other assets net of related liabilities available for use by the Authority.

Net Position Flow Assumption - Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. To calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are applied. It is the government's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2024

NOTE 2 - CASH & INVESTMENTS

The Treasurer of Del Norte County (the County) is responsible for maintaining the cash and investment pool. The total cash deposited with the County was \$551,611 as of June 30, 2024.

Credit Risk, Carrying Amount and Market Value of Investments

The Authority maintains specific cash deposits with the County and involuntarily participates in the external investment pool of the County. The County is restricted by the state code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than the state code as to terms of maturity and type of investment. Also, the County has an investment committee that performs regulatory oversight for its pool as required by California Government Code Section 27134.

The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2024, the Authority's cash with the County Treasurer is stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Authority's position in the pool.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for deposits and investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure entity deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$250,000 by the FDIC. The collateral for deposits in federal and state-chartered banks is held in safekeeping by an authorized agent of depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an agent of depository. These securities are physically held in an undivided pool for all California public agency depositors.

NOTE 3 - FIXED ASSETS

A summary of changes in fixed assets of the Proprietary Fund is as follows:

	Balance 6/30/23	Additions	Deletions	Balance 6/30/24
Vehicles	\$ 1,772,570	\$ 382,574	\$ -	\$ 2,155,144
Buildings	1,032,198	-	-	1,032,198
Subtotal	2,804,768	382,574	-	3,187,342
Less accumulated depreciation	(2,255,454)	(79,826)	-	(2,335,280)
Total fixed assets	<u>\$ 549,314</u>	<u>\$ 302,748</u>	<u>\$ -</u>	<u>\$ 852,062</u>

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2024

NOTE 3 - FIXED ASSETS (concluded)

Depreciation was \$79,826 for the year ended June 30, 2024. Depreciation was calculated using the straight-line method over the useful life of the asset. The useful lives of the assets range from five to ten years.

	Balance 7/1/23	Additions	Deletions	Balance 6/30/24
<u>Right To Use Asset</u>				
Right to use land space	\$ 890,501	\$ -	\$ -	\$ 890,501
Less accumulated amortization	(53,961)	(28,263)	-	(81,954)
Total net Right To Use Asset	<u>\$ 836,810</u>	<u>\$ (28,263)</u>	<u>\$ -</u>	<u>\$ 808,547</u>

NOTE 4 - FARE REVENUE RATIO

The Authority is required under the Transportation Development Act to maintain a fare revenue to operating expenses ratio of 10%. Governor Newsom signed AB 149 into law on July 16, 2021, which suspends the Fare Box Recovery Ratio requirements through June 30, 2024. The calculation of the fare revenue ratio for the year ending June 30, 2024 is as follows:

Fare revenues	\$ 149,058
Total	<u>\$ 149,058</u>
Operating expenses	\$ 2,229,214
Less: Depreciation	(79,826)
Amortization	(28,263)
Exempted services	-
Total	<u>\$ 2,121,125</u>
Fare revenue ratio	<u>7%</u>

The Authority has not met the required farebox revenue ratio. In response to the COVID-19 pandemic crisis, relief measures have been put in place for transit agencies statewide. The following TDA regulations have been temporarily eliminated and noted for reference purposes only. The TDA regulations allow a grace year for the first year an operator does not meet the required farebox revenue ratio. The second year the ratio is not met is the noncompliance year. Failure to meet the ratio during these two years does not result in any penalties to the Authority. However, if the Authority does not meet the required ratio for a third year (determination year) the Authority will be subjected to reduced funding in the fourth year (penalty year). Funding for the fourth year would be reduced by the difference between the required 10 percent farebox ratio revenue amount and the actual farebox revenues received, per Section 6633.9 of the TDA. The amount of reduced TDA funding, if any, cannot be determined at this time.

NOTE 5 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Authority engages contractors for its operations and management services and requires all these contractors to provide commercial insurance covering such risks of loss.

Redwood Coast Transit Authority
Transportation Development Act Funds
NOTES TO FINANCIAL STATEMENTS
June 30, 2024

NOTE 6 - CONCENTRATIONS

The Authority receives a substantial amount of its support from Transportation Development Act funding as well as Federal Transit Administration Grants. A reduction in the level of support may have a significant effect on the Authority's activities.

NOTE 7 - LONG-TERM OBLIGATIONS

A. Long-Term Obligation Activity

Long-term obligations include debt and other long-term liabilities. Changes in long-term obligations for the year ended June 30, 2024, are as follows:

	Beginning	Additions	Retirements	Balance	Due in one Year
Leases payable	\$ 836,810	\$ -	\$ 28,263	\$ 808,547	\$ 29,249

NOTE 8 - LEASES

The Authority leases ground space with the State of California located on the Del Norte County Fair Grounds through February 28, 2024. The lease has an option for an additional 20 years through February 28, 2044, which the Authority intends to execute. The Authority uses the estimated incremental borrowing rate of 3%. The Authority has recorded a right to use asset with a net book value of \$808,547 at June 30, 2024. Future minimum payments required under the above lease are as follows:

<u>Year End June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 29,249	\$ 403	\$ 29,652
2026	30,278	418	30,696
2027	31,332	432	31,764
2028	32,433	447	32,880
2029	33,557	463	34,020
2030	34,741	479	35,220
2031	35,948	496	36,444
2032	37,203	513	37,716
2033	38,505	531	39,036
2034	39,854	550	40,404
2035	41,251	569	41,820
2036	42,695	589	43,284
2037	44,187	609	44,796
2038	45,737	631	46,368
2039	47,347	653	48,000
2040	49,004	676	49,680
2041	50,721	699	51,420
2042	52,496	724	53,220
2043	54,331	749	55,080
2044	37,678	330	38,008
Totals	\$ 808,547	\$ 10,961	\$ 819,508

NOTE 9 - SUBSEQUENT EVENTS

In preparing these financial statements, the Authority has evaluated events and transactions for potential recognition or disclosure through the date the financial statements were available to be issued.

REPORT ON COMPLIANCE AND OTHER MATTERS
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL
STATEMENTS IN RELATION TO THE LOCAL
TRANSPORTATION FUNDS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITORS' REPORT

To the Honorable Commissioners of
Redwood Coast Transit Authority
Crescent City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Redwood Coast Transit Authority, California, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Redwood Coast Transit Authority's basic financial statements, and have issued our report thereon dated April 23, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Redwood Coast Transit Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Redwood Coast Transit Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Redwood Coast Transit Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of Redwood Coast Transit Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

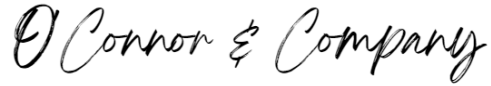
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the requirements of the California Public Utilities Code Sections 142257, 5554 and 6667 regulations as it applies to Local Transportation Funds noncompliance, which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with such provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported herein under the California Public Utilities Code Sections 142257, 5554 and 6667 regulations as it applies to Local Transportation Funds and *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Redwood Coast Transit Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Redwood Coast Transit Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "O'Connor & Company". The script is cursive and fluid, with the "O" being particularly large and stylized.

O'Connor & Company.

Novato, California
April 23, 2025

REDWOOD COAST TRANSIT AUTHORITY

BOARD & MANAGEMENT REPORT

**For the Year Ended
JUNE 30, 2024**



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Board of Directors
Redwood Coast Transit Authority
Crescent City, California

In planning and performing our audit of the basic financial statements of Redwood Coast Transit Authority for the fiscal year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of Redwood Coast Transit Authority's internal control.

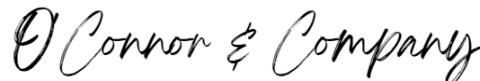
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Redwood Coast Transit Authority in implementing the recommendations.

This report is intended solely for the information and use of the Board of Directors and management of the Redwood Coast Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Redwood Coast Transit Authority's staff for its cooperation during our audit.



O'Connor & Company

Novato, California
April 23, 2025

Board of Directors
Redwood Coast Transit Authority
Crescent City, California

We have audited the basic financial statements of Redwood Coast Transit Authority for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated September 25, 2024, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Redwood Coast Transit Authority. Such considerations were solely for the purpose of determining our audit procedures and not providing any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Redwood Coast Transit Authority are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered by Redwood Coast Transit Authority during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 100 – Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole. The most sensitive estimates affecting the basic financial statements were:

- Capital asset lives and depreciation expense.
- Accrual and disclosure of leases.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, there were 15 audit adjustments proposed to assist management in recording changes to capital assets and other balance sheet accounts.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 23, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, like obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Redwood Coast Transit Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Redwood Coast Transit Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This report is intended solely for the information and use of the Board of Directors and management of the Redwood Coast Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redwood Coast Transit Authority
BOARD & MANAGEMENT REPORT
For the Year Ended June 30, 2024

Current Year Observations

There are no current year observations.

Prior Year Observations

1. Lease Capitalization Policy

Observation:

As discussed in Notes 1H and 8 to the financial statements, Redwood Coast Transit Authority (the Authority) implemented Governmental Accounting Standards Board Statement No. 87, *Leases*, which became effective for the year ended June 30, 2022, and had material effects on the financial statements. This new standard requires leases to be capitalized as intangible assets. In compliance with the new accounting statement the Authority should consider formalizing a capitalization policy for leases like their capitalization policy for capital assets.

Recommendation:

We recommended the Authority consider formalizing a capitalization policy for leases and IT subscription arrangements over \$75,000.

Status:

This recommendation has not been implemented.

May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approve Agreement with Dokken Engineering for Plans, Specifications, and Estimates (PS&E) for the Williams Drive Bus Charging Infrastructure Project in a Not-To-Exceed Amount of \$153,662 for 30% Preliminary Engineering with an Option to Complete 100% Design and Bid Documents for an additional \$262,585 and Direct Executive Director to Execute Agreement Documents



RECOMMENDATION:

Approve Agreement with Dokken Engineering for Plans, Specifications, and Estimates (PS&E) for the Williams Drive Bus Charging Infrastructure Project in a Not-To-Exceed Amount of \$153,662 for 30% Preliminary Engineering with an Option to Complete 100% Design and Bid Documents for an additional \$262,585 and Direct Executive Director to Execute Agreement Documents

BACKGROUND:

In April and May 2025, RCTA conducted a comprehensive Request for Qualifications (RFQ) for the next phase of the Williams Drive Electric Bus Charging Infrastructure project, the PS&E phase. Two proposals were received by the deadline of May 12, 2025, and were evaluated and scored by RCTA's Selection Committee. Under an RFQ, costs are not considered, only the merits of each proposal, then once a top proposal is identified, the separate cost proposal is opened and negotiations on cost issues begin. Should RCTA be unable to reach an agreement with the top scoring firm, the agency can then turn to the second-best proposal and negotiate costs.

Discussion

Two firms submitted proposals to perform the PS&E (design) work for the project:

- Dokken Engineering (Folsom)
- GHD Engineering (Eureka)

The Selection Committee reviewed both proposals and scored the Dokken Engineering proposal as the top proposal. Dokken's cost proposal was opened and a price of \$416,247 was evaluated and a negotiation call conducted. The construction support fees of \$55,080 will be awarded but paid from construction phase TIRCP funding, making the PS&E phase costs \$361,167.

Due to the current TIRCP funding allocation of only \$250,000 for PS&E, further coordination with Caltrans will be required to re-program construction phase funds to cover the cost of PS&E (this contract). Staff have spoken with Caltrans about this situation and will submit the paperwork required to move funds between phases in time for California Transportation

Commission (CTC) action in late August, 2025. Once CTC approves the fund movement, RCTA intends to execute the option to have Dokken Engineering complete the final design work.

Recommendation

That the RCTA Board approve an initial not-to-exceed agreement of \$153,662 with Dokken Engineering, Inc. for the work up to and including 30% Preliminary Engineering Plans for the Plans, Specifications, and Estimates phase of the Williams Drive Bus Charging Project and direct the Executive Director to execute the agreement.

The RCTA Board approve the Option to Complete 100% Design and Bid Documents for an additional \$262,585 for the Plans, Specifications, and Estimates phase of the Williams Drive Bus Charging Project, which the Executive Director will exercise if it is in the best interest of the agency, and direct the Executive Director to execute the agreement without further Board action.

Attachment 1 – Dokken Engineering Proposal – May 12, 2025



STATEMENT OF QUALIFICATIONS FOR

PS&E FOR MAINTENANCE
AND OPERATIONS FACILITY
(140 WILLIAMS DRIVE)
CHARGING STATION
#CP116-C

MAY 12, 2025





DOKKEN ENGINEERING

May 12, 2025

Joseph Rye, Executive Director

900 Northcrest Drive, #134

Crescent City, CA 95531

RE: RFQ for PS&E for Maintenance and Operations Facility (140 Williams Drive) Charging Stations #CP116-C

PRIMARY CONTACT

Justin Thornber | Project Manager

Office: 110 Blue Ravine Road, Suite 200
Folsom, CA 95630

Telephone: (916) 858-0642

E-Mail: jthornber@dokkenengineering.com

Dear Mr. Rye and Selection Committee:

Dokken Engineering (Dokken) is pleased to submit our qualifications for professional engineering services for the Maintenance and Operations Facility (140 Williams Drive) Charging Stations Project. We have assembled a qualified team of engineers, technical experts and support staff who will support the delivery of the Williams Drive Charging Stations project. Project Manager, Justin Thornber, PE, has over 15 years of providing civil engineering services and expertise in design and construction and will serve as the principal contact for Redwood Coast Transit Authority (RCTA). Our design team was selected based on experience with similar ongoing and recently completed projects and availability to focus on your project.

Established in 1986, Dokken is a multi-disciplinary civil, structural, and environmental services firm headquartered in Folsom, California. Since our founding, we have developed an exceptional depth of experience and expertise, having successfully completed more than 3,000 infrastructure projects, including public transit facilities, site design, roadways, flood control and drainage, structures, traffic electrical, environmental, and right of way projects across the state.

We have developed a team that has a proven track record and the ability to complete PS&E for bus charging stations effectively and on schedule. Justin Thornber, our Project Manager, is currently managing the El Dorado County Transit Authority Bus Charging Parking Lot Improvement project, which just went out to bid. Over the past fifteen years he has delivered over 50 transportation and public works projects including many transit and bus charging infrastructure projects throughout the state including preliminary engineering, PS&E, and construction support.

We have listed and discussed several design considerations in our project approach. In our experience coordination with the local power company, in this case Pacific Power will be a critical path to delivering this project in a timely manner. It will be important to engage with Pacific Power early and work closely with them to ensure all needs are met to deliver a successful project. In addition to the power company coordination, the long lead times for electrical equipment will need to be monitored and accounted for in the schedule with the ever-changing landscape of electrical equipment.

We truly appreciate the opportunity to serve RCTA in the design of the Williams Drive Charging Stations Project. Dokken has reviewed and acknowledge Addendums 1 & 2 (dated April 22, 2025 & May 8, 2025) and Revision 2 of the RFQ, and the agreement in Attachment B "Sample Agreement for Services" and accepts the terms and conditions of the standard Consultant services agreement per the RFQ. Dokken has reviewed and meets the insurance requirements in Appendix C "Insurance requirements". Dokken agrees to be bound by our submittal for 60 days from the submittal due date. Dokken has no impermissible conflicts of interest.

As Vice President of Dokken Engineering, Inc., a California C Corporation, I, Matt Griggs, PE, am authorized to bind the company to this proposal and the statements within. Dokken has no exceptions to the RFP or contract agreement.

Sincerely,

DOKKEN ENGINEERING, INC.

Matt Griggs, PE

Vice President

(916) 858-0642

mgriggs@dokkenengineering.com

Justin Thornber, PE

Project Manager

(916) 260-3041

jthornber@dokkenengineering.com



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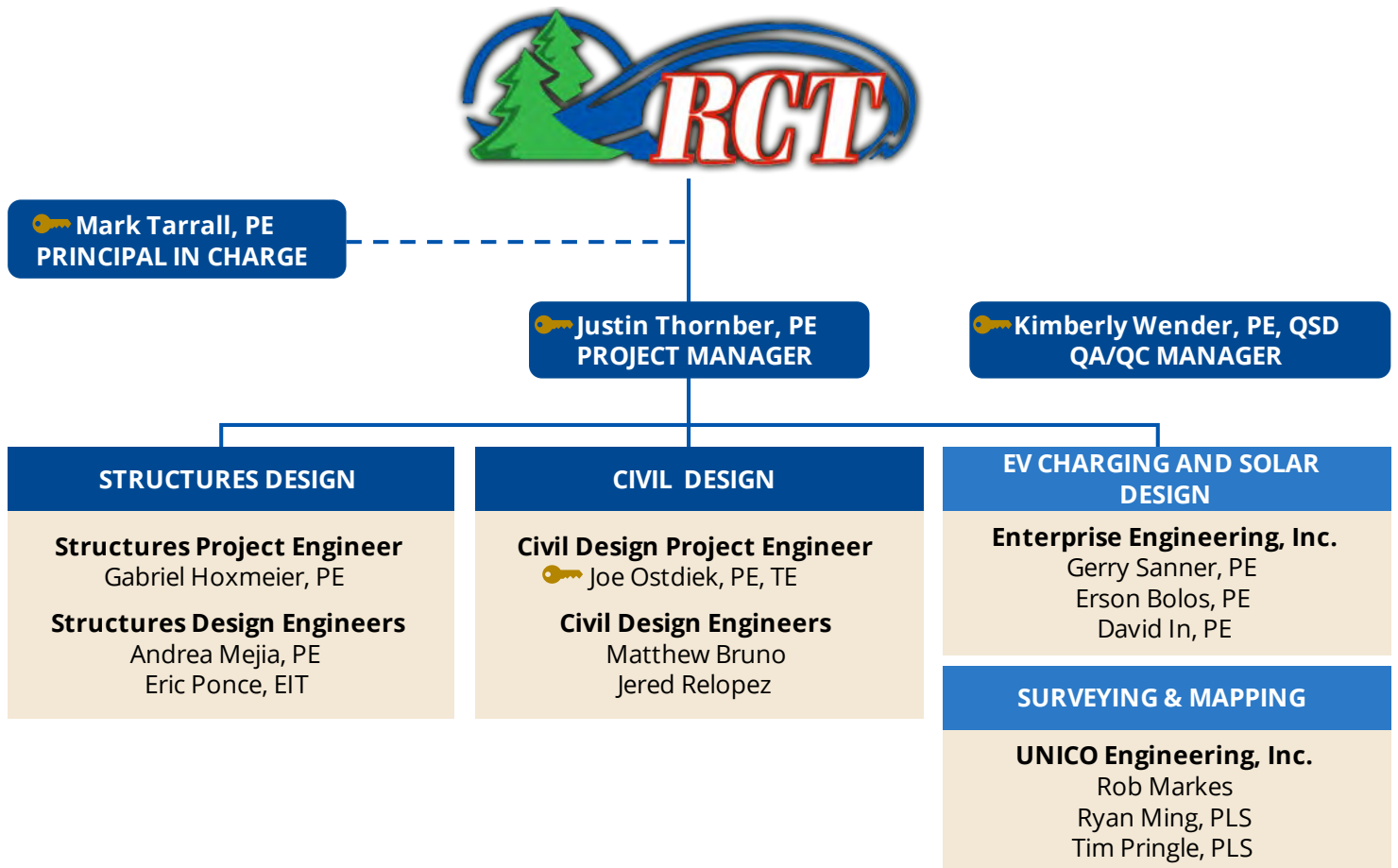
Approach to Providing Services: Team Organization and Management Plan

Team Organization

Leading Dokken's team and coordinating our team's resources is Project Manager, Justin Thornber, PE. Justin brings 15 years of experience in providing and managing civil engineering services for public agency infrastructure projects. His 'project first' approach to management has resulted in expedited project completion and adherence to the project budget and goals.

Justin will be directly responsible for the delivery of the project and the coordination of all technical work to ensure that project issues and action items are addressed. The following organizational chart visually represents the structure of our proposed team and the relationship between our Project Manager, subconsultants, and support staff.

Key personnel are marked with the key icon 





MANAGEMENT PLAN

PROJECT MANAGEMENT APPROACH



Leading our team and coordinating our team's resources is Project Manager, Justin Thornber, PE. Justin brings 15 years of experience in providing transit and civil engineering services for public agency projects. His time-sensitive approach to managing projects has resulted in expedited project completion and adherence to project budgets, schedules, and goals. Justin understands the unique challenges of maintaining and improving the RTCA facilities and is committed to providing cost-effective and right-sized solutions to the RTCA's challenges.

Our project management philosophy is to treat every client as if they are our only client. For us, project management means contract compliance, meeting budgets and schedules, maintaining accurate file systems, and assembling the appropriate team to do the job. It means anticipating roadblocks, finding solutions, monitoring subconsultant work, progress reporting, and assisting our clients with the hundreds of details involved with project delivery.

Dokken uses a consistent project management approach on all projects. It is our goal to be an extension of RTCA staff, with our team providing the resources and tools necessary to deliver the project with minimal RTCA oversight.

- ◆ **"No Surprises" Communication** - Dokken maintains constant communication with our clients. Emerging issues are brought to our clients' attention, along with proposed solutions.
- ◆ **Clear, Concise, and Complete Reporting** - Dokken's monthly progress reports include accomplished tasks, upcoming tasks, pending issues. We coordinate and facilitate regular progress meetings and prepare all exhibits and handouts.
- ◆ **Project Schedule Monitoring** - Each of Dokken's projects is guided by a project baseline schedule, clearly indicating milestones, major activities, and deliverables at a level of detail appropriate to the project.
- ◆ **Budget Control** - The best way to control the budget is to follow the project scope and schedule. This avoids costly over-runs and extended production times. The key to preserving budgets is to start on time, get it right, and submit the deliverable on the deadline.

Justin is directly responsible for project management and the coordination of all technical work to make sure that project issues and action items are addressed. As demonstrated in the graphic on the following page, Justin, **supported by our team** will:

- **Work with the RTCA's Project Manager** to develop and negotiate a realistic scope and budget for each task;
- **Prepare a Work Plan** that provides definitive directions to the project team and includes specific instructions regarding means and methods assumptions included in the scope of work;
- **Implement communication protocols** that facilitate communication between RTCA and the Dokken team, including face-to-face meetings, phone calls, email, written documents, and web meetings to meet the project needs;
- **Regularly compare** the contracted scope and budget vs. actual real-time expenses;
- **Conduct frequent project team meetings** to facilitate informed discussions and decisions and team consensus on solutions and action items. Schedule, including milestones and deliverables, is discussed at every team meeting;
- **Consistently use project tracking tools**, such as Issues/Decision Logs, progress reports and schedule updates. These documents are frequently maintained and submitted to all team members and discussed at team meetings to ensure all issues are addressed and tasks successfully completed; and
- **Schedule QC activities** with Kimberly Wender, PE, QSD the project QA/QC Manager, to ensure the project is meeting the project goals at key milestones of design.

Justin will also assess the short- and long-term needs of each task order to ensure that Dokken is appropriately staffed and available for the duration of the contract. Justin is also available to meet with Redwood Coast Transit Authority (RCTA) project delivery staff to review the performance of our team and/or to help the RTCA develop ideas to mitigate any issues.

QUALITY ASSURANCE/QUALITY CONTROL

Dokken is committed to delivering project documents whose quality exceeds industry standards. **Quality is not just a priority; it is one of our core values.**

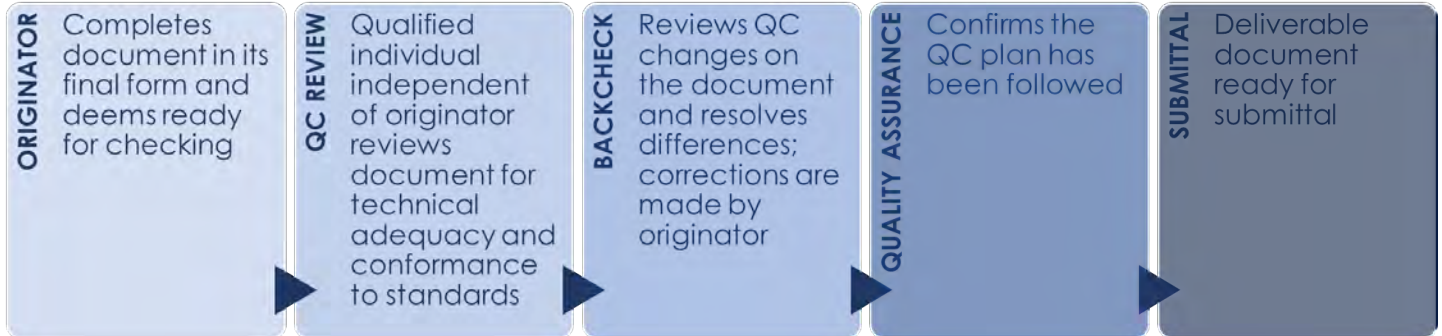
From the project inception, QA/QC procedures will be implemented per the project Quality Management Plan. Our procedures incorporate continuous product review cycles during plan development, as well as a series of formal review procedures completed for major project deliverables. The review of deliverables needed to satisfy the QA/QC procedure is built into our proposed schedule.



Ms. Kimberly Wender, PE, QSD will be the QA/QC Manager for this project. She will ensure all deliverables are QC reviewed by a Senior Engineer prior to submittal. The documents will then be revised as needed to address the QC comments. Prior to submittal, Kimberly will provide quality assurance by verifying all comments were properly addressed. She will develop the Quality Management Plan which will describe the processes and the procedures.



We take quality very seriously, as a quality plan set provides the most competitive bidding opportunities for projects and helps keep projects within their overall budgets, ultimately resulting in high-quality projects being built, on time with minimal or no change orders.



Trusted Subconsultants

Dokken has partnered with these strategically selected subconsultants to collaborate with us, pooling our collective strengths to enhance the success of our team. We have worked alongside these firms and can attest to their skills and high-quality work.



**ENTERPRISE
ENGINEERING, INC.**

ENTERPRISE ENGINEERING, INC. | EV CHARGING AND SOLAR DESIGN

Enterprise Engineering Inc. (EEI) is a full-service multidisciplinary engineering firm specializing in the design, inspection, and planning of government, commercial, and industrial facilities. With more than 50 years of industry experience, their team comprises of 27 licensed professional engineers, supported by engineers-in-training (EITs), CAD technicians, inspectors, and administrative staff. EEI consistently delivers responsive, high-quality services across various sectors, emphasizing technical excellence, attention to detail, and client satisfaction. This multidisciplinary team brings together decades of experience and specialized expertise to meet the client's complex engineering needs.

EEI's electrical engineering expertise encompasses power distribution systems, electric service upgrades, motor control center (MCC) upgrades, process and instrumentation and controls design, arc flash analysis, emergency power systems, and energy consulting. EEI regularly performs assessments, deficiency analysis, code compliance reviews, feasibility studies, master planning, and prepares design documents for construction. Their proficiency in Title 24 compliance (lighting and solar), Leadership in Energy and Environmental Design (LEED) principles, and custom automation solutions ensure that our projects align with the Client's sustainability goals. Additionally, our capabilities include electric vehicle (EV) charging, infrastructure design, solar, and construction support services.

EEI is classified as a small business under NAICS code 541330, consisting of 63 employees with offices in San Diego, California; Anchorage, Alaska; Falmouth, Maine; and Honolulu, Hawaii. The San Diego office is the primary location for EEI's Electrical Department, which includes a current staff of 5 engineers and designers. EEI's Electrical Department's current availability ranges from 20-50% for the remainder of 2025, leaving availability for the project requested task.

Similar Projects

- EV Bus Parking Lot Improvements | Diamond Springs, CA
- Vine Street Mobility Hub | Riverside, CA
- Electrical Vehicle Level 2 Infrastructure Riverside/Hemet | Riverside and Hemet, CA

UNICO ENGINEERING, INC. | SURVEYING & MAPPING

Established in 2013, UNICO Engineering is a DBE and SBE firm providing strategic and cost saving solutions for construction management, engineering, and land surveying services in support of federally funded projects for public agency clients. UNICO serves customers throughout California with a current staff of 115+ from their corporate office located in Folsom, with branch offices in Chico, Concord, Oakland, Goleta, and San Diego, and field offices in Sacramento, Woodland, and Angels Camp. Their success is measured by the success of their clients, their responsiveness, and value of their work. Top of UNICO's priority list is to understand their clients' objectives and expectations.

UNICO provides value to their clients by sharing their goal of effectively managing the costs of the projects which they are assigned. Their survey team has the technology and experience to address any of your surveying needs, including topographic mapping, bathymetric (hydrographic) surveys, ALTAs, boundary surveys, construction staking, easements, aerial surveys, right of ways, terrestrial LiDAR scanning and drone surveying.





Using the latest GPS and robotic total station technology, they work efficiently and deliver accurate results. UNICO's project team's current availability is 40% for this project.

Similar Projects

- US 101/Sunset Avenue Interchange | Arcata, CA
- I-80 Cordelia Commercial Vehicle Enforcement Facility | Solano County
- US 101/North State Street Interchange | Mendocino County

PROJECT UNDERSTANDING & APPROACH

EXISTING CONDITIONS

The existing RCTA bus maintenance and operations facility to be redeveloped is located on Williams Drive next to the Del Norte County Fairgrounds. The current site layout provides parking for 16 transit vehicles south of the administration building, maintenance bays, and bus wash bay along the fence line on a gravel area. There is also a maintenance vehicle and equipment parking area east of the bus wash bay on a gravel area. A review of the site layout contained in RCTA's Electric Fleet Transition Study indicates charging for a maximum of just 11 vehicles, with little room for vehicle maneuvering and employee parking.



PROPOSED FACILITY IMPROVEMENTS

The general scope of work for each layout option outlined in the RFQ includes upgrading the electrical service and potentially adding a new service point, paving driveways for access and circulation, paved parking lot for bus and transit vehicle parking, EV charging islands, charging infrastructure, fence upgrades, a solar canopy which covers the bus parking, a backup generator pad, and lighting upgrades. Rigid pavement (concrete) is recommended under the solar canopies to lower future maintenance cost especially considering the future difficulty of repaving under the canopy and between the EV islands. Both layout options would expand the proposed site squarely across the private Del Norte County Fairground private driveway, making direct access to the transit facility from the north at the existing gate from Williams Drive and from the south at a new gate on the private drive leading to the fairgrounds northerly parking lot.

Phase 1 (Layout A) includes 8 dual charges for 16 ZEBs that would be covered with a solar PV array canopy to the east of the bus wash bay. The roadway would be widened for circulation around the site and access to the electrical infrastructure (including switchgear, transformer, and transfer switch). Phase 2 of the dual chargers may be located under the solar PV arrays along the south side of the site. Prior to the future phase, the existing transit fleet, non-revenue, and personal employee vehicles may use this space, with or without the canopies.

Phase 1 (Layout B) is similar to Layout A, except with the slight angle of the charging islands, the access and fencing to the site could be accommodated by just moving the southeasterly gate and fence line to meet the easterly extents of the site squarely. This would allow RCTA to maintain separate ingress and egress access from gates off the Del Norte County Fairground private driveway. Based on the site constraints and circulation of the site, Layout B appears to provide the flexibility needed for the current and future needs of the fleet.

During the initial phase of PS&E, Dokken will fully explore the two layout options with cost and circulation implications for each. After providing a recommendation and discussing the two layout options with RCTA for your decision, the design team will move forward with the preferred option. Based on the RFQ and Electric Fleet Transition Study, Dokken assumes that we will be moving forward with the Edera Model B series electric bus as the design vehicle.

Additional Design Considerations

Grid Connection Upgrades – Existing electrical service points of connection and available power supply will need to be fully evaluated with Pacific Power based on final service load needs and an analysis of the local power distribution system. Typical load requirements for electric bus charging facilities can range from 2MW to 5MW, pending charging units and fleet sizes.

Communication Infrastructure – Data communication within the charging system will include wiring between chargers and dispensers, as well as between each charger and a local data switch. Due to challenges associated with various types of wiring, fiber optic cable may be proposed for longer conduit runs, i.e. chargers furthest from the local data switch. Data can either be contained within the local network and managed by EDT or routed to a cloud-based system with allowable access and approval of security features that necessitate outside entities operating within EDT's local network.

Fire Protection Considerations – Potential changes in policy could impact future needs for fire protection, pending final decisions on charging units and site configuration. Examples include spacing of bus parking whereby fire departments may want more access between stalls, or relative locations of charging units to electrical power supply for heat disbursement. At this time, we do not see a need for enhanced fire protection systems at this site, however reviews by the State Fire Marshal will ultimately be needed to help gain approval of proposed improvements.

Backup Planning – Potential grid outages could severely impact daily operating procedures and as such a robust backup system should be in place to prepare for emergencies. A battery electric storage system (BESS) can be considered to provide temporary relief. However, there currently isn't a significant cost benefit for agencies to go this route. Alternatively, most agencies deploying Battery-Electric Buses (BEBs) deploy backup generator systems utilizing fossil fuels in emergency situations. Emergency fuel storage can be provided by including a storage tank on the site, or potentially serviced by local gas providers. A permanent generator on-site will require an additional permit by the AQMD with annual limitations, whereas a temporary mobile generator that has been certified by the CARB would not have the same permit requirements.



Implementation

First, our team will collect and review existing documents provided by RCTA that are pertinent to this site, including facility as-built drawings, facility's current bus parking layout, and existing fleet inventory. After the existing documentation is reviewed, a ZEB checklist will be developed to document key findings for both the existing facility and proposed on-site operations. An in-person site tour will be conducted to acquire missing data not ascertainable from the existing condition documentation received and previous operational discussions.

Next, our team will discuss the two layout options with RCTA and specifically the operations teams to refine the layouts and compile pros and cons for each. The electrical equipment will be located to accommodate Pacific Power access and reduce impacts to the circulation of the site. After the layouts have been revised, Dokken will make a recommendation on the preferred alternative based on the pros and cons of each.

With an agreed upon concept design, our team will move forward with preliminary engineering and preparation of draft construction documents. We will track quantities and unit costs to give an accurate engineer's estimate with each plan set submittal. Final construction documents, including plans, specifications, and estimate will be prepared for bidding.

It should be noted that we are continuing to see long lead times when acquiring electrical equipment, such as transformers, transfer switches and switchboards associated with electrical vehicle charging systems. Pacific Power is likely experiencing similar impacts to schedules and as such the timeline to implement proposed improvements should consider these long lead times to acquiring electrical equipment.

Pending the final decision on the manufacturer of plug-in electric vehicle charging units, there will be specific clearance requirements that need to be met for safety and maintenance. Each plug-in charging unit shall be constructed with a concrete foundation and protected by bollards, so optimal spacing will be considered based on the final number of units and dispensers per unit. Final locations of charging units and electrical service points, combined with a better understanding of the proposed phasing plan, will help determine the best routing for trenching and installation of conduits.



Scope of Services

TASK 1 - PROJECT MANAGEMENT

Task 1.1 Meetings and Coordination | Dokken will meet with the RCTA, Caltrans, and Pacific Power as needed to accomplish the Project tasks as outlined. The anticipated meetings include a Project Kick-off Meeting and monthly virtual Project Development Team (PDT) meetings (via Microsoft Teams) for the duration of the assumed project schedule. Dokken will coordinate specific focus meetings with the key stakeholders including Pacific Power and California Construction Authority (CCA) to ensure that their concerns are addressed in the design. For each meeting, The Dokken Team will provide meeting notices, prepare meeting materials and agenda, facilitate the meeting, and prepare meeting minutes within five days.

- **Kickoff Meeting** | Dokken will organize a kickoff meeting (in-person or remote as determined by RCTA) with all key personnel, design team members, agency and stakeholder representatives on the project. The purpose of this meeting will be to review the goals and objectives of the project, discuss each team member's roles and responsibilities, identify critical project issues, and obtain consensus on task durations, particularly reviews. The kickoff meeting ensures that everyone on the project team is on the same page and functioning with the same understanding regarding project delivery and execution.
- **Project Development Team Meetings** | The Project Development Team (PDT) meetings will serve as the primary forum for reviewing the status of the project and identifying and resolving project design issues. Attendees are anticipated to include RCTA staff, Dokken Engineering, Caltrans, and consultant task leads. Throughout the anticipated duration of the project, The Dokken Team plans to hold eight (8) formal PDT meetings to review document submittals, resolve design issues, discuss comments and proposed resolutions, discuss progress, and address any other concerns.

Task 1.2 Project Administration | Dokken will monitor and control the progress of proposed services as follows: Setup a project accounting system; Prepare Monthly Progress Reports; Prepare a Quality Control Plan; Prepare, monitor, and adjust CPM Schedule monthly. Dokken will create and maintain an online file sharing location (i.e., SharePoint) with an organized file structure to facilitate document sharing for items such as mapping output files, PS&E deliverables, calculation packages, as well as data collection and analysis tasks.

- ✓ **Deliverables:** Meeting agendas, meeting materials, meeting minutes, project schedule, progress reports

TASK 2 - PRELIMINARY ENGINEERING

Task 2.1 Review of Existing Documents and Field Investigation | The Dokken Team will review all available as-built plans, utility mapping, and any survey data provided by the RCTA for this project. Dokken will perform a field review of the existing conditions including pavement, fencing and gates, driveways, signing and striping, drainage infrastructure, and utilities within the project site. Following the field review, Dokken will work with the surveying team to confirm the existing survey mapping and information provided by the RCTA, then prepare notes to identify final field survey and mapping needs.

Task 2.2 Utility Coordination and Resolution | The Dokken team will meet with Pacific Power (local electrical utility) to discuss the existing electrical infrastructure and the potential need for a new service point. If a new service point is needed as anticipated, Dokken will submit the service request to Pacific Power, coordinate the new electrical service design with Pacific Power, and coordinate construction timelines. The electrical work will be clearly labeled in the construction documents to alert the contractor to work by Pacific Power and work to be completed under the Williams Drive Charging Station contract. The Dokken team will identify long lead time electrical equipment (as soon as possible) to help Transit plan accordingly and potentially order the equipment in advance as an owner furnished contractor installed bid item.

Task 2.3 Preliminary Concept Exhibits (30% Design) | The Preliminary Concept Exhibits will be used to ensure proposed designs are on the correct path towards detailed designs as related to preliminary layout of proposed RCTA electrical equipment, Pacific Power equipment, solar canopy foundations, backup generator pad, gates and fencing, pavement, concrete islands, and bus chargers. A Preliminary Cost Estimate will be prepared to document identified construction and coordination costs with contingency. Dokken will gain RCTA concurrence of final conceptual design prior to proceeding with 60% design. Dokken assumes that the (2) layouts from the RFQ will be revised as necessary and up to (1) additional alternative will be evaluated.

- ✓ **Deliverables:** Field Notes/Measurements; Site Photo Logs; Preliminary Concept Exhibits & Estimates; Pacific Power Utility Correspondence

TASK 3 – TOPOGRAPHIC SURVEY AND BASE MAPPING

Task 3.1 Topographic Survey and Mapping | Dokken' subconsultant, UNICO Engineering (UNICO) UNICO will perform a design level (non-aerial) topographic survey of the project area footprint as provided by the design team. The survey limits will encompass an approximately 3-acre area at and around the existing bus maintenance facility lying southerly of Williams Drive. An approved jurisdictional benchmark and datum will be utilized for the survey and mapping. UNICO will survey all visible features, including but not limited to buildings, finish floors, parking, driveways, sidewalks, canopies, ground surface, grade breaks, landscaping, trees, drainage, walls, fences, signs, poles, lighting, utilities and manholes. UNICO will locate spot elevations in a 25' grid or closer, including all grade breaks. UNICO will locate frontage improvements along Williams Drive and the access driveway lying westerly of the project area. UNICO will perform measurements to all relative sewer and storm drain structures to include rim/grate, invert, size and flow direction. UNICO will perform base mapping of all topographic features in AutoCAD Civil 3D format and will include full mapping, 1' contours and 3D surface. UNICO will set durable control points for utilization of surveys and future construction control.



✓ **Deliverables: Topographic Base Map, Point Files, Surface File**

TASK 4 – PS&E PHASE - DESIGN

Task 4.1 60% Plans Specifications and Estimate (PS&E) | The 60% design effort will include all plan sheets required for construction with a 60% level of detail. Dokken will prepare a preliminary construction cost estimate based on the 60% plans. The preliminary construction estimate will include a list of all bid items, unit cost, contingencies, and total construction cost. All horizontal geometry for curbs/concrete islands, concrete pads, the solar arrays and foundations, pavement limits, and electrical equipment will be laid out during this phase. During this phase, the preliminary electrical information (one-line diagram, power load requirements, etc.) needed for coordination with Pacific Power will be prepared. A preliminary specifications outline matching the bid item list will be prepared during this phase of the project.

Task 4.2 90% PS&E | The Dokken Team will review and respond to any Transit comments from the 60% plan submittal. Once all comments are addressed, Dokken will continue with the design effort to reach the 90% level of detail. During this phase elevations will be added for foundations, concrete islands, and pavement and all details needed for construction will be added to the plans for RCTA review. Dokken will prepare a revised construction cost estimate based on Transit staff comments and the 90% plans. Any major changes in unit items or unit costs from the 60% submittal will be identified and shared with the Transit team. General and technical special provisions per Redwood Coast Transit Authority and Caltrans requirements will be prepared during this phase of the project.

Task 4.3 100% PS&E | The Dokken Team will review and respond to any Transit comments from the 90% plan submittal. Once all comments are addressed, Dokken will continue with the design effort to 100% level of detail. Dokken will prepare a revised construction cost estimate based on Transit comments and the 100% plans. Any major changes in unit items or unit costs from the 90% submittal will be identified and shared with the Transit team. The Dokken team will prepare signed and stamped bid ready construction documents during this phase in electronic format and hardcopy (at RCTAs request).

✓ **Deliverables: 60% PS&E, 90% PS&E, 100% PS&E, Final Bid Package**

TASK 5 - CONSTRUCTION SUPPORT

Task 5.1 Bidding Support | Dokken will attend the Pre-Bid Meeting and will be available during the bidding phase of the project to assist RCTA with providing responses to bidder inquiries and an analysis of the bids as needed. Revisions to plans as needed to adequately address bidder inquiries are included in this task along with a final compilation of post-bid and pre-construction conform plans for records.

Task 5.2 Construction Support Services | Dokken will be available during the construction phase of the project to assist RCTA with providing responses to the Resident Engineer and Contractor Requests for Information (RFIs), Contractor Submittal Reviews, and preparation of Contract Change Orders (CCOs) as needed.

✓ **Deliverables: Plan Revisions (as needed), Responses to RFIs, Responses to Submittals, CCOs (as needed)**



Company Qualifications, Experience, and References

About Dokken Engineering

Founded in 1986, Dokken Engineering (Dokken) is a multi-discipline, transportation services firm specializing in all phases of transportation project development and delivery, including preliminary engineering, environmental documents, feasibility studies, PIDs, PA&EDs, PS&Es, and construction management. During the past 38 years, we have developed an exceptional depth of experience and expertise having engineered and obtained environmental compliance on more than 3,000 infrastructure projects, including more than 2,000 federally funded projects. Dokken almost exclusively works with public agencies, including **the San Diego Metropolitan Transit System, El Dorado County Transit Authority, Amador Transit, Butte Regional Transit, and other cities, counties, municipal and joint agencies in throughout California.**

Many of our staff have experience working previously for and directly with local agencies or resource agencies. Through this combined experience, we can better understand the circumstances of our client's projects and meet their needs by developing the best approach and innovative solutions for project delivery. As a result of our collective experience, we save our clients valuable time and money in delivering their projects.

FIRM'S RESOURCES & CAPABILITIES

We employ a diverse group of over 160 civil, structural, traffic, hydraulics/ hydrology, and drainage designers, as well as environmental planners, community outreach experts, funding and right of way specialists, who together provide seamless and cost-effective project delivery. Many of our same proposed key staff delivered the **El Dorado County Transit Authority EV Bus Parking Lot Improvements project** and the **MTS Iris Rapid Charging Infrastructure** and **Imperial Avenue Division Zero Emission Bus Overhead Charging** projects, giving us an understanding of the RCTA's overall goals, community, and processes.

Having worked on similar public transit facilities projects, which often included extensive coordination with utility and property owners, we understand the complexities and challenges that often accompany rural transit projects. The majority of our transportation projects are supported by engineering from our other specialty in-house groups including drainage, right of way, electrical, and environmental. Due to our size, and our in-house service sectors, we have assembled an all-inclusive team of professionals to meet your project's schedule and budget needs.

FINANCIAL RESPONSIBILITY

Dokken is a growing, financially responsible firm with the majority of our business coming from repeat clients. Dokken is financially sound and has no long-term debt. We promptly pay our subconsultants and vendors, evidenced by our Class 1 credit ratings with Dun & Bradstreet (DUNS #15-020-9971). For all our years in business, we have maintained insurance coverage that exceeds industry standards through reputable insurance companies with the highest A.M. Best ratings. As a California Corporation for the past 38 years, there are no planned or anticipated changes in our business organization or operations.

Dokken meets all of Caltrans' A&E Consultant Audit and Review Process requirements and successfully navigates the audit and review process with every one of our projects subject to Caltrans oversight. We have a Cognizant Approval Letter from Caltrans Audits & Investigations. We have our financial statements and overhead rate voluntarily audited annually by an independent Certified Public Accountant to expedite the Caltrans process and to ensure that our financials and indirect cost rate comply with all federal funding rules. Also, our accounting staff and independent auditors regularly attend Caltrans Audits and Investigations training sessions to ensure that we are up to date with the latest requirements.

In-House Expertise



Roadway Design | Roadway design is an integral component of Dokken's services. From local roads and safe-routes-to-school to public transit facilities, our engineers design many simple and complex transportation projects for public agencies including: roadway rehabilitations, widenings and realignments, new roads and extensions, roundabouts, interchanges, sidewalks and ADA compliance, bike and pedestrian pathways/trails, railroad at-grade crossings, streetscapes. Over the past 38 years, Dokken has designed thousands of miles of roadway and highway throughout California.

DOKKEN ENGINEERING, INC.

Headquarters:

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Branch Offices:

- 2192 Civic Center Drive
Redding, CA 96001
- 101 Pacifica, Suite 350
Irvine, CA 92618
- 1450 Frazee Road, Suite 100
San Diego, CA 92108

ORGANIZATIONAL STRUCTURE:

Business Classification:

CA Corporation

Year of Incorporation: 1986

Total Number of Employees: 164

FIRM CAPABILITIES & EXPERTISE:

- Project Management
- Hydraulics/Hydrology
- Roadway & Bridge Design
- Transit Facilities Design
- Caltrans Local Assistance
- NEPA/CEQA Documents
- Environmental Permitting & Mitigations
- Transportation Planning & Funding Assistance
- Utility Coordination
- Right of Way Acquisition & Relocation Assistance
- Public/Stakeholder Outreach
- Construction Support

www.dokkenengineering.com



Transit Design | Dokken has a strong portfolio of transit facilities and public works projects, including mobility hubs, bus transit centers, bus rapid transit, bus stop engineering, EV bus charging facilities, and light rail stations. Dokken has worked closely with multiple transit agencies, and the cities in which they operate, to provide safe, efficient, pedestrian, and rider friendly facilities.



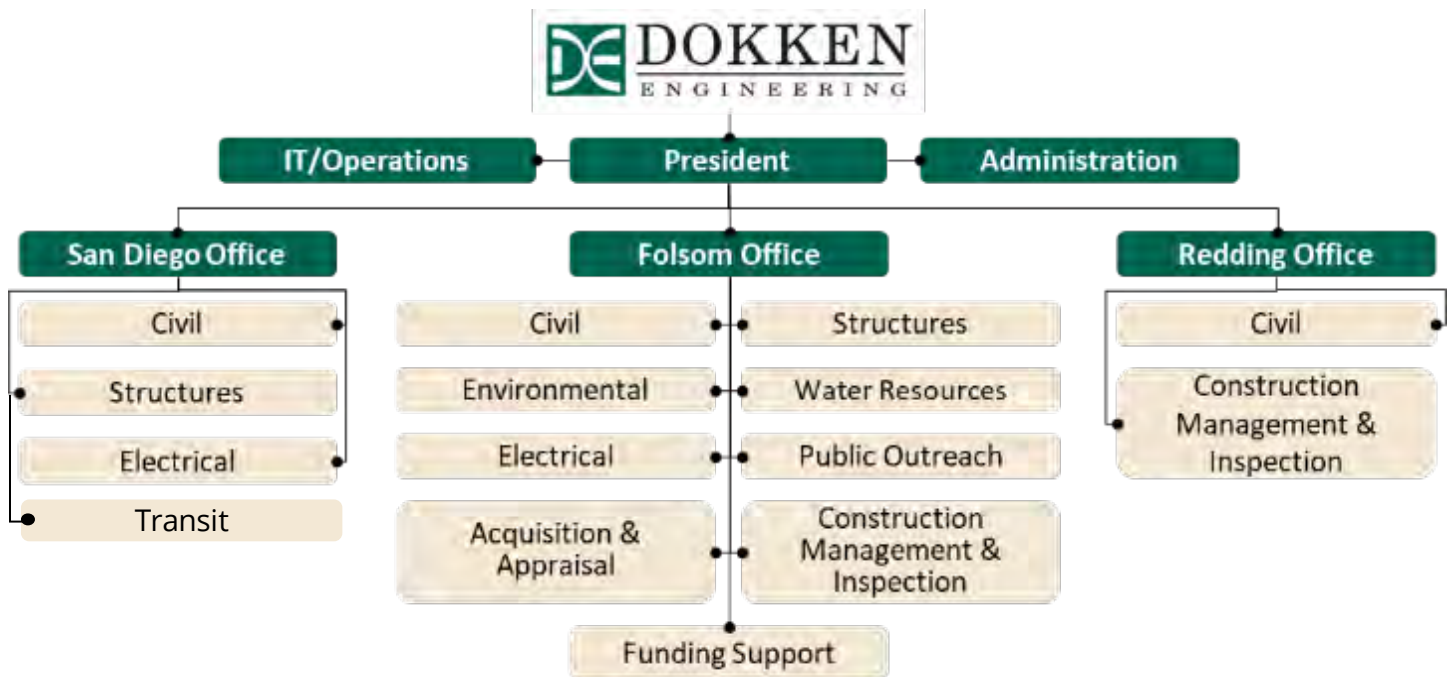
Structures Design | Dokken has successfully completed hundreds of structure designs, from rural two-lane HBP bridges to complex multi-level freeway-to-freeway interchanges. Additional structure designs include pedestrian overcrossings, bicycle bridges, viaducts, and retaining/sound walls. Dokken has also provided seismic stability evaluations, retrofit plans, specifications, and estimates. Our structures team has innovative and cost-effective design solutions, which save our clients millions of dollars. Paying careful attention to the details of a project's setting, along with client and community feedback, our designs meet the unique conditions of each project.



Electrical Design | Dokken's in-house specialties include Electrical Design for mostly public works projects. Dokken's internal team has provided traffic signals and street lighting plans for a multitude of intersections and streets including lighting design for freeways, bridges, parking lots, and streetscape projects. Our staff is well versed with signal, lighting, and electrical design requirements, standards, and manuals.

Firm Organization Chart

Below you will find a firm organizational chart which provides the structure between each department and our offices. This chart reflects the strength and depth of our team at Dokken Engineering and highlights our wide range of disciplines. The organization of our firm supports seamless collaboration and the efficient deployment of specialized expertise, allowing us to deliver innovative solutions tailored to the specific needs of each project.



LOCAL ASSISTANCE & CALTRANS DELIVERY EXPERTS

Our team has extensive experience working with Caltrans through both full oversight for on-system projects and through the Local Assistance process for off-system local agency projects. Dokken understands Caltrans' Local Assistance requirements and has invaluable insight into the local agency side of project funding, programming, authorization paperwork, and Federal regulations that apply to local agency projects with Caltrans funding oversight. We use these skills and knowledge *(from the delivery of over 2,500 projects)* to ensure projects are successfully delivered and compliant with oversight agency requirements.

LOCAL, STATE & FEDERAL PROCEDURES EXPERTS

Dokken is well known and respected for our work on transportation contracts of which the majority use our in-house civil design; environmental analyses and resource agency permitting; environmental mitigation; right of way services; and other professional services to comply with California regulatory agencies and federal requirements. **Dokken has successfully worked with hundreds of public agencies to determine engineering concepts that support the development of critical infrastructure and are highly knowledgeable when it comes to State and Federal requirements.** Dokken develops innovative and cost-effective design solutions that save our clients millions of dollars. Dokken's engineers' estimates and exhibits are second-to-none and have been instrumental in the procurement of millions of dollars in grant funds for our clients. Dokken understands the timing and requirements of various funding programs and know exactly what it takes to get projects funded, designed, and ultimately constructed!



References

Agency Representative:

Peter Feild
(707) 937-35598
pf1266@pacbell.net

EL DORADO COUNTY TRANSIT AUTHORITY

6565 Commerce Way
Diamond Springs, CA 95619

Duration:

June 2024 to Ongoing

Services Provided:

- PS&E
- Construction Support

EL DORADO COUNTY TRANSIT AUTHORITY, EV BUS PARKING LOT IMPROVEMENTS | DIAMOND SPRINGS, CA

The El Dorado Transit Authority EV Parking Lot Improvements project presented several challenges due to its existing spatial limitations and the need to transition to a Zero Emission Bus (ZEB) fleet. The location of the existing El Dorado Transit operations and maintenance facility is along Commerce Way in Diamond Springs. The site has limited space within the existing lot for reconfiguration and fueling currently occurs offsite. Buses enter the site from Commerce Way then make their way down the ramp to the rear lot for parking and maintenance. With the current phase of the project, El Dorado Transit Authority will install two dual port chargers with the infrastructure (conduits, handholes, main switchboard, transfer switch, service point) to power up to 41 total buses in future phases.

The existing diesel-powered fleet of 28 standard (35-ft long) and motor coach (45-ft long) buses, along with vans and cutaways for demand responsive service, are planned to be upgraded to Battery Electric Buses (BEBs). Current Pacific Gas & Electric (PG&E) electrical

service transformers will need to be upgraded to provide adequate power supply to new plug-in electric vehicle chargers. Charging equipment (subpanels, power blocks, and power links) will be installed prior to the arrival of each BEB procurement through a phased approach to construction whereby the transformer upgrades, main switchboard, and related electrical equipment would be built prior to completing the entire lot reconfiguration with installation of new plug-in electric vehicle chargers.

Dokken, partnered with EEI, worked closely with PG&E to evaluate the local power distribution system and ensured adequate power supply for the proposed upgrades. This evaluation factored in the long lead times for electrical equipment such as transformers, switchboards, and transfer switches which have an approximate lead time up to 50 weeks. By recognizing these challenges, Dokken has built flexibility into the schedule to account for these potential delays.

The team guided the client through key decisions, such as the selection and placement of charging units and electrical infrastructure and providing engineering support throughout construction. The EEI team designed three subpanels for the bus chargers (one installed now and two future) to minimize the voltage drop to the individual rows of bus chargers and allow the transit agency to only install the necessary equipment for this phase of the project. With a focus on flexibility, The EEI team identified the need to provide PG&E access to the transformer and components of the main switchboard, so they were able to break up the main switchgear to allow access and keep PG&E out of the locked and fenced in portion of the site.

During the initial site visit, Dokken identified the existing curb line to the south of the lot as insufficient for future chargers, so the design team incorporated pushing back the curb line by 5 feet. To provide the maximum footprint for current and future electrical equipment, Dokken recommended relocating the existing storage sheds away from the subpanels and power blocks. EEI and Dokken placed all conduit and handholes (for current and future equipment) in the roadway to prevent conflicts with the future chargers, pads, and bollards.





MTS SOUTH BAY MAINTENANCE FACILITY, IRIS RAPID CHARGING INFRASTRUCTURE, PHASE 1 | SAN DEIGO, CA

In line with the California Air Resources Board (CARB) and its Innovative Clean Transit (ICT) regulation, the San Diego Metropolitan Transit System (MTS) has begun transitioning to a Zero-Emission Bus (ZEB) fleet. This shift underscores MTS's commitment to delivering safe, reliable service while improving regional air quality. As part of this effort, MTS launched a ZEB Pilot Program to take early steps toward meeting ICT goals.

To support the transition, the Dokken design team developed a comprehensive ZEB Master Plan for the South Bay Maintenance Facility (SBMF) in Chula Vista. The plan provides a long-term roadmap for installing charging infrastructure to support up to 253 ZEBs, in full alignment with CARB mandates. It also informs MTS's required ZEB Rollout Plan and serves as a model for upgrading other facilities. Dokken collaborated closely with MTS through bi-weekly meetings and an in-person Concept Design Workshop to assess infrastructure options. Three charging technologies—inductive (wireless), manual plug-in, and overhead pantograph—were evaluated based on cost, scalability, and operational impact. Overhead pantograph charging was selected.

Agency Representative:

Heather Fury, PE
(619) 557-4589
heather.furey@sdmts.com

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

1255 Imperial Avenue, Suite 100A
San Diego, CA 92101

Duration:

Aug. 2020 to April 2025

Services Provided:

- PS&E
- Planning Study Report
- Construction Support



Dokken led the design effort for Phase 1 which provides charging infrastructure for the first 24 electric buses and is a first-of-its kind project that's part of the agency's efforts to transition to an all zero-emissions bus fleet by 2040. To account for the future of ZEB technology, the design team had to build redundancy and flexibility into the system. The steel frame holding the pantographs was designed to be adjustable to account for varied bus heights and replacement charging technology footprints. The design included three pantographs connected to one power cabinet, which helped MTS minimize power demand costs, alleviated site-constraints, and provided cost savings. The design includes solar panels, battery backup, and a backup generator for redundancy in the case of a power outage. The switchboard and SDG&E service point were designed to account for the future phase of the project with space set aside for additional equipment. The concrete median for Phase 1 was designed to accommodate Phase 2 with vaults placed to continue future phases.

Construction of Phase 1 began in 2022 and finished at the beginning of 2024. Dokken provided bidding support, responded to contractor

submittals, and requests for information through project completion. The construction process along with the lessons learned along the way provides a template for MTS to continue to move towards their goal of electrifying their entire fleet by 2024.

San Diego was the host for the 2023 Zero Emission Bus Conference (ZEB Con). Agencies and designers from around the world came to the conference to learn about Zero Emission Bus fleets and collaborate on the future of charging technology. The conference included two tour groups at the South Bay Maintenance Station (project site) for presentations, Q&A sessions, and demonstrations of the charging equipment. Prior to ZEB Con, the resident engineer (RE) and contractor realized that the permanent switch gear would be delayed by nine months to a year. Dokken, MTS, RE, contractor, and SDG&E came together to install a temporary switchboard to charge the buses until the permanent solution could be installed.

This project has received multiple awards including the 2024 ASCE Sustainable Project of the Year, the 2024 ASCE Region 9 Sustainable Project of the Year, and 2024 APWA Sustainable Project of the Year.



**Agency Representative:**

Eli Belknap
(619) 557-4589
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SAN DIEGO METROPOLITAN TRANSIT SYSTEM

1255 Imperial Avenue, Suite 100A
San Diego, CA 92101

Duration:

Oct. 2024 to Ongoing

Services Provided:

- PS&E
- Concept Planning
- Construction Support

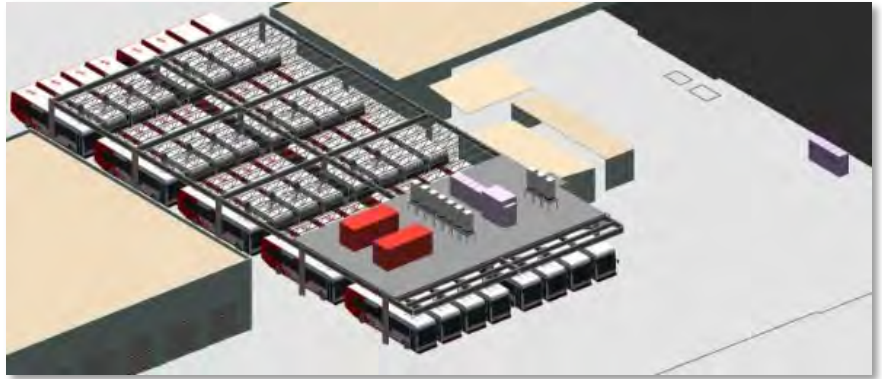
MTS IMPERIAL AVENUE DIVISION ZERO EMISSION BUS OVERHEAD CHARGING, PHASE 1 | SAN DIEGO, CA

Following in the footsteps of the MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure project, the MTS Imperial Avenue Division Zero Emission Bus Overhead Charging project aims at replicating the success in line with the California Air Resources Board (CARB) and its Innovative Clean Transit (ICT) regulation. The design team led by Dokken has taken all the lessons learned from the MTS SBMF Iris Rapid Charging Infrastructure Project to improve upon the design.

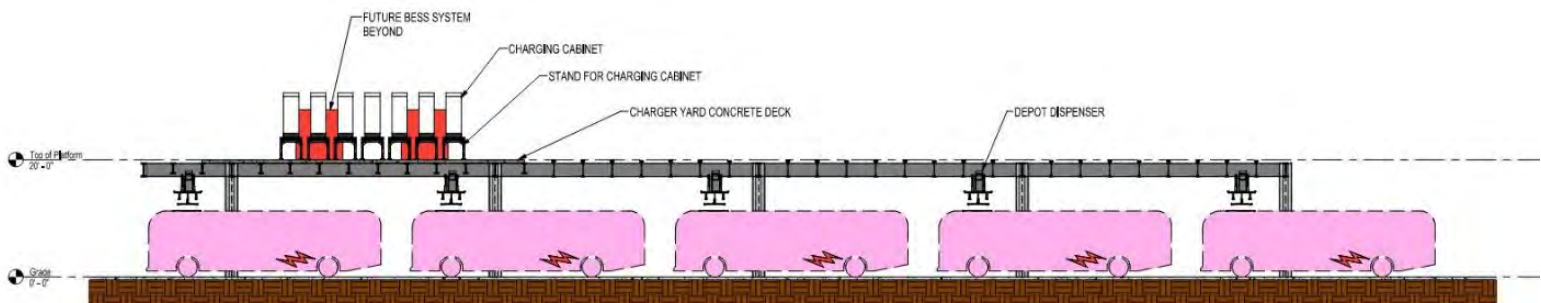
To support the transition, the Dokken design team developed the Battery Electric Bus (BEB) Charging Concept Plan to include a comprehensive plan for implementing an initial eight (8) 60-ft battery electric buses (BEB) and 23 40-ft battery electric buses with a scalable design to implement a 100% battery electric fleet of approximately 240 BEBs in later phases at MTS's Imperial Avenue Division (IAD). The Conceptual Plan identified the required charging infrastructure and locations for that infrastructure needed to support the initial 31 incoming BEBs and an eventual fleet of all electric vehicles, developed two concepts including cost and recommendations for laying out and operating the initial

BEBs, and validated the site's existing utilities against the incoming fleet's requirements and coordinate with the public utilities on implementing any required additions.

Dokken led the design effort for Phase 1 which provides charging infrastructure for the first 31 electric buses that's part of the agency's efforts to transition to an all zero-emissions bus fleet by 2040. To save space at the site, the design team decided to construct a platform on top of the structure to place the charging cabinets, subpanel (substation B), and the battery backup. The main switchboard and SDG&E equipment were placed to minimize trenching through the site and reduce impacts to existing utilities. The steel frame holding the pantographs was designed to be adjustable to account for varied bus heights and replacement charging technology footprints similar to the SBMF project. To access the platform, a staircase and overhead bridge were included in the design along with handrails and removable guardrails to allow for a crane to install and service the equipment.



Construction of Phase 1 is scheduled to begin later this year and planned to finish in 2026. Dokken will provide bidding support, respond to contractor submittals, and request for information until project completion.





Qualifications and Experience of Key Personnel

The following table provides a brief synopsis of our staff's qualifications and their experience with similar public agency **projects within the past five (5) years** to that of the RCTA's needs. Due to page count limitations, Dokken is providing qualifications of only key personnel which the RCTA will have the most contact with. Resumes can be found on the following pages.

NAME & ROLE	YEARS OF EXPERIENCE	EDUCATION	LICENSE & CERTIFICATION	SIMILAR PROJECT EXPERIENCE	AVAILABILITY
Justin Thornber, PE <i>Project Manager</i>	15 years (7 w/ Dokken)	<ul style="list-style-type: none"> BSCE 	<ul style="list-style-type: none"> CA Professional Civil Engineer, #C88901 	<ul style="list-style-type: none"> El Dorado County Transit Authority, EV Bus Parking Lot Improvements Diamond Springs, CA MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 San Deigo, CA MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 San Diego, CA MTS Clean Transit Advancement Campus San Diego, CA 	50%
Mark Tarrall, PE <i>Principal in Charge</i>	25 years (16 w/ Dokken)	<ul style="list-style-type: none"> MSCE BSCE 	<ul style="list-style-type: none"> CA Professional Civil Engineer, #C71953 	<ul style="list-style-type: none"> El Dorado County Transit Authority, EV Bus Parking Lot Improvements Diamond Springs, CA MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 San Deigo, CA MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 San Diego, CA Mid Coast Corridor Transit Project San Diego, CA 	50%
Kimberly Wender, PE, QSD <i>QA/QC Manager</i>	16 years (2 w/ Dokken)	<ul style="list-style-type: none"> BSCE 	<ul style="list-style-type: none"> CA Professional Civil Engineer, #C88901 CA Qualified SWPPP Developer, #85674 	<ul style="list-style-type: none"> El Dorado County Transit Authority, EV Bus Parking Lot Improvements Diamond Springs, CA MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 San Deigo, CA MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 San Diego, CA Riverside Transit Agency Downtown/Vine Street Bus Stops Riverside, CA 	60%
Joe Ostdiek, PE, TE <i>Project Engineer</i>	26 years (23 w/ Dokken)	<ul style="list-style-type: none"> BSCE 	<ul style="list-style-type: none"> CA Professional Civil Engineer, #C65334 CA Professional Traffic Engineer, #TR2508 	<ul style="list-style-type: none"> El Dorado County Transit Authority, EV Bus Parking Lot Improvements Diamond Springs, CA MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 San Deigo, CA MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 San Diego, CA Capital SouthEast Connector, Segment D3-E1 Sacramento & El Dorado Counties; Folsom, CA 	60%



Justin Thornber, PE

PROJECT MANAGER

EDUCATION

2010, BS Civil Engineering,
California State University, San Diego

LICENSE/CERTIFICATION

2018, CA Professional Civil Engineer, #C88901

EXPERIENCE

15 years (7 w/ Dokken)



Mr. Justin Thornber has demonstrated 15 years of civil design excellence specifically with transit facility design, roadway, ADA compliance, site development, mass/precise grading, and construction support. Justin is a member of the American Society of Civil Engineers (ASCE) and currently serves as the webmaster for the San Diego section. Justin has a deep knowledge of planning and design for transit facilities.

El Dorado County Transit Authority, EV Bus Parking Lot Improvements | Diamond Springs, CA

Project Manager | This project faced challenges due to limited space and the transition to a Zero Emission Bus (ZEB) fleet. Located on Commerce Way in Diamond Springs, the site required reconfiguration to support future Battery Electric Buses (BEBs) while maintaining current operations. In the current phase, two dual-port chargers and infrastructure to support up to 41 buses are being installed, with phased upgrades planned. Justin managed evaluating site constraints, coordinating with PG&E to address long lead times for electrical equipment, and building schedule flexibility to account for potential delays. During site visits, Justin identified spatial limitations and recommended moving the existing curb line and relocating storage sheds to maximize the footprint for future electrical infrastructure. He also guided the conduit and handhole placement to avoid conflicts with future charger installations, ensuring efficient long-term site use.

MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 | San Diego, CA

Project Engineer | This project involves completing the corridor and station design for the Iris Rapid bus route. The new bus route extends from Otay Mesa Transit Center to Imperial Beach, connecting both areas to the UC San Diego Blue Line at the Iris Avenue Transit Center. The project includes improvements to the existing transit center located on Iris Ave near 30th Street. Justin provided construction support including response to RFIs and review of submittals. He also coordinated with the design team to clarify project documents and ensure contractor questions were addressed in a timely manner. His role contributed to maintaining project schedule and resolving field issues during construction.

MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 | San Diego, CA

Project Engineer | The project encompasses schematic design, design development, and final engineering for Phase 1 of Battery Electric Bus (BEB) infrastructure at MTS's Imperial Avenue Division, marking the initial step in a long-term plan to transition from compressed natural gas (CNG) buses to electric vehicles over the next two decades. Justin served as the lead for coordinating the design team, responsible for developing layout recommendations and completing schematic-level design to support the integration of BEB systems into the existing facility.

MTS Clean Transit Advancement Campus | San Diego, CA

Project Engineer | MTS is in the process of acquiring five contiguous parcels for the development of a new facility. As part of this project, multiple conceptual site layouts were evaluated to determine the most efficient and feasible configurations for the site. The scope included preparing a concept-level summary memo and developing a rough order-of-magnitude cost estimate to support decision-making. The final report highlighted the top two preferred alternatives based on layout efficiency, cost, and constructability. Justin led the research on existing site conditions, including the identification of easements, and conducted a detailed evaluation of the earthwork and retaining wall requirements associated with each conceptual layout to help guide the selection of the preferred alternatives.

South Bay Maintenance Facility Electric Bus Concept Layouts | Chula Vista, CA

Project Engineer | This project involves retrofitting the existing MTS South Bay Maintenance Facility in Chula Vista to incorporate new Battery Electric Bus (BEB) infrastructure in a way that is both scalable and modular, while ensuring uninterrupted ongoing facility operations. These improvements represent the first phase of MTS's long-term Regional Plan to transition its fleet to electric buses over the next 20 years. As part of the project team, Justin provided construction support services, including reviewing contractor submittals and responding to Requests for Information (RFIs), helping to ensure that the design intent was maintained throughout construction and that the new infrastructure was integrated effectively within the constraints of the active facility.

Moraga 230 kV Reconductoring | Contra Costa County

Project Engineer | The project consisted of grading five pull sites for the PG&E 230kV reconductoring lines in Contra Costa County. Justin was responsible for grading the pads, performing earthwork calculations, and preparing the cost estimate for the five pull sites. His tasks included determining cut and fill quantities, ensuring proper drainage, and coordinating with the design team to meet project specifications. Justin also reviewed site conditions and adjusted grading plans as needed to accommodate field constraints.



Morgan Lancaster Solar Farm | Lancaster, CA

Project Engineer | The project involved the installation of solar panels, erosion control devices, and gravel access roads across a 19-acre site in Lancaster, California. Justin played a key role in the civil design aspects of the project, taking responsibility for designing the access roads and laying out the proposed fence line to meet both operational needs and site-specific constraints. He produced detailed construction plans, including an existing conditions plan, an overall site plan, and an erosion and sediment control plan to guide construction activities and manage site runoff. Justin also collaborated closely with the project team to confirm that road alignments were functional and compatible with the site's grading and topography. He reviewed and interpreted topographic survey data to inform the layout and made plan revisions based on client input and field observations, ensuring the design remained responsive to real-world conditions.

Solano Wind Farm Erosion Repair | Rio Vista, CA

Design Engineer | Justin was responsible for preparing the construction plans to repair two existing roads that provide access to the wind farms in Rio Vista, California. These roads were subject to large peak flows, which necessitated the design of headwalls and riprap to protect the integrity of the access routes. He carefully determined the drainage areas and sized the new culverts to effectively manage stormwater runoff. Additionally, Justin developed a comprehensive hydrology report to support the design and ensure the project's compliance with environmental and regulatory standards. He also designed the BMPs for both sites to minimize the impact of stormwater runoff and enhance the overall sustainability of the project.

As-Needed Civil Engineering Services: Green Infrastructure | San Diego, CA

Design Engineer | Justin developed construction plans for proposed storm drainpipes and Low Impact Development (LID) stormwater Best Management Practices (BMPs) along three public roadways. His responsibilities included designing and detailing the stormwater infrastructure to support effective drainage and meet water quality requirements in compliance with local regulations. Using MicroStation InRoads, Justin produced detailed, dynamic drawings that incorporated roadway alignments, drainage profiles, surface models, and horizontal and vertical control points. His work ensured a high level of accuracy and coordination throughout the design process, supporting efficient construction and long-term functionality of the stormwater systems.

San Pablo Avenue Streetscape Phases I & II | Palm Desert, CA

Design Engineer | Justin was responsible for preparing the ATP Cycle 4 grant application for improvements along the San Pablo Avenue corridor. His work included designing driveways and curb ramps from Highway 111 to Fred Waring Drive to enhance pedestrian accessibility and safety. He developed a detailed cost estimate segmented by funding source to support strategic funding decisions. To help manage project costs, Justin recommended using a grind-and-overlay pavement treatment instead of full-depth removal between Royal Palm Drive and Fred Waring Drive. He also addressed potential right-of-way concerns with local shop owners between Highway 111 and San Geronio Avenue by developing practical design solutions. In coordination with Coachella Valley Water District (CVWD), he revised the project limits near San Geronio Avenue to avoid unnecessary water meter relocations and reduce overall construction impacts.

Caltrans District 1, Carlotta Curves Improvements Project | Carlotta, CA

Design Engineer | Justin was responsible for preparing the project report and final Plans, Specifications, and Estimates (PS&E) package for a stretch of State Route 36 from PM 10.5 to PM 10.8, with a focus on improving roadway safety. The project included enhancing both horizontal and vertical curves, widening lanes for improved vehicle flow, and installing a new mechanically stabilized embankment and guardrail system to increase protection for motorists. Justin worked closely with the Caltrans environmental team to ensure the project minimized environmental impacts, including protecting large-diameter redwood trees, avoiding a sensitive environmental area, and safeguarding a rare plant species within the project footprint. His coordination ensured that safety improvements were implemented while adhering to environmental preservation standards.

Caltrans District 1, 4th Street Safety | Eureka, CA

Design Engineer | Justin was responsible for both the preliminary engineering and the development of the Plans, Specifications, and Estimates (PS&E) for a safety and mobility improvement project along US 101 (Southbound - 4th Street) in Humboldt County. The project aimed to reduce traffic collisions and congestion, enhance pedestrian access and visibility, and introduce traffic calming measures along the corridor. Key project elements included constructing bulbouts to shorten pedestrian crossing distances, reconstructing curb ramps to meet ADA standards, installing new storm drain infrastructure, applying a pavement overlay, and restriping the roadway to support a lane reduction to three lanes south of V Street. Justin also designed a new traffic signal at L Street and coordinated the installation of signal interconnect conduit to improve traffic flow and signal communication along the corridor. His work supported the project's overall goals of enhancing safety, accessibility, and operational efficiency in this busy urban segment.

Redcrest CAPM | Redcrest, CA

Design Engineer | Justin led the design for the Plans, Specifications, and Estimates (PS&E) of a Capital Preventative Maintenance (CAPM) project on Route 101 near Redcrest, spanning from the Englewood Park Undercrossing to the Eel River Bridge and Overhead. The project aimed to extend the service life of the existing roadway by addressing pavement deficiencies through targeted repair and resurfacing treatments. Justin's responsibilities included evaluating the pavement condition, selecting appropriate repair strategies, and ensuring all design elements complied with the standards outlined in DIB81-01. His work focused on maintaining roadway functionality while improving ride quality, safety, and long-term durability. He also coordinated closely with the broader project team to ensure constructability and minimize disruptions to traffic during construction.



Mark Tarrall, PE

PRINCIPAL IN CHARGE



Mr. Marak Tarrall has over 25 years of experience and is a Project Manager for Dokken Engineering. He specializes in the management, permitting and design of transportation related projects including local roadway, interchange, bike path, highway widening, and transit projects. Mr. Tarrall has led local agency projects from preliminary engineering to the preparation of Final Plans, Specifications and Estimate (PS&E), and ultimately construction. He is experienced in geometric designs, ADA analysis, drainage design, utility coordination, environmental permitting, public outreach, and Caltrans and local agency procedures and standards.

El Dorado County Transit Authority, EV Bus Parking Lot Improvements | Diamond Springs, CA

EDUCATION

1997, MS Civil Engineering, Georgia Tech
1996, BS Civil Engineering, Virginia Tech

LICENSE/CERTIFICATION

2007, CA Professional Civil Engineer,
#C71953

EXPERIENCE

25 years (16 w/ Dokken)

Principal in Charge | This project faced challenges due to limited space and the transition to a Zero Emission Bus (ZEB) fleet. Located on Commerce Way in Diamond Springs, the site required reconfiguration to support future Battery Electric Buses (BEBs) while maintaining current operations. In the current phase, two dual-port chargers and infrastructure to support up to 41 buses are being installed, with phased upgrades planned. Dokken played a key role in evaluating site constraints, coordinating with PG&E to address long lead times for electrical equipment, and building schedule flexibility to account for potential delays. During site visits, Dokken identified spatial limitations and recommended moving the existing curb line and relocating storage sheds to maximize the footprint for future electrical infrastructure. They also guided conduit and handhole placement to avoid conflicts with future charger installations, ensuring efficient long-term site use.

MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 | San Diego, CA

Project Manager | Mark is the Project Manager for the design of a new Bus Rapid Transit (BRT) route connecting the Otay Mesa Transit Center to Imperial Beach. The project involves the development of BRT station improvements at 12 locations along the route, along with the construction of a four-bay transit center at the intersection of Iris Avenue and 30th. The scope of the project includes implementing Transit Signal Priority (TSP) improvements to enhance bus travel times and reliability, as well as the installation of Real Time Message Boards at key locations to provide passengers with up-to-date transit information. The project will introduce the first fully electric battery bus-operated BRT route in San Diego County, marking a milestone in the region's commitment to sustainable public transit.

MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 | San Diego, CA

Project Manager | Mark is the Project Manager for the concept development and final engineering of Phase 1 of the new Battery Electric Bus (BEB) infrastructure at the Imperial Avenue Division in San Diego, CA. This phase marks the beginning of MTS's long-term Master Plan to transition the existing CNG bus fleet to electric buses over the next 20 years. The infrastructure will support a minimum of 30 new forty-foot electric buses and includes the installation of key components such as overhead gantries, a 3:1 charging ratio, platform-mounted cabinet equipment, and switchgear. Additionally, the project includes the integration of solar panels and battery storage systems to support the sustainable operation of the fleet, as well as a backup generator to ensure reliable service in case of power interruptions. Mark's leadership ensures that this project meets MTS's sustainability goals while laying the foundation for the future electrification of the transit system.

Miramar Street and Athena Circle Improvements for UC San Diego | San Diego, CA

Principal in Charge | This project involved the development of conceptual design plans through to final construction documents for a comprehensive set of roadway and utility improvements on the UC San Diego campus. The scope of work included the design and construction of a new roadway connection between Mesa Housing and the Science Research Park, along with significant upgrades to adjacent streets to accommodate increased traffic flow and enhance overall campus circulation. The project also involved the installation of substantial utility infrastructure to support the expanded roadway system. This included approximately 2,300 linear feet of electric duct bank, 3,000 linear feet of 6-inch polyethylene (PE) gas main, 1,700 linear feet of telecom duct bank, 1,100 linear feet of 8-inch reclaimed water main, 1,100 linear feet of 12-inch potable water main, and 2,150 linear feet of 15-inch sewer main. Notably, the sewer main included a 550-foot segment that was microtunneled to minimize disruption and ensure long-term reliability of the infrastructure. These improvements were designed to meet both the immediate needs of campus development and future growth, ensuring the campus is well-equipped to handle increasing demands for utilities and transportation.

Mesa Housing Power Conversion for UC San Diego | San Diego, CA

Principal in Charge | This project involved the development of conceptual design plans through to final construction documents for significant electrical infrastructure improvements on the UC San Diego campus. Dokken was responsible for overseeing the design and installation of approximately 2,500 linear feet of electrical duct banks, which were essential for supporting the expanded electrical capacity required by new developments. Additionally, the project included the addition of two new 12kV feeders, extending from the existing ECSS substation to provide reliable electrical service to the Nuevo East, Nuevo West, and Mesa Housing developments. These infrastructure upgrades were critical to meeting the growing energy demands of the campus while ensuring continued reliability and efficiency of the electrical distribution system. Dokken's role included managing the technical aspects of the design, coordinating with other project teams, and ensuring seamless integration with the existing campus infrastructure.



Revelle Utility Improvement Project for UC San Diego | San Diego, CA

Principal in Charge | This utility infrastructure upgrade project was designed to support multiple ongoing developments at UC San Diego, including the Theatre District Living and Learning Neighborhood and the Central Utilities Plant (CUP) Expansion. Dokken Engineering was responsible for preparing the plans, specifications, and cost estimates for the installation of over 1,000 linear feet of new electrical duct bank, 1,000 linear feet of 8-inch potable water main, and more than 1,500 linear feet of 12-inch sewer main. The project involved extensive coordination with the teams working on the Future College Living and Learning Project and the CUP Expansion to ensure that the utility systems were appropriately sized, that future utility connections were properly aligned, and that the project footprints were clear of any conflicts to facilitate efficient construction. Detailed coordination was critical to meet the timing and operational needs of each development, and to ensure seamless integration of the utility infrastructure within the overall campus plans.

Mira Mesa Boulevard BRT | San Diego, CA

Project Engineer | Mark was the Project Engineer for the transit priority improvements along Mira Mesa Boulevard, a critical segment of the proposed Escondido to Sorrento Valley I-15 Bus Rapid Transit (BRT) route. The improvements, which extended from I-15 to I-805, were designed to enhance transit efficiency and reliability by incorporating a range of strategic upgrades. This included signal coordination to ensure smoother bus operations, green time extensions to provide buses with more favorable traffic light cycles, and dedicated queue jump and turn lanes to allow buses to bypass traffic and avoid delays. Additionally, the project featured continuous shared lanes for buses and general traffic, as well as far-side bus stop turnouts to reduce bus delays at stop locations. Mark's responsibilities included overseeing the design and implementation of these improvements to ensure they met the project's goals of increasing transit speed, reducing travel time, and improving overall service reliability for BRT users.

Mid Coast Corridor Transit Project | San Diego, CA

Project Engineer | The Mid Coast Corridor Transit Project is a \$2B 12-Mile extension of the Blue Line Light Rail System by SANDAG. Mark was responsible for the coordination of the dry utility relocations and right of way engineering associated with the project. Over \$25M of dry utility relocations involving 15 different utility companies and the UCSD are required for the project. He was also responsible for coordinating all utility designs with the respective companies, ensuring relocations are compatible with the project and completing utility plans. Also, responsible for the development of the project Land Net Base Map, appraisal maps, plats and legals, Caltrans R/W Maps and the City of San Diego B sheets required for the acquisitions of right of way.

Spencer Avenue Transit Center | Oroville, CA

Project Engineer | Mark served as the Project Engineer for the environmental approval process and the development of the Plans, Specifications, and Estimates (PS&E) for a new \$1 million, five-bus-bay transit transfer center located in an urban commercial area. The project involved the reconstruction of an underutilized commercial collector road, transforming it into a combined through-street and transit facility to better serve both vehicular and transit traffic. In addition to the roadwork, the project included the installation of parking areas for transit users and the addition of key passenger amenities such as waiting areas, restrooms, and shelters to improve overall comfort and accessibility. Mark's role encompassed coordinating the design, ensuring environmental compliance, and overseeing the preparation of construction documents to ensure the facility met the transportation needs of the community while also enhancing the urban environment.

Town Center Parkway | Santee, CA

Project Manager | Mark served as the Project Manager for the final design of the \$2.5M Town Center Parkway Widening and Public Improvements project along the frontage of Parcel 3, which is designated as the future theater site. The project involves significant roadway widening to accommodate increased traffic flow and improve circulation, as well as the creation of a raised decorative lithocrete intersection to enhance the visual appeal of the area. In addition to the roadway improvements, the project includes the development of pedestrian facilities to improve accessibility, drainage enhancements to manage runoff and reduce flooding risks, and the installation of a new traffic signal at the intersection of Riverview Parkway and Town Center Parkway to improve traffic safety and flow. Mark's responsibilities included overseeing all aspects of the design process, ensuring that all improvements met both functionality and aesthetic requirements while addressing long-term needs for the area's growth and development.

Bus Stop Improvements | Oceanside & Escondido, CA

Project Manager | Mark served as the Project Manager responsible for preparing the plans and cost estimate for improvements to 12 existing bus stop sites—11 located within the Cities of Oceanside and Escondido, and one on NCTD-owned property at the Buena Vista Sprinter Station. The project focused on upgrading each site to meet NCTD standards, including the installation of dome-roof bus shelters, benches, trash receptacles, and updated bus stop signage. Six of the sites also included new ADA-compliant concrete sidewalks, shelter pads with landings, landscape replacement, and minor property improvements to enhance accessibility and passenger comfort.



Kimberly Wender, PE, QSD

QA/QC MANAGER



Ms. Kimberly Wender has a strong portfolio of transit facilities and public works projects, including mobility hubs, bus transit centers, bus rapid transit, bus stop engineering, and light rail stations. She has worked closely with multiple transit agencies, and the cities in which they operate, to provide safe, efficient, pedestrian, and rider friendly facilities. She provides a high-level of service through her organizational and expert project control skills. Kimberly's success in managing the timely delivery of projects and meeting client goals and objectives is attributed to her commitment to ongoing communication, technical expertise, and passion for transit mode choice.

EDUCATION

2008, BS Civil Engineering,
University of Connecticut

LICENSE/CERTIFICATION

2007, CA Professional Civil Engineer,
#C85674
2007, CA Qualified SWPPP Developer,
#85674

EXPERIENCE

16 years (2 w/ Dokken)

El Dorado County Transit Authority, EV Bus Parking Lot Improvements | Diamond Springs, CA

Senior Engineer | This project faced challenges due to limited space and the transition to a Zero Emission Bus (ZEB) fleet. Located on Commerce Way in Diamond Springs, the site required

reconfiguration to support future Battery Electric Buses (BEBs) while maintaining current operations. In the current phase, two dual-port chargers and infrastructure to support up to 41 buses are being installed, with phased upgrades planned. Dokken played a key role in evaluating site constraints, coordinating with PG&E to address long lead times for electrical equipment, and building schedule flexibility to account for potential delays. During site visits, Dokken identified spatial limitations and recommended moving the existing curb line and relocating storage sheds to maximize the footprint for future electrical infrastructure. They also guided conduit and handhole placement to avoid conflicts with future charger installations, ensuring efficient long-term site use.

MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 | San Diego, CA

Senior Engineer | This project involves completing the corridor and station design for the Iris Rapid bus route. The new bus route extends from Otay Mesa Transit Center to Imperial Beach, connecting both areas to the UC San Diego Blue Line at the Iris Avenue Transit Center. The project includes improvements to the existing transit center located at Iris Ave near 30th Street.

MTS Imperial Avenue Division Zero Emission Bus Overhead Charging, Phase 1 | San Diego, CA

Senior Engineer | The project encompasses schematic design, design development, and final engineering for Phase 1 of Battery Electric Bus (BEB) infrastructure at MTS's Imperial Avenue Division, marking the initial step in a long-term plan to transition from compressed natural gas (CNG) buses to electric vehicles over the next two decades.

MTS Bus Stop Improvements | San Diego, CA

Senior Engineer | Kimberly served as the Senior Engineer, working as a subconsultant to ND Construction Company, on a project to provide civil engineering support for improvements at 30 MTS bus stop locations across San Diego County. The project focused on enhancing the functionality and visibility of the bus stops, including the addition of electrical service to support illuminated advertisement panels integrated into the shelters. Kimberly's role involved reviewing site conditions, coordinating utility connections, and assisting with the preparation of civil design plans needed for permitting and construction. She also supported the team in addressing site-specific constraints and ensuring the design work aligned with MTS standards and local jurisdiction requirements.

Riverside Transit Agency Downtown/Vine Street Bus Stops | Riverside, CA

Senior Engineer | Kimberly was the Senior Engineer for the relocation and upgrade of 28 bus stops for the Riverside Transit Agency in downtown Riverside. Each bus stop was enhanced with modern shelters, solar-powered lighting, and information signage. Her responsibilities included assessing the existing conditions, evaluating ADA compliance, and conducting a constructability review for the new shelters, benches, trash receptacles, and lighting. Kimberly also led the engineering design to develop construction documents for each stop, reviewed both existing and new stops for ADA compliance, and handled environmental documentation (CEQA/NEPA). Additionally, she provided construction management and support services throughout the project.

Sunline Transit Agency Bus Stop Engineering, Phase 5 | Various Locations in California

Senior Engineer | Kimberly served as the Senior Engineer supporting the survey and evaluation of 73 bus stops across eight jurisdictions in the Coachella Valley. The project involved installing new bus stops or upgrading existing ones to improve accessibility and rider amenities. Her responsibilities included reviewing existing site conditions, assessing basic constructability, and evaluating the presence and condition of amenities such as shelters, benches, trash receptacles, and lighting. She also assisted in evaluating ADA compliance and identifying available right-of-way. Kimberly prepared Statement of Work plans for the bus stops to support coordination with the contractor handling the improvements.



Imperial Transit Center | Imperial, CA

Senior Engineer | Kimberly served as the Senior Engineer for the planning, final design, and construction support of a bus transfer facility and community events venue located in downtown Imperial. The project was developed in accordance with the Downtown Specific Plan guidelines and aimed to enhance regional transit access while supporting future growth in the city center. The facility includes four bus bays and provides essential rider amenities such as shelters, benches, lighting, and sustainable landscaping to improve user comfort and safety. Kimberly was responsible for overseeing the engineering design, coordinating with stakeholders, and supporting the construction team to ensure the project met technical standards and city requirements. The site, located east of I-86, is positioned to serve as a central transportation hub and a foundation for future downtown development.

Transit Park and Ride Regional Terminal | Torrance, CA

Senior Engineer | Kimberly served as the Senior Engineer for the preparation of final plans and specifications for a new regional park-and-ride and transit center facility, which includes provisions for the future extension of the Metro Green Line to the City of Torrance. The project featured the design of an eight-bay bus plaza, a parking lot with space for 250 vehicles (including reserved spots for electric vehicle charging), and two buildings totaling 15,000 square feet. The buildings house public restrooms, a Torrance Transit bus driver lounge, training areas, office space, and commercial-use areas. The site is fully ADA accessible, with amenities such as weather shelters, shade canopies, benches, trash receptacles, drinking fountains, vending machines, bike racks, and information kiosks. To enhance security, the terminal is equipped with a site-wide CCTV system.

RapidLink Route 1/Route 16 Bus Stops | Riverside, CA

Project Engineer | Kimberly was the Project Engineer for the Riverside Transit Agency's (RTA) proposed RapidLink Route 16 Frequent Local Service Enhancement, covering a 20-mile stretch between the University of Riverside and the City of Corona. The project involves enhancing approximately 50 existing or new branded bus stops with upgraded amenities, including ADA-accessible shelter platforms, branded premium station signage, transit shelters, seating, and bike racks along the routes. Additionally, RTA plans to build a temporary bus layover area at Vine Street, designed to accommodate multiple buses from various local operators. Two separate Categorical Exemptions were prepared in accordance with CEQA. Key concerns for the project include temporary and permanent parking restrictions, as well as potential construction-related impacts.

Mobility Hub and Central Campus Neighborhood for UC Riverside | Riverside, CA

Project Engineer | Kimberly served as the Project Engineer for a \$12 million joint project with the Riverside Transit Agency (RTA) to develop the "Mobility Hub" at the terminus of University Avenue on campus. The project was designed to improve access to alternative transportation for students and staff. Her responsibilities included schematic design, design development, preparation of construction documents, cost estimating, and providing support during bidding and construction administration. She managed technical tasks across all phases to ensure the project met functional and budgetary requirements.

Vista Canyon Multi-Modal Center (Metrolink Station) | Santa Clarita, CA

Project Engineer | Kimberly served as the Project Engineer for a new station project that includes approximately one mile of new railroad track, a center platform, and a grade-separated pedestrian undercrossing for platform access. The project requires close coordination with a new development to the north and a new bus transit center to the east. The design team is using Metrolink's CADD standards and producing plans with MicroStation and INROADS. Kimberly's responsibilities also include drainage design, coordination of wayfinding and signage, grading for the rail and platform, utility coordination, permitting support for the City of Santa Clarita, preparation of final construction documents, and cost estimating.

Hemet Transit Mobility Hub | Hemet, CA

Project Engineer | Kimberly served as the Project Engineer for the planning and design of the Hemet Multi-Modal Mobility Hub, a joint effort between the Riverside Transit Agency (RTA) and the City of Hemet aimed at improving regional connectivity and supporting future growth. The hub is designed to accommodate multiple modes of transportation, including local and regional bus service, active transportation options such as biking and walking, and provisions for future transit-oriented development. Kimberly's responsibilities spanned several phases of the project, including leading public outreach efforts to gather input from the community and stakeholders, contributing to the planning and layout of the site, and preparing the final design documents. She also provided construction support services, helping to ensure that the project was built in accordance with the design intent and applicable standards. Her work played a key role in delivering a facility that improves mobility options and aligns with long-term transportation goals for the area.

McClellan-Palomar Airport Terminal | Carlsbad, CA

Project Engineer | Kimberly supported the design and coordination of a new \$20 million state-of-the-art commercial commuter terminal in the City of Carlsbad. The facility includes baggage handling areas, outdoor garden spaces, a restaurant, and curbside drop-off zones. The project also encompassed 8 acres of parking, a passenger movement facility, and the relocation of existing water and sewer infrastructure. To meet FAA funding requirements, the project was divided into multiple plan sets, which required careful coordination between design teams, the client, and reviewing agencies. Kimberly was responsible for managing the development and production of the site development and utility plans necessary to obtain approvals from the City of Carlsbad, San Diego County, and the FAA. Her role involved ensuring that the plans met all applicable standards and remained aligned with the phased delivery approach required for funding and permitting.



Joe Ostdiek, PE, TE

PROJECT ENGINEER



Mr. Joe Ostdiek is a Senior Signal and Lighting Design Engineer with 26 years of experience in the design of traffic signals, street lighting systems, ramp metering systems, fiber optic and ITS. Joe is well versed in the Caltrans Electrical Systems Design Guide, the IES Roadway Lighting Manual and Caltrans Standard Plans and Specifications. As a registered Traffic Engineer Joe is an expert in signing and striping requirements as outlined in the CAMUTCD and has designed over 300 traffic signals throughout the State.

Joe also has extensive knowledge and experience with ADA and California Accessibility Standards. As the manager of Dokken's Electrical Design Team, Joe leads the traffic signals and lighting design for all of Dokken's roadway, interchange, bridge, and trail projects.

EDUCATION

1999, BS Civil Engineering,
San Jose State University

LICENSE/CERTIFICATION

2003, CA Professional Civil Engineer,
C65334

2009, CA Professional Traffic
Engineer, #TR2508

American Traffic Safety Systems
Traffic Control Supervisor (with
California Module)

EXPERIENCE

26 years (23 w/ Dokken)

role in evaluating site constraints, coordinating with PG&E to address long lead times for electrical equipment, and building schedule flexibility to account for potential delays. During site visits, Dokken identified spatial limitations and recommended moving the existing curb line and relocating storage sheds to maximize the footprint for future electrical infrastructure. They also guided conduit and handhole placement to avoid conflicts with future charger installations, ensuring efficient long-term site use.

MTS South Bay Maintenance Facility, Iris Rapid Charging Infrastructure, Phase 1 | San Diego, CA

Traffic Signal, Electrical & Lighting Design Engineer | This project involves completing the corridor and station design for the Iris Rapid bus route. The new bus route extends from Otay Mesa Transit Center to Imperial Beach, connecting both areas to the UC San Diego Blue Line at the Iris Avenue Transit Center. The project includes improvements to the existing transit center located at Iris Ave near 30th Street.

Capital SouthEast Connector, Segment D3-E1 | Sacramento & El Dorado County; Folsom, CA

Traffic Signal, Electrical & Lighting Design Engineer | This project will realign and widen approximately 7.5 miles of White Rock Road through Sacramento County, the City of Folsom, and El Dorado County, transforming it from a rural two-lane road into a modern six-lane expressway. The upgraded corridor is designed to support a range of travel modes—including automobiles, freight trucks, public transit, bicyclists, pedestrians, and equestrians—enhancing regional mobility and safety. Joe led the design of three new traffic signals and the installation of a continuous fiber optic signal interconnect system along the project corridor, ensuring advanced traffic coordination and future-ready communications infrastructure.

White Rock & Latrobe Roads/Town Center Boulevard Roadway Improvements | El Dorado County

Traffic Signal, Electrical & Lighting Design Engineer | This multi-phased infrastructure project involved the widening of a half-mile segment of Latrobe Road to six lanes, along with the addition of new turn lanes, improved US-50 on- and off-ramps, and upgrades to connecting segments of White Rock Road and Town Center Boulevard. The scope included extensive signalization, new Class II bike lanes, overhead signage, and substantial utility relocation and coordination. Work also extended into Caltrans' right of way, requiring close collaboration to meet state standards. Joe was responsible for the design and implementation of traffic signals as well as pedestrian and street lighting, ensuring both operational efficiency and enhanced safety for all users.

Traffic Engineering On-Call | Carlsbad, CA

Traffic Signal, Electrical & Lighting Design Engineer | Dokken is currently providing on-call traffic engineering services for the City of Carlsbad, supporting various transportation projects aimed at improving mobility, safety, and efficiency. Our team assists with traffic operations analysis, signal timing optimization, roadway safety assessments, and the design of multimodal improvements to enhance accessibility for all users.

US-101/Los Osos Valley Road Interchange | San Luis Obispo, CA

Traffic Signal, Electrical & Lighting Design Engineer | This project involved the comprehensive reconstruction and expansion of an existing interchange to improve traffic flow, safety, and multimodal access. The electrical design scope covered new traffic signals, street and bridge lighting, freeway lighting, and ADA-compliant upgrades throughout the interchange area. The work was carefully staged to maintain traffic operations during construction, requiring temporary and permanent signal configurations. Notably, one intersection included a separate bicycle signal phase to safely accommodate cyclists using the adjacent multi-use trail that forms the fourth leg of the intersection. Joe provided detailed design for all signal and lighting elements, contributing to a safer and more accessible interchange for motorists, pedestrians, and cyclists alike.



SR-163/Friars Road Interchange Reconstruction | San Diego, CA

Traffic Signal, Electrical & Lighting Design Engineer | This interchange improvement project modified the ramps and structures of the existing interchange to improve traffic operations and alleviate congestion. Phase 1 of the project included local road improvements such as widening Friars Road and the overcrossing, adding bike lanes and 10-foot-wide sidewalks, improving Frazee Road and Ulric Street, coordinating signal timing, constructing retaining walls, improving ramp connections, and providing additional pedestrian and bicycle facilities. Joe was responsible for the design of six traffic signals that were either modified or underwent complete redesign, as well as the addition of ramp metering, CCTV, and other ITS infrastructure. Street lighting for local streets and freeway lighting was also included in Joe's design.

Caltrans District 9, Design Support Services for the Broadband Middle-Mile Network | Inyo, Mono, & Eastern Kern County

Traffic Signal, Electrical & Lighting Design Engineer | This project includes installation of 720 miles of broadband conduit and fiber in various locations in Inyo County, Mono County, and Eastern Kern County. As a subconsultant to NCM Engineering (NCM), Dokken is preparing a set of signed and sealed utility plans, a utility matrix, and the utility certification to be included in the PS&E package for 103 miles of this project. Dokken is working with NCM and Caltrans to help clear utility conflicts along the assigned corridor.

SR-273/Girvan Road At-Grade Crossing | Redding, CA

Traffic Signal, Electrical & Lighting Design Engineer | This project focused on improving the at-grade railroad crossing at the intersection of SR-273 and Girvan Road. The scope of work included modifications to the traffic signal, street and intersection lighting, pedestrian facilities, bike lanes, and storm drainage along SR-273, Girvan Road, Eastside Road, and Westside Road. Various elements were either modified, removed, replaced, or newly installed to enhance safety and functionality. Joe was responsible for the lighting design, traffic design, and railroad pre-emption design, ensuring the project met both safety and operational needs.

SR-28/Kings Beach Improvements | Placer County

Traffic Signal, Electrical & Lighting Design Engineer | This project focused on enhancing pedestrian and bicycle circulation and safety along SR-28, while also improving water quality and the overall aesthetics of the area. Key improvements included the creation of two roundabouts, on-street parking, two parking lots, and the integration of design elements to enhance the commercial core. Located on the north shore of Lake Tahoe, the project aimed to create a Mainstreet-style atmosphere throughout the corridor, marked by the addition of two gateway monuments at either end. Joe was responsible for developing the signal and lighting plans, incorporating dark-sky pedestrian lighting in response to community input from local residents.

Road 80 Widening | Tulare County

Traffic Signal, Electrical & Lighting Design Engineer | This project involved widening and upgrading 14 miles of Road 80, transforming it from a two-lane rural highway to a four-lane divided highway. The work included addressing two at-grade railroad crossings for the San Joaquin Valley and Union Pacific Railroads, widening multiple bridges and culverts, and relocating irrigation canals. Joe was responsible for designing new traffic signals and modifying existing ones to improve traffic flow and safety. One notable modification included the installation of a pre-signal to manage traffic at the railroad crossings.

Auburn Folsom Road Widening | Placer County

Traffic Signal, Electrical & Lighting Design Engineer | Dokken prepared PS&E to realign and widen two to four lanes from the County/City of Folsom line north to Douglas Boulevard to create a continuous four-lane roadway from Douglas Blvd to US-50. The improvements increased the level of service, capacity, and safety of the roadway, incorporated Class II bike lanes and equestrian trail enhancements, and replaced the culvert at Linda Creek crossing of Auburn Folsom Road with a single span bridge. Additional improvements included signalization, drainage modifications, sound walls, and the addition of curb, gutter, and sidewalk in various locations. Coordination with multiple resource agencies, utility companies, private landowners, business owners, and developers, and construction staging were key issues. Joe was responsible for the traffic signal plans. The plans included modifying three signalized intersections and one new traffic signal. The plans also required stage-construction traffic signals.

West Capitol Avenue Streetscape Improvements | West Sacramento, CA

Traffic Signal, Electrical & Lighting Design Engineer | This project reduced West Capitol Avenue from six lanes to four, including wider sidewalks, bicycle lanes, reconfigured traffic lanes, utility upgrades and relocations, new lighting, and substantial planting and hardscape treatments. The street was beautified with landscaping, public seating, and streetlights.

Highway Safety Improvement Program On-Call | Placer County

Traffic Signal, Electrical & Lighting Design Engineer | The project focused on upgrading pedestrian facilities at 19 locations throughout Placer County to improve safety and accessibility. Key enhancements included the installation of rapid flashing beacons, upgraded curb ramps, and high-visibility crosswalks. Joe played a significant role in the development of the project's traffic Plans, Specifications, and Estimates (PS&E) package, contributing to traffic design, preparing specifications, and assisting with cost estimates.



Levine Act

Dokken Engineering has not made any contributions of \$250 or more to any RCTA Board Member in the past twelve months and will not make or solicit any such contributions while the contract is pending or for twelve months following the final decision.

Licenses and Certifications

Dokken Engineering certifies that all proposed Key Personnel possess and will maintain throughout the duration of the contract , all required professional licenses and certifications necessary to perform the work specified in this RFQ, as issued by the appropriate licensing entities. Proof of such licensure and/or certification will be provided upon request by RCTA.

Conflicts of Interest

Dokken Engineering does not currently have any contracts with RCTA and is not performing any work for the agency. We do not have any actual or potential conflicts of interest that would affect our ability to provide unbiased services under this RFQ.



Project Exhibits

Site Layout A



LEGEND

- EXISTING EDGE OF PAVEMENT
- x- EXISTING FENCE
- x- PROPOSED FENCE
- [Hatched Box] PROPOSED CONCRETE
- [Solid Grey Box] PROPOSED ASPHALT

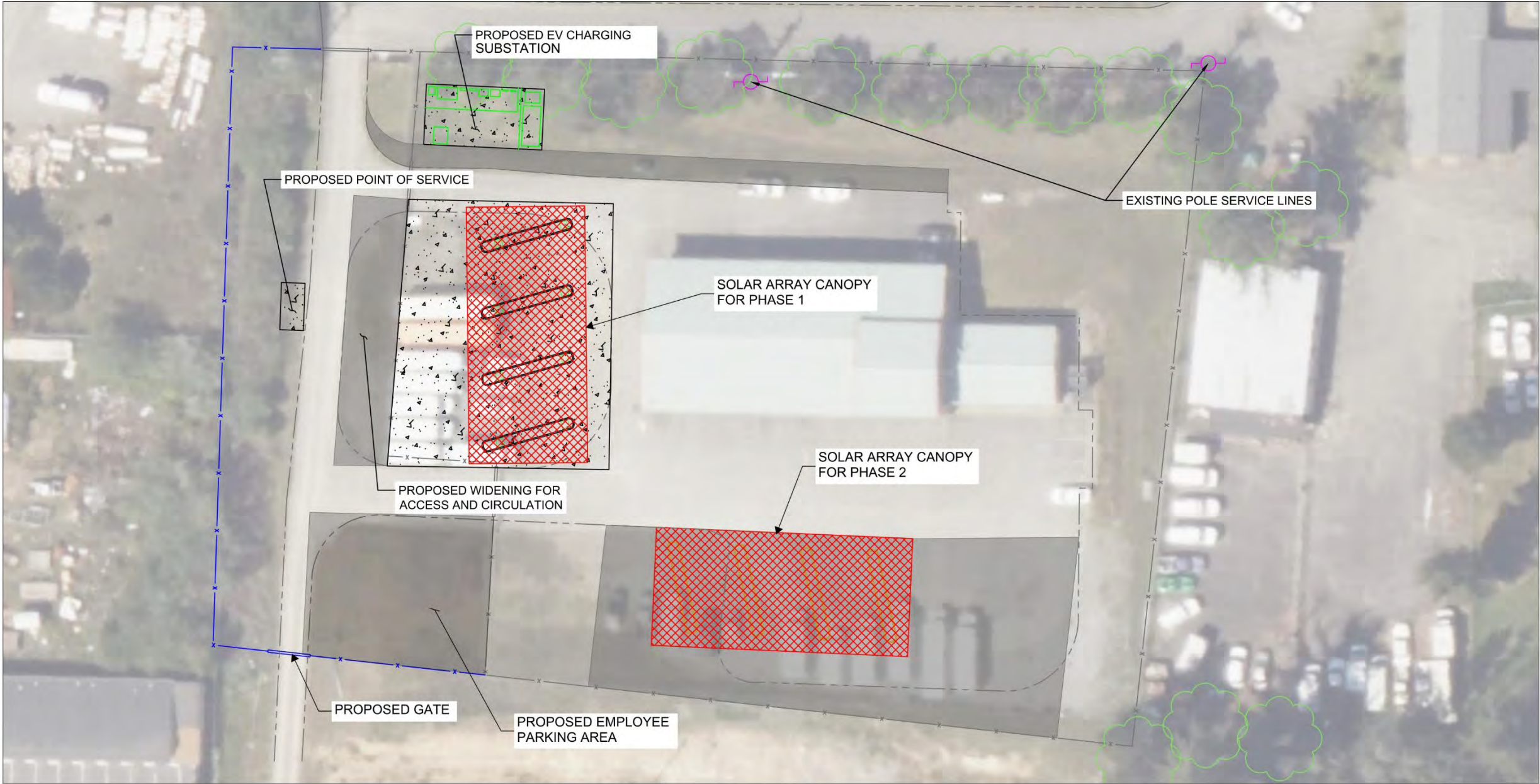
WILLIAMS DRIVE ELECTRIC
BUS CHARGING
INFRASTRUCTURE

SITE LAYOUT - A





Site Layout B



LEGEND

- EXISTING EDGE OF PAVEMENT
- x- EXISTING FENCE
- x- PROPOSED FENCE
- PROPOSED CONCRETE
- PROPOSED ASPHALT

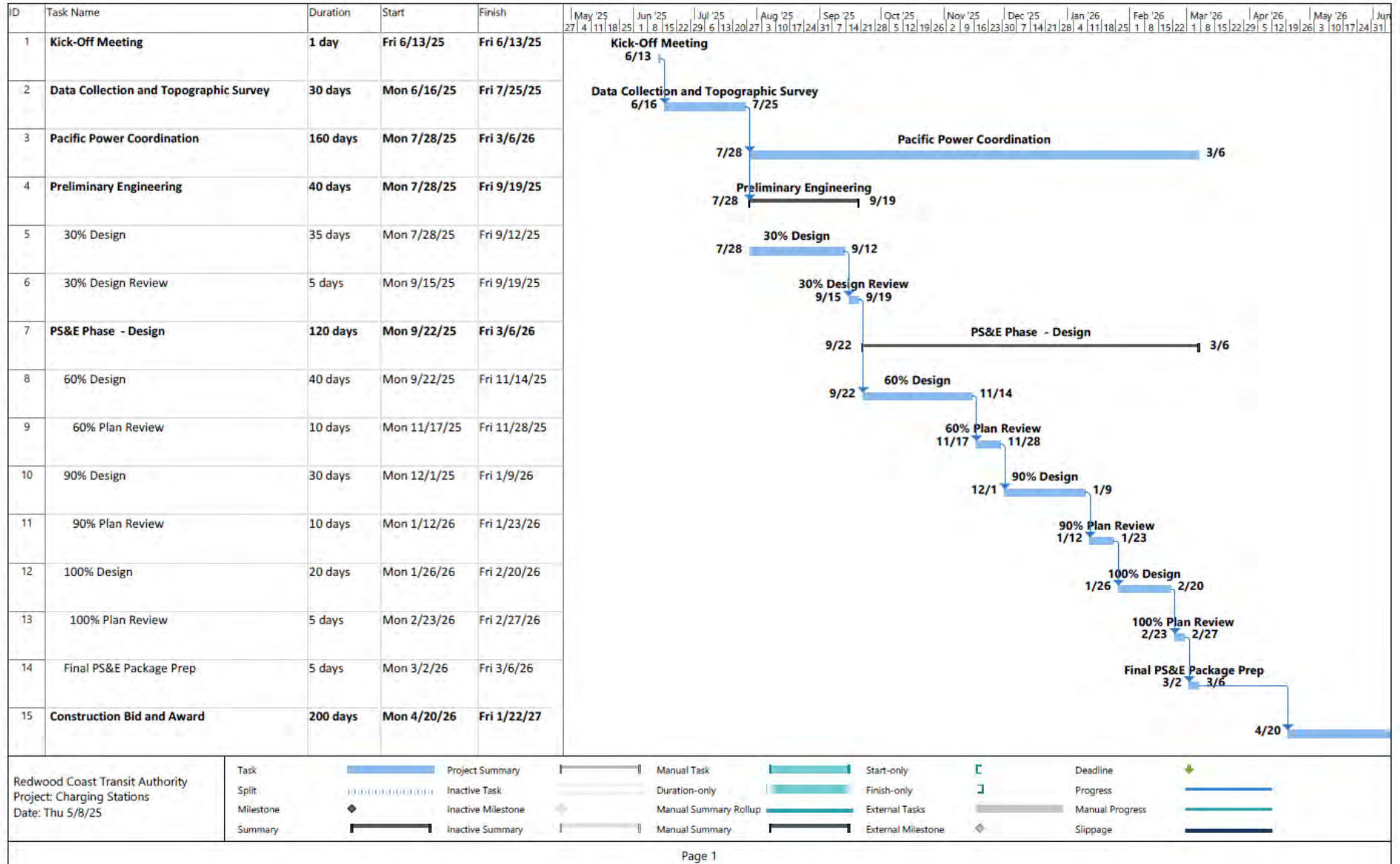
WILLIAMS DRIVE ELECTRIC
BUS CHARGING
INFRASTRUCTURE

SITE LAYOUT - B





Project Schedule





DOKKEN
ENGINEERING

110 BLUE RAVINE ROAD, SUITE 200
FOLSOM, CA 95630 | 916.858.0642
DOKKENENGINEERING.COM





COST PROPOSAL - HOURS BREAKDOWN BY TASK
RTCA WILLIAMS DR CHARGING STATION
May 12, 2025

TASK DESCRIPTION	DOKKEN ENGINEERING								UNICO ENGINEERING						ENTERPRISE ENGINEERING INC. (EEI)								GRAND TOTAL HOURS	OTHER DIRECT COSTS	GRAND TOTAL COSTS	
	Justin Thorner, PE Project Manager	Kimberly Wender, PE, QSD QA/QC Manager	Joe Ostidek, PE, TE Senior Engineer 2	Gabriel Hoxmier, PE Senior Engineer 1	Assistant Engineer 1	CAD/Detailer	TOTAL HOURS	TOTAL COST	Rob Markes Survey Manager	Todd Jordan, PLS Land Surveyor	Staff Party Chief	Staff Rodman	Staff Survey Technician/Drafter	TOTAL HOURS	TOTAL COST	Project Manager	Senior Electrical Engineer	Electrical Engineer	Drafter	Admin Assistant	TOTAL HOURS	OTHER DIRECT COST				TOTAL COST
BILLING RATES*	\$220	\$285	\$265	\$235	\$130	\$155			\$254	\$154	\$237	\$216	\$92			\$240	\$200	\$165	\$120	\$105						
TASK 1 - PROJECT MANAGEMENT AND MEETINGS	52	8	8	8			76	\$17,720								2	6	8		2	18	\$2,000	\$5,210	94	\$2,000	\$22,930
1.1 Meetings and Coordination	12	8	8	8			36	\$8,920								2	6	8			16	\$2,000	\$5,000	52	\$2,000	\$13,920
1.2 Project Administration	40						40	\$8,800											2	2		\$210	42		\$9,010	
TASK 2 – PRELIMINARY ENGINEERING	38	12	60	40	160	160	470	\$82,680								5	69	70	40		184	\$2,000	\$33,350	654	\$2,000	\$116,030
2.1 Review of Existing Documents and Field Investigation	8	8			80	80	176	\$26,840									35				35	\$2,000	\$9,000	211	\$2,000	\$35,840
2.2 Utility Coordination and Resolution	20		40				60	\$15,000								5	10	15			30		\$5,675	90		\$20,675
2.3 Preliminary Concept Exhibits (30% Design)	10	4	20	40	80	80	234	\$40,840									24	55	40		119		\$18,675	353		\$59,515
TASK 3 – TOPOGRAPHIC SURVEY AND BASE MAPPING									4	4	24	24	24	80	\$14,702									80		\$14,702
3.1 Topographic Survey and Mapping									4	4	24	24	24	80	\$14,702									80		\$14,702
TASK 4 - PS&E PHASE - DESIGN	30	16	120	125	180	220	691	\$129,835								38	90	190	160		478		\$77,670	1,169		\$207,505
4.1 60% Plans, Specifications, and Estimate (PS&E)	10	4	40	50	60	80	244	\$45,890								10	30	70	60		170		\$27,150	414		\$73,040
4.2 90% PS&E	10	4	40	45	60	80	239	\$44,715								10	30	60	60		160		\$25,500	399		\$70,215
4.3 100% PS&E	10	8	40	30	60	60	208	\$39,230								18	30	60	40		148		\$25,020	356		\$64,250
TASK 5 - CONSTRUCTION SUPPORT	24	14	34	44			116	\$28,620								12	60	60	14		146		\$26,460	262		\$55,080
5.1 Bid Support	4	4	4	4			16	\$4,020								2	4	6	4		16		\$2,750	32		\$6,770
5.2 Construction Support Services	20	10	30	40			100	\$24,600								10	56	54	10		130		\$23,710	230		\$48,310
TOTAL HOURS	144	50	222	217	340	380	1,353		4	4	24	24	24	80		57	225	328	214	2	826			2,259		
TOTAL COST	\$31,680	\$14,250	\$58,830	\$50,995	\$44,200	\$58,900		\$258,855	\$1,016	\$616	\$5,676	\$5,183	\$2,211		\$14,702	\$13,680	\$45,000	\$54,120	\$25,680	\$210		\$4,000	\$142,690		\$4,000	\$416,247

*Billing Rates will be adjusted on an annual basis at the start of the second Agreement year by the Consumer Price Index for All Urban Consumers up to a maximum of 3.5%. These rates are inclusive of direct salary costs, employee benefits, overhead, and fee.

To adjust to timing of fund availability - RCTA will award through 30% design (Tasks 1-3) on May 29, 2025 for a not-to-exceed amount of \$153,662 with administrative options to continue work through Task 4 (final design) for an additional \$207,505, and through Task 5 for an additional \$55,080

May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approve Agreement with Northpoint Consultants for Project Approvals & Environmental Documentation (PA-ED) for the Downtown Transit Center Project in a Not-To-Exceed Amount of \$44,125 and Direct Executive Director to Execute Agreement Documents



RECOMMENDATION:

Approve agreement with Northpoint Consulting Group for Project Approvals & Environmental Documentation (PA-ED) for the Downtown Transit Center Project in a not-to-exceed amount of \$44,125 and direct Executive Director to execute agreement documents.

BACKGROUND:

In April and May 2025, RCTA conducted a comprehensive Request for Proposals (RFP) for the initial phase of the Downtown Transit Center Project, the PA-ED phase. Five proposals were received by the May 12 deadline, and were scored by RCTA's Selection Committee.

Discussion

RCTA conducted extensive outreach to potential planning and engineering firms to ensure awareness of the Downtown Transit Center Project in advance of and during the procurement. Five firms submitted proposals to perform the PA-ED (environmental) work for the project:

- Northpoint Consulting Group (Arcata)
- GHD Engineering (Eureka)
- LACO Associates (Eureka)
- Rabe Consulting (Klamath Falls, OR)
- Soar Environmental Consulting (Sacramento)

The Selection Committee scored all proposals, then conducted video interviews with the top 3 firms, with Northpoint Consulting emerging as the recommended top proposal. Northpoint is a small local firm that specializes in these types of CEQA environmental document processes and is highly capable of performing the PA-ED work on the project. Northpoint's cost proposal of \$44,125 was the lowest among the top three proposals and fits the project budget.

Recommendation

That the RCTA Board approve an agreement with Northpoint Consulting Group, Inc. for the Project Approvals & Environmental Documentation phase of the Downtown Transit Center Project at not-to-exceed \$44,125 and direct the Executive Director to execute the agreement.

**REQUEST FOR PROPOSALS
CRESCENT CITY TRANSIT CENTER
TO PROVIDE
PROJECT APPROVALS & ENVIRONMENTAL DOCUMENTATION (PA&ED) SERVICES**

Prepared For:



Redwood Coast Transit Authority (RCTA)

c/o TMTP Consulting, LLC
900 Northcrest Drive, #134
Crescent City, CA 95531

Prepared By:



NorthPoint Consulting Group, Inc.
1117 Samoa Blvd.
Arcata, CA 95521
(707) 798-6438

May 12, 2025

REQUEST FOR PROPOSAL
PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

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Appendices

Appendix A: Firm Overview and Qualifications

Appendix B: Key Personnel Resumes

Appendix C: Subconsultant Quotes



May 12, 2025

TO: Redwood Coast Transit Authority (RCTA)
c/o TMTP Consulting, LLC
Attn: Joseph Rye
900 Northcrest Drive, #134
Crescent City, CA 95531

RE: Request for Proposals (RFP) - **Cover Letter / Letter of Introduction for Project Approvals & Environmental Documentation (PA&ED) Services**

Dear Joseph Rye,

NorthPoint Consulting Group, Inc. (NorthPoint) appreciates the opportunity to submit our qualifications for the subject RFP. NorthPoint has reviewed the RFP in detail and acknowledges all the requirements therein. NorthPoint's owners, Dr. Annje Dodd, PhD, P.E., and Mr. Praj White, P.E., and staff have been providing Civil Engineering, Water Resources, Environmental, and Planning services for local, statewide, and national projects for over 30 years. Our firm is a woman majority owned, State of California Certified small and micro business (#2029720) based in Arcata, California.

NorthPoint's talented staff, which is comprised of a diverse skill set, is the key to our success. Our organization currently has eighteen (18) employees comprised of: three licensed engineers, three associate engineers, four planners, two senior designers/engineering technicians, four drafters/engineering technicians, and two administrative staff. NorthPoint's highly qualified staff, which is comprised of a diverse skill set, is the key to our success. We have the tools and resources necessary to guide projects from start to finish in an efficient and cost-effective manner. NorthPoint is a forward-thinking group that focuses on balancing the needs of the client within the bounds of local, state, and federal regulations.

NorthPoint's authorized representative for this RFP is:

President/CEO/Owner/Principal Engineer/Primary Point of Contact: Annjanette "Annje" Dodd, PhD, PE ·
(707)786-6438 ext. 703 · annje@northpointeureka.com · California PE License #77756

Ms. Dodd is a Ph.D. in Civil and Environmental Engineering, with substantial local, state, and national experience and expertise in environmental services, stormwater permitting and management, NEPA/CEQA compliance, hydrology and water quality monitoring from both the public and private sectors. Ms. Dodd has served as City Engineer for the City of Ferndale, worked as an on-call Environmental Planning consultant for both Humboldt and Lake Counties, worked as a Traffic Engineer for the California Department of Transportation, and has worked for both small and large consulting firms on projects in California and across the nation.

In addition to Dr. Dodd, two other key planners from NorthPoint would be integral to success of the proposed services: Lia Nelson, Planner III, and Amelia Verges de Dios, Planner I. Ms. Nelson has over 9 years of planning experience here on the north Coast, with over 7 years of direct experience in CEQA analysis, document review, environmental permitting, and land use planning. Ms. Nelson is experienced in writing IS/MNDs and EIRs, preparing environmental reports, conducting background research and environmental analysis, air quality modeling, and managing land use projects. Ms. Verges de Dios is a recent Cal Poly Humboldt graduate in Environmental Planning, with over a year's experience assisting in CEQA analysis, land use permitting, coastal development permitting, and document preparation.

Together, we have prepared a package that illustrates our team's experience and reputation for performing environmental services, as listed in the RFP. We believe our qualifications demonstrate the technically superior and highly qualified team of professionals we have assembled to conduct the work required. This package is based off of the following:



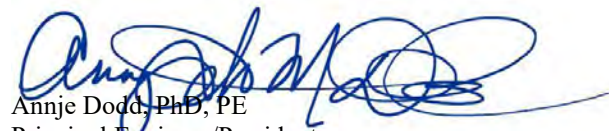
- A thorough review of the RFP and associated documentation,
- Written answers to our request for Clarifications provided in RFP Addendums #1 and #2,
- Research into the history and necessity of the proposed Crescent City Transit Center,
- Subject parcel reconnaissance and cursory review of relevant databases,
- Correspondence with Green DOT staff, and
- Knowledge of CEQA procedures and processes from our experienced planners.

NorthPoint's proposed services to the RCTA include Project Approvals and Environmental Documentation (PA&ED) support to help support the Crescent City Transit Center environmental review and approval process. Services include: environmental analysis, noticing and publishing services, technical study coordination and completion, drafting of applicable California Environmental Quality Act (CEQA) compliance documents, coordination of applicable subconsultants, attendance at meetings, and on-call support to RCTA. Please note that, through email correspondence with Green DOT staff dated May 6th, 2025, we were informed that Exhibits #1 - #7 described in the RFP do not need to be included with this proposal.

In summary, we offer RCTA a collective resource of experts in land use planning and environmental review services. After reviewing our background, skills, project experience and client recommendations, we are confident you will find our team more than meets the needs of the RCTA as proven by our client references.

Again, we appreciate the opportunity to provide our qualifications and look forward to discussing our capabilities with you. If you have any questions regarding this matter, please contact our office at (707) 798-6438.

Sincerely,



Annje Dodd, PhD, PE
Principal Engineer/President



REQUEST FOR PROPOSAL

PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

1. APPROACH TO PROVIDING SERVICES: TEAM ORGANIZATION AND MANAGEMENT PLAN

1.1. ORGANIZATIONAL CHART

NorthPoint's team currently comprises eighteen (18) employees, including project managers, planners, civil, structural, and water resources engineers, septic system experts, staff engineers, and CAD drafters. For the purposes of this proposal, only NorthPoint's planning team is discussed in detail, as they will be the primary personnel working on the CEQA environmental services. The staff assigned to this project include Dr. Annje Dodd, P.E. (Principal Engineer and Project Manager), Lia Nelson (Environmental Planner III), and Amelia Vergel de Dios (Environmental Planner I). Their qualifications are described in greater detail in Section 2.2, with full resumes provided in Appendix B.

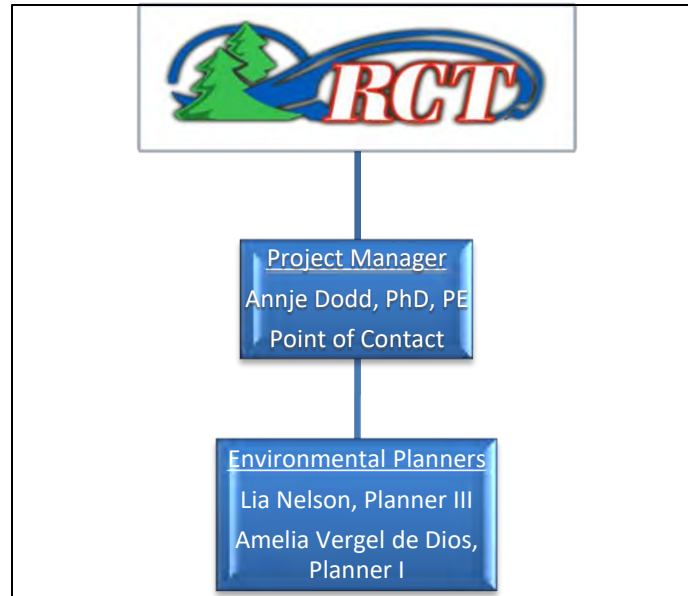


Figure 1: Project-Focused Organizational Chart

1.2. IDENTIFICATION OF POTENTIAL SUBCONSULTANTS

NorthPoint prides itself on subcontracting/teaming with small local businesses for extra support when needed for customized services, however, we have teamed with larger firms when the small businesses from the local pool of contractors are not available. For the purposes of the Crescent City Transit Project, NorthPoint may contract with the following businesses, if necessary:

- William Rich, M.A., William Rich and Associates, PO Box 184, Bayside, CA 95524 (www.williamrichandassociates.com/)
 - William Rich, a Registered Professional Archaeologist (#16584) and Kimberly Rich of William Rich and Associates have been conducting Cultural Resource Surveys for private landowners, federal and local agencies, and tribal communities in the Del Norte, Humboldt, Mendocino, Siskiyou, Trinity Counties since 2002.
 - Intended service would be a Cultural Resources and Historical Resources Report to support the Tribal Cultural Resources and Cultural Resources sections of the CEQA document, if required.

Subconsultant proposals for the potential tasks listed above are provided in Appendix C. Other businesses we may utilize, if needed, are:

- Freshwater Environmental Services, 78 Sunny Brae Center, Arcata, CA, 95521 (www.freshwaterenvironmentalservices.com)

REQUEST FOR PROPOSAL

PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

- We team with Scott Ferriman of Freshwater Environmental Services for Phase I and Phase III Environmental Site Assessments (ESAs), Air and Water Quality Analyses, Hazardous Material Assessment and Abatement, and waste management services. Scott has been working for over 18 years in the Humboldt and Del Norte County areas.
- Naiad Biological Consulting, 625 11th Street, Arcata, CA 95521 (naiadbiological.com/)
 - We team with Mason London of Naiad Biological Consulting, as needed for biological, botanical, and wetland resource reports. Naiad conducts a wide range of environmental and biological consulting services across Northern California.
- SHN Consulting Engineers & Geologists, 812 W. Wabash Avenue, Eureka, CA 95501 (www.shn-engr.com/)
 - We team with Gary Simpson of SHN, as needed for geotechnical investigations. SHN has been providing engineering, geologic, and environmental services across northern California and southern Oregon since 1979.
- W-Trans, 490 Mendocino Avenue, Suite 201, Santa Rosa, CA 95401 (www.w-trans.com)
 - We team with Dalene Whitlock, P.E., of W-Trans for Traffic Study and support with Transportation/VMT analysis, if needed. W-Trans is a traffic engineering consulting company that has been conducting traffic engineering and transportation planning services throughout the state of California since 1995.
- Dewberry (www.dewberry.com/)
 - Dewberry is a planning, design, and construction engineering firm that operates nationwide. We team with Senior Environmental Scientist, Christa Redd, for Advanced CEQA/NEPA compliance.
- Everview Law (www.everviewlaw.com/)
 - Everview Law is a California legal firm with experience in land use, CEQA, planning, and natural resource projects. We team with Brad Johnson, Esq., for Advanced CEQA/NEPA compliance.

1.3. DETAILED PROJECT APPROACH

1.3.1. PROJECT UNDERSTANDING

Per the RFP documents, NorthPoint understands that the proposed project is the development of the Crescent City Transit Center located at 1000 Front Street on APN 118070025000. The Transit Center will be developed on approximately 0.75 acres of an existing paved parking lot and includes the development improved pedestrian facilities (including benches and a public restroom), public transportation facilities (including designated bus rights-of-way and a bus ticket kiosk), and maintenance of existing car charging and vehicle parking spaces. Appropriate public safety measures, landscaping, and circulation will be project components included in the project design. The existing electric vehicle charging stations would remain onsite for electric charging use (including Tesla charging stations).

As described in RFP Addendum #1, an unknown number of individual vehicle parking spaces may be removed during project design. The removal of parking spaces has the potential to cause public controversy; however, the intention of the Transit Center is to improve public access, safety, and comfort with regard to public transportation, in addition to reducing greenhouse gas emissions and increasing ridership for Crescent City and beyond.

Please note that this is NorthPoint's preliminary understanding of the project description based on the RFP solicitation documents. As described in Section 1.3.3, Project Approach and Timeline, a final project description will be developed and agreed upon with RCTA prior to commencing environmental analysis.

1.3.2. PROJECT BACKGROUND AND RESEARCH

Upon receipt of the RFP, NorthPoint conducted additional background research into the history of the Crescent City Transit Center and the proposed subject parcel. The proposed subject parcel is the southeastern portion of APN 118-070-025, located within the Crescent City limits and outside of the Coastal Zone (Figure 2).

The parcel is zoned Waterfront Commercial (C-W), which is a zoning district intended to provide for a mixture of commercial shops and services, accommodation uses, and supportive activities. The parcel has a General Plan Land Use Designation of Visitor and Local Commercial (VLC), which similarly is intended for a combination of visitor-serving

REQUEST FOR PROPOSAL

PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

commercial uses and accessory support services. The parcel is currently a parking lot with electric vehicle charging stations, including Tesla charging stations.

The site is designated as an Urban Area under Public Resources Code (PRC) §21094.5 and §21071, and is located only half a block from designated Existing Major Transit Stops and Stops along High-Quality Transit Corridors, defined by PRC §21155 (CEQA Site Check Map, Figure 3).

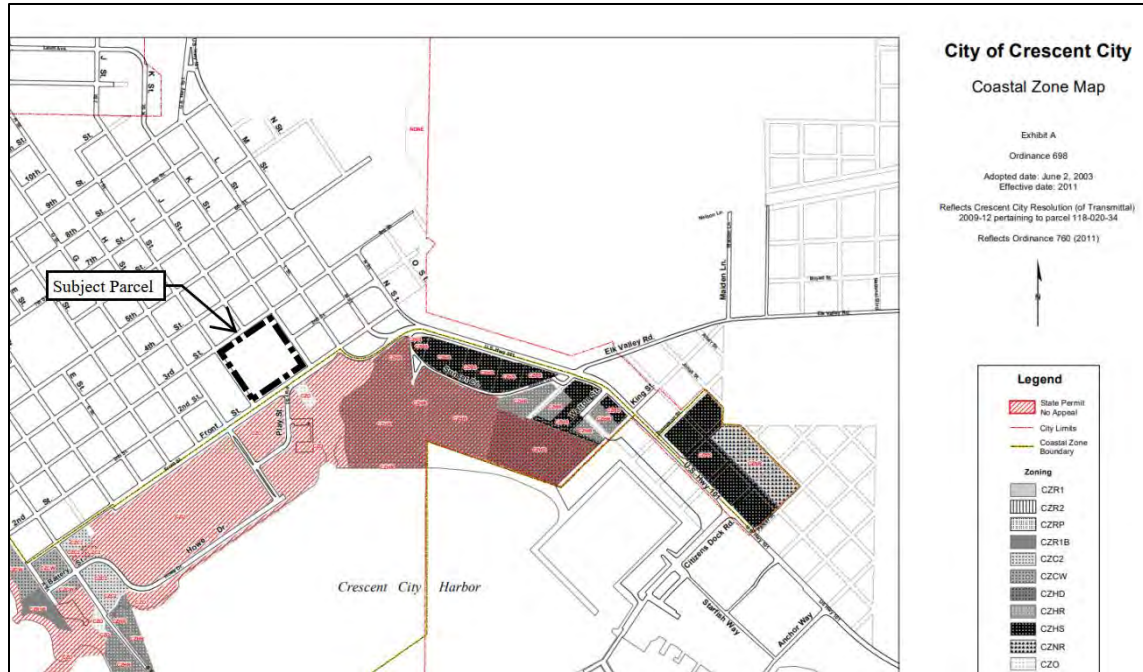


Figure 2: Subject Parcel Vicinity in relation to Crescent City Limits and Coastal Zone Jurisdiction (Source: Crescent City Coastal Zone Map, 2011)

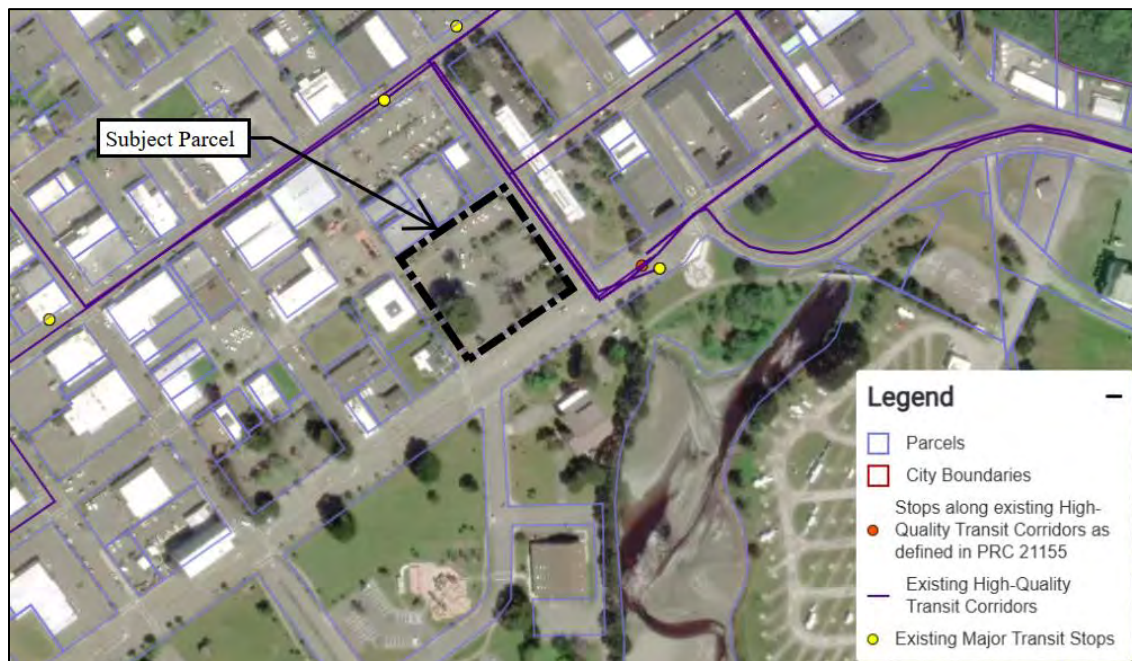


Figure 3: Subject Parcel Proximity to Existing High-Quality Transit Corridors and Existing Major Transit Stops (Source: CEQA Site Check, 2025)

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With regard to hazards, the property is located within a Tsunami Evacuation Zone (Crescent City Tsunami Evacuation Map, January 2010). No Alquist-Priolo Fault Zones or areas prone to liquefaction or landslide are located on or near the parcel (California Geological Survey, 2025). The site is in a Local Responsibility Area, served by Crescent City Fire and Rescue, and is accordingly not located within a Very High or High CalFire Hazard Severity Zone.

The site is an existing, paved parking lot. No water bodies, wetlands, sensitive habitats, migration corridors, or significant natural resources appear to be located onsite (US Fish & Wildlife Service, 2025). Per aerial imagery, nearest creek and associated riparian habitat is Elk Creek, located across Front Street to the south/southeast of the property (Google Earth, 2025, Figure 4).



Figure 4: Subject Parcel Proximity to known streams, wetlands, and sensitive habitats (Source: US Fish & Wildlife Service, 2025)

1.3.3. PROJECT APPROACH AND TIMELINE

The Project Approach detailed below is based on the current project understanding described in Section 1.3.1. The Project approach relies on the assumptions listed in Section 1.3.4. Should NorthPoint be selected as the qualified consultant to carry out the PA&ED Services for the Crescent City Transit Center, this would be our approach:

Task 1. Kickoff meeting with RCTA, Green DOT Consulting, and any other applicable partners.

Task 2. Develop draft project description and determine/confirm necessity of technical studies, if any. This will include development of a robust project description based off of provided conceptual designs. Once developed, the draft project description will be submitted to RCTA/Green DOT Consulting for review.

Task 3. Finalize project description and initiate technical studies. Once comments are received, the project description will be finalized. This will then become the basis of all further CEQA analysis, referral comments, and tribal consultation. If determined necessary, NorthPoint will contract with subconsultants and initiate technical studies.

Task 4. Initiate Tribal Consultation. Once the project description is finalized, NorthPoint will draft and send applicable AB 52 and SB 18 notices for local Tribal Governments to initiate consultation between Tribal Governments and the Lead Agency. NorthPoint will coordinate with RCTA or the Lead Agency as-needed for this task.

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Task 5. Prepare draft IS/MND. Concurrently as Task 4, NorthPoint will begin the environmental analysis based off the project description finalized in Task 3. This task will include incorporation of any AB 52/SB 18 comments and technical study findings as they become available. Impact categories will be assessed and analyzed for potentially significant impacts. Any potentially significant impacts will be mitigated as appropriate, and Mitigation Measures will be drafted.

Task 6. Submit draft IS/MND for review/comment. Once complete, NorthPoint will submit the draft IS/MND for review and comment to RCTA, Green DOT Transportation, and/or the Lead Agency, as applicable.

Task 7. Finalize IS/MND. Once comments are received, NorthPoint will make the necessary edits to finalize the document and prepare for submittal to the CEQA State Clearinghouse.

Task 8. Prepare and file CEQA Notices and IS/MND. NorthPoint will prepare applicable CEQA Notices, including a Notice of Completion (NOC), as applicable, and the Notice of Initiation (NOI). NorthPoint will upload the IS/MND to the CEQA Clearinghouse, and the 30-day public review period will begin. If necessary, NorthPoint will attend one public meeting.

Task 9. Respond to IS/MND Comments. Once the 30-day public review period has ended, all received comments will be addressed and responded to, as necessary. If required, an IS/MND errata may be prepared.

Task 10. Prepare and file Notice of Determination (NOD) and finalize Mitigation, Monitoring, and Reporting Program (MMRP). Once these tasks are completed and the NOD has been recorded, the project under this RFP will be deemed complete.

NorthPoint estimates that project completion would occur by February of 2026. See Figure 5 for a detailed timeline of associated tasks.

Task No.	Task Name	May	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
n/a	RFP is Awarded to Qualified Consultant May 31st	■									
1	Kickoff Meeting		■								
2	Develop Draft Project Description		■	■							
3	Finalize Project Description and Necessity of Technical Studies			■	■	■					
4	Initiate Tribal Consultation				■	■					
5	Prepare draft IS/MND			■	■	■	■	■	■		
6	Submit draft IS/MND for review/comment						■	■	■		
7	Finalize IS/MND							■	■	■	
8	Prepare and file applicable CEQA Notices and IS/MND							■	■	■	
n/a	30-Day IS/MND Public Review Period								■	■	■
9	Respond to IS/MND Comments									■	■
10	Prepare and file Notice of Determination and final MMRP									■	■

Figure 5: Projected Project Tasks and Timeline

1.3.4. PROJECT ASSUMPTIONS

Assumptions used in the development of the above Project Approach and the Cost Proposal in Section 3 include the following:

- The Del Norte Local Transportation Commission (DNLTC) will act as the Lead Agency, as confirmed by RFP Addendum #2.
- RCTA will lease or otherwise have the legal right to occupy and permit improvements on the subject parcel, as confirmed by RFP Addendum #2.
- The parcels are legal parcels with accurate boundary lines, per Del Norte County Web GIS. No parcel boundary survey or legal parcel verification would be required; the GIS boundaries will serve as the property boundaries for analysis purposes.
- The proposed Project would not need additional discretionary approval from Crescent City (e.g., Use Permit or Special Permit) for the intended uses of the site, as confirmed by RFP Addendum #2.
- The proposed Project will be based off of the conceptual designs in RFP Addendum #1; no new design or drafting services would be required.
- All Project improvements associated with the environmental analysis for the Project will be on-site (e.g., no impacts to Front or K Streets included in the analysis), as confirmed by RFP Addendum #1.
- The proposed Project will connect to municipal water/wastewater services, which have sufficient capacity to support the proposed Project's daily demands.
- Tribal consultation will be a government-to-government consultation; NorthPoint will prepare the notices and will consult with the tribe on the Lead Agencies behalf.

One of NorthPoint's initial priorities will be to finalize the project description and confirm the necessary technical studies with RCTA or applicable staff, as described in Section 1.3.3 (Project Approach). To support the cost estimate in this proposal, the following assumptions were used in the preliminary determination of technical studies related to CEQA Impact Categories:

- As the proposed project is a transit project intended to increase ridership and reduce vehicular traffic and greenhouse gas emissions, it is not anticipated that technical studies for Air Quality, Energy, or Greenhouse Gas Emissions will be required. No CalEEMod modeling is included in this estimate; a qualitative discussion of PM₁₀ and GHG emissions is assumed to be sufficient.
- As the site is an existing, paved, site located outside of riparian setback zones, it is anticipated that botanical, biological and wetland surveys are not necessary. A desktop review of relevant databases is assumed to suffice for the Biological Resources section.
- Based on a preliminary parcel review, no known geohazards (e.g., soils prone to liquefaction) are present on-site. Thus, a geotechnical survey is not assumed to be necessary for the Geology/Soils section.
- The Project is within ½ mile of an existing designated major transit stop (and is likely to become the new designated stop), so it is assumed to have a presumed less-than-significant impact on Vehicle Miles Traveled (VMT). Therefore, no major traffic study is assumed to be necessary, consistent with OPR's *Technical Advisory on Evaluating Transportation Impacts in CEQA* (Dec. 2018).
- The project site is not a known hazardous substances site (e.g., brownfield, Superfund), as confirmed by Geotracker and EnviroSTOR (2025). A Phase I ESA is not anticipated and therefore not included in the cost estimate. However, if required, a quote from Freshwater Environmental Services was obtained for \$4,800.
- As no historical or cultural resources survey exists for the parcel, as confirmed by RFP Addendum #1, a new survey is recommended. NorthPoint has obtained a quote from William Rich and Associates, which is included in Section 3 (Cost Proposal) and provided in Appendix C1.

1.4. RATIONALE OF WORK/PROJECT MANAGEMENT

NorthPoint's mission is to provide excellent customer service. We understand that each of our clients' needs are unique. The first feature of our project management process involves developing a collaborative plan with the RCTA. The plan establishes the final detailed scope of work and describes the activities, responsibilities, objectives, schedule, and list of deliverables.

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PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

Service starts from the top, and Dr. Dodd, as the main point of contact, will coordinate with RCTA staff and assign appropriate NorthPoint staff to manage each assignment. Ms. Nelson and Ms. Vergel del Dios will conduct a majority of the CEQA analysis and coordination; however, Dr. Dodd will remain responsible for all deliverables and accountability for every aspect of managing and assisting RCTA. Dr. Dodd and Ms. Nelson will coordinate with subconsultants as needed. NorthPoint employs a project management process designed to efficiently meet the project needs and ensure quality deliverables while emphasizing client responsiveness.

Either Dr. Dodd or Ms. Nelson will report to RCTA on a frequent/pre-determined basis throughout the project, which includes status reports and regularly scheduled meetings. Interaction between RCTA staff and Project Manager and the Planning Team is one of the most important elements of a successful project.

Quality Assurance and Quality Control (QA/QC) is important to NorthPoint staff and is achieved through judgment and experience and by following a program of work effort oversight and work product review. Dr. Dodd, in collaboration with Ms. Nelson, will conduct a QA/QC review of all work at key milestones prior to the release of deliverables to the client. The QA/QC program intends to avoid poor decisions or errors that can negatively impact project goals.

2. COMPANY QUALIFICATIONS, EXPERIENCE, AND REFERENCES

2.1. COMPANY QUALIFICATIONS

NorthPoint and NorthPoint's staff have directly prepared and supported hundreds of environmental analyses and technical studies for residential, commercial, agricultural, industrial, restoration, recreational, and land use development projects across the state of California. NorthPoint is proficient in working with project proponents, lead agencies, resource agencies, other consultants, stakeholders, and resource agencies to develop well-designed projects and support them through the permitting and CEQA/NEPA process. NorthPoint works closely with local resource agency staff (CDFW, RWQCB's, California Coastal Commission, USACE) and county/city staff (including Crescent City and Del Norte County) for permitting and land use entitlement. Please refer to our Firm Overview in Appendix A.

NorthPoint has a current staff of 18, including licensed engineers, associate engineers, planners, drafters/designers/engineering technicians, and administrative staff located in a 4,000-square-foot office building located on Samoa Boulevard in Arcata, California. NorthPoint employs a suite of software tools, including Autodesk products (Civil 3D and Revit), ArcGIS Pro, drone and software for processing photogrammetric imagery and topographic mapping, Microsoft Office 365, non-proprietary tools for water resources modeling, etc. We employ Infinite Consulting Services, a local IT company based in McKinleyville, to manage IT services including licensing and security. For managing accounting, billing project management, time, and expenses, NorthPoint uses an all-in-one accounting software called BQE (www.bqe.com).

NorthPoint's owners and principals are committed to client service. If we are requested to conduct activities outside of normal business hours, we will work to accommodate the client's needs and schedules. Our principals can be available outside of normal business hours, and with minimal notification, we can make sure additional staff are also available.

NorthPoint has experience working in the Del Norte County area. We are currently working on other projects in Del Norte County that include:

- After the fact Coastal Development Permitting assistance for a Fish Processing Facility which required site survey, historical background research, coordination with Coastal Commission Staff, City Staff, and Harbor District Staff.
- Coastal Development Permit to address Notice of Violation for vegetation removal and development of a Private Campground and Lodge on the Smith River. Requires coordination with Coastal Commission Staff, County Staff, CDFW Staff, biologist and cultural resources consultants, site analysis, historical research, and CEQA IS/MND and Coastal Development Permit application materials.
- Site Design Development for XVR RV Park Renovation project for the Tolowa Dee-ni' Nation. Required collaboration and consultation with Tribe staff to develop design plans and construction estimates.
- Design and Construction Inspection Services for the Yurok Justice Center.

2.2. KEY PERSONNEL EXPERIENCE

NorthPoint's team has worked together on numerous projects that involve CEQA services, including preparation, coordination, and writing of Notices of Preparation, Categorical Exemptions, Appendix G checklists, Initial Studies and Mitigated Negative Declarations (IS/MNDs), and Environmental Impact Reports (EIRs). NorthPoint's team also has extensive experience in civil engineering, project management, stormwater pollution prevention and compliance, environmental permitting and regulatory compliance, sustainability and climate adaptation planning, noise impact studies and mitigation planning, water quality analysis, and air quality analysis (CalEEMod®).

NorthPoint's planning team qualifications are summarized below. Resumes are provided in Appendix B. Collectively, NorthPoint's planning team has greater than 50 years of experience working with land use planning and CEQA compliance.

Key personnel will remain available throughout the duration of the executed contract. In the event that a key personnel member is unable to continue their work for any unforeseen reason, NorthPoint will inform RCTA to coordinate personnel replacement. NorthPoint will not substitute a key personnel member without prior written approval from RCTA.

2.2.1. ANNJE DODD, PHD, PE, PRINCIPAL ENGINEER, PRESIDENT

Dr. Dodd has a PhD in Civil and Water Resources Engineering from Utah State University. Dr. Dodd is a Civil and Water resources Engineer (CA PE No. C7756) and Environmental Planner with over 30 years of experience leading civil, water resources, environmental, and planning projects. Dr. Dodd has a wide range of expertise including project management, engineering design, environmental compliance, CEQA/NEPA document preparation and supporting analyses, municipal civil engineering support, hydrologic and hydraulic analyses, stormwater compliance, water rights and quantity studies, and small drinking water systems.

Dr. Dodd has led multiple land use entitlement, regulatory permitting, and CEQA/NEPA compliance projects across California and acts as QSD/QSID/QSIP/QSP on multiple construction and industrial projects, has assisted clients with sampling, monitoring, reporting, and resolving violations.

Project Role: Responsible Party, Main Point-of-Contact, Authority to Negotiate and Sign Contracts, Project Management, Coordinate all Services.

2.2.2. LIA NELSON, SENIOR ENVIRONMENTAL PLANNER

Lia Nelson is a local environmental planner with 9+ years of experience, including over 7 years of CEQA analysis, land use permitting, and document preparation in the Humboldt County area. Ms. Nelson has a broad knowledge of project management, grant preparation and administration, budget development and tracking, land use development, and planning for both private and public projects, California environmental permitting and compliance, CEQA document preparation and supporting technical analyses (including support on IS/MNDs and EIRs), air quality modeling, environmental research and report preparation, public outreach and relations, and habitat enhancement and restoration.

Project Role: Project Management, Environmental Impact Studies, Climate Planning, Air Quality Analysis, CEQA/NEPA Compliance.

2.2.3. AMELIA VERGEL DE DIOS, ENVIRONMENTAL PLANNER

Amelia Vergel de Dios is an environmental planner with just under a year of experience in CEQA analysis, land use permitting, coastal development permitting, and document preparation. Ms. Vergel de Dios was a student research assistant with the Cal Poly Humboldt Sea Level Rise Institute, a university-Tribal-community partnership that braids together different approaches and ways of knowing to develop research and planning that supports a resilient California North Coast. She also has participated and supported non-profit and grassroots organizations for social, cultural, and economic empowerment.

Role: Environmental Impact Studies, Climate Planning, NEPA/CEQA.

REQUEST FOR PROPOSAL

PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

2.3. REFERENCES

Recent references NorthPoint has worked with on CEQA projects are summarized in Table 1.

Table 1: NorthPoint References

Individual	Organization
Cliff Johnson, <i>Senior Planner</i>	Humboldt County Planning Department (707) 445-7245; cjohnson@co.humboldt.ca.us
Cristin Kenyon, <i>Development Services Director</i>	City of Eureka Development Services Division (707) 441-4160; ckenyon@eurekaca.gov
Brad Johnson, <i>Esq.</i> , <i>Attorney</i>	Everview Law 916-704-6393; bjohnson@everviewlaw.com
Christa Redd <i>Associate, Senior Environmental Scientist</i>	Dewberry 916-231-5109; CRedd@Dewberry.com
Tim Callison, <i>Leasing Operations Manager</i>	Security National Properties 707-845-2613; tcallison@snsr.com

3. COST PROPOSAL

NorthPoint's understanding of the Proposed Project is to conduct/coordinate the analyses, investigations, surveys, and technical studies related to the preparation of the appropriate level of CEQA documentation for the proposed Crescent City Transit Center Project. NorthPoint has prepared the cost estimate, Table 2, for the services described in Appendix A of the RFP. Table 2 includes a description of the cost breakdown by phase, the associated tasks as delineated in Section 1.3.3, and the estimated fee to complete those tasks. This cost estimate is a Time and Materials, Not-to-Exceed fee, based off of our 2025 Rate Schedule (Table 3).

Table 2: Cost Estimate for PA&ED Services

Description	Associated Tasks	Estimated Fee
Project Coordination and Management	Task 1, progress reports, subconsultant coordination, project management	\$ 8,750.00
Project Description Development	Task 2, Task 3	\$ 3,500.00
Preparation and Finalization of Initial Study and Mitigated Negative Declaration (MND)	Task 5, Task 6, Task 7	\$ 16,625.00
Response to IS Comments & Finalization of IS/MND and MMRP	Task 9, Task 10	\$ 3,500.00
Administrative Noticing Tasks (CEQA Noticing, CEQA Uploads, Tribal Noticing)	Includes portions of Task 4, Task 8, & Task 10	\$ 3,500.00
Preparation and Attendance at Meetings	Includes two (2) in-person meetings in Crescent City, as needed.	\$ 2,625.00
Reimbursable (Equipment, Printing, Mileage)	All	\$ 1,000.00
Total Expected NorthPoint Cost		\$ 39,500.00
Outside Cost: Cultural Resources Survey - William Rich and Associates		\$4,625
Total Expected Cost including Technical Studies		\$ 44,125.00

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PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

This cost estimate includes attendance in in-person meetings, and accounts for drive time from Arcata to Crescent City and back for up to two (2) in-person meetings with the applicant, regulating agencies, and/or the public. Should meeting attendance not be required, or if meetings were conducted via teleconference, this phase could be reduced or eliminated.

NorthPoint's 2025 Standard Hourly Rates Schedule is shown below. Please note that the three key personnel members include Principal Engineer (\$230-290/hour), Planner III (\$180-200/hour), and Planner I (\$90-130/hour).

Table 3: 2025 Standard Hourly Rates Schedule

Billing Class	Rate*
Principal Engineer	\$230.00 - \$290.00
Project Engineer III	\$195.00 - \$230.00
Project Engineer II	\$160.00 - \$195.00
Project Engineer I	\$100.00 - \$160.00
Assistant Engineer II	\$120.00 - \$160.00
Assistant Engineer I	\$90.00 - \$120.00
Senior Designer	\$135.00 - \$175.00
Designer II	\$95.00 - \$135.00
Designer I	\$75.00 - \$95.00
Senior Planner	\$200.00 - \$250.00
Planner III	\$180.00 - \$200.00
Planner II	\$130.00 - \$180.00
Planner I	\$90.00 - \$130.00
Senior Scientist	\$160.00 - \$200.00
Scientist II	\$120.00 - \$160.00
Scientist I	\$90.00 - \$120.00
Office Manager	\$75.00 - \$90.00
Administrative	\$60.00 - \$80.00
Intern	\$60.00 - \$80.00

NorthPoint charges at-cost for transportation, meals, and lodging costs. NorthPoint charges reimbursement for other outside charges, including outside printing services, permitting agency fees paid on behalf of the client, and outside laboratory testing.

NorthPoint's Reimbursable Expenses Schedule is shown in Table 4:

Table 4: Reimbursable Costs

Mileage (auto)	\$.70 cents per mile
Air Transportation	at cost
Meals and Lodging	at cost
Reimbursable Charges*	Cost plus 10% surcharge

4. CAPABILITY TO MEET PROJECT SCHEDULES AND BUDGETS

NorthPoint has prepared a detailed scope of work that describes the activities, responsibilities, schedule, list of deliverables, timeline, and cost estimate for each assignment. NorthPoint would adhere to this schedule, or adjust it as needed in discussion with RCTA. Regular check-ins and status reports with the client help ensure that project needs are met within estimated timelines and budgets, or identify necessary adjustments that may impact the schedule or budget. NorthPoint will maintain all certifications, licenses, and software packages necessary to complete the work in a timely manner.

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PA&ED SERVICES FOR CRESCENT CITY TRANSIT CENTER

We have the tools and resources necessary to guide projects from start to finish in an efficient and cost-effective manner. NorthPoint utilizes BQE, an all-in-one accounting and project management software to manage accounting, billing, project management, time, and expenses. BQE is an automated project management tool developed for Architecture, Engineering, and Professional Services Firms.

5. LEVINE ACT AND CONFLICTS OF INTEREST

NorthPoint has not made any contributions to any RCTA Board Members that would trigger non-compliance with the Levine Act. NorthPoint has no existing contracts with the RCTA or known conflicts of interest that would exclude eligibility for this proposal.

6. AFFIRMATIVE ACTION POLICY

NorthPoint is a progressive firm passionate about producing excellent work in a collaborative environment. We focus on hiring qualified staff, comprised of a diverse skill set, which is key to our success.

NorthPoint employs the following non-discrimination policy: *“In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NorthPoint Consulting Group, Inc. will be based on merit, qualifications, and abilities. NorthPoint Consulting Group, Inc. does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability. NorthPoint Consulting Group, Inc. will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.”*

7. ABILITY TO QUALIFY AS A DBE / ABILITY TO PURCHASE WORK FROM A DBE

The majority-owner of NorthPoint is Dr. Dodd, as such, NorthPoint would qualify as Disadvantaged Business Enterprise (DBE). NorthPoint has no restrictions on purchasing supplies from a DBE.

APPENDIX A: FIRM OVERVIEW AND QUALIFICATIONS



NORTHPOINT CONSULTING GROUP, INC.

FIRM OVERVIEW

NorthPoint Consulting Group, Inc. (NorthPoint) is an Engineering, Planning, Building Design, and Environmental firm based in northern California that serves both public and private clients throughout California. NorthPoint has extensive experience in site civil design, structural design, water resources engineering, land use entitlement, CEQA/NEPA compliance, NPDES compliance, environmental permitting, and environmental science. NorthPoint's highly qualified staff, which is comprised of a diverse skill set, is the key to our success. We have the tools and resources necessary to guide projects from start to finish in an efficient and cost-effective manner. NorthPoint is a forward-thinking group that focuses on balancing the needs of the client within the bounds of local, state, and federal regulations. California certified small and micro business (ID #2029720).

SELECTED SERVICES

Commercial/Industrial/Municipal/Residential
Development and Master Planning
Grading, Drainage and Erosion Control Plans
Utility, Road, and Street Design
Land Use Entitlement
Onsite Wastewater Systems
Subdivisions and Lot Line Adjustments
Construction Management
Construction Support and Inspection
Services
Structural and Foundation Design
Building Design and Permitting
Drone Surveying Services
Hydrologic and Hydraulic Analyses
Drainage, Flood Control, and Stormwater
Master Plans
Stormwater Treatment and Low Impact
Development Design
NPDES Stormwater Compliance
SWPPP Development
Floodplain Modeling/FEMA Permitting
Floodplain Development
Detention/Retention Basin Sizing and Design
Dam Inundation Mapping
Surface and Groundwater Water Supply and
Demand Assessments
Water Rights
Water Supply and Demand Assessments
Drinking Water Systems
Environmental Permitting
CEQA/NEPA Compliance
Due Diligence and Feasibility Studies
Environmental Permitting – California
Department of Fish and Wildlife, State
Water Resources Control Board, Regional
Water Quality Control Board, US Army
Corp of Engineers, California Coastal
Commission

RECENT/CURRENT PROJECT EXPERIENCE

- CEQA, Land Use Entitlement, Site Civil Design, Stormwater and Drainage Design, and Environmental Permitting for multiple residential, commercial, industrial, municipal, agricultural projects in Humboldt, Lake, Trinity, Mendocino, Shasta, Santa Cruz, Monterey, and Santa Barbara Counties in California.
- Residential, commercial, and industrial building permitting including overall project coordination and structural, foundation, and architectural (including ADA) design for multiple structures throughout northern California.
- NPDES stormwater compliance assistance – QSP/QSD/QISP. LID/BMP development, SWPPP development, annual reporting, onsite monitoring and reporting, inspections.
- Lake County - On-call Consultant for Lake County Community Development Department.
- SN Properties – Land use entitlement, civil engineer lead for a large multifamily development project in Humboldt County, California. Services include up-zoning and general plan amendment, coastal development permit, conditional use permit, wastewater feasibility analysis, utility coordination, civil site design, stormwater and drainage, public outreach, and coordination with lead agency, responsible agencies, and trustee agencies.
- Huttopia – Land use entitlement, civil engineer, and design lead for a glamping resort in Lake County, California. Services include conditional use permit; CEQA initial study; water supply and demand study; civil site design; architectural and structural design; grading, drainage, stormwater, and erosion control design; onsite wastewater treatment system design; preparation of construction documents; building permits; plan check coordination; coordination with lead agency, responsible agencies; environmental permitting; local and state wastewater and drinking water system permitting.
- Sorrel Leaf Healing Center - Land use entitlement and civil engineer lead for a mental health residential treatment facility in Eureka, California. Services include coastal development permit; conditional use permit; building and civil site design; grading, drainage, and erosion control design; onsite wastewater treatment system design; and coordination with lead and responsible agencies.
- Builder Solutions – Civil engineer lead for multifamily and commercial development projects in Shasta County, California. Services include building and civil site design, architectural (including ADA) design, and grading, drainage, stormwater, and erosion control design.
- Gilmore Dam – Conducted inundation mapping using a two-dimensional HEC RAS model and prepared an Emergency Action Plan to meet the California Department of Water Resources Division of Dam Safety requirements for a Dam with a Significant Hazard classification.
- Arcata and Eel River Scrap and Salvage – Serve as QISP. Provided corrective action reporting for past activities; identifying BMPs; conduct sampling, inspections, and monitoring; SWPPP and site map development; online reporting in SMARTs; coordination with Waterboard staff.



NORTHPOINT CONSULTING GROUP, INC.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND LAND USE PLANNING EXPERIENCE

As a team, NorthPoint has directly prepared and supported hundreds of environmental analyses and technical studies for residential, commercial, agricultural, industrial, restoration, recreational, and land use development projects across the state of California. NorthPoint is proficient in working with project proponents, lead agencies, resource agencies, other consultants, stakeholders, and resource agencies to develop well-designed projects and support them through the CEQA process.

HUMBOLDT RESERVE, LLC

Most recently, NorthPoint prepared the Initial Study and Mitigated Negative Declaration (IS / MND) for the Humboldt Reserve, LLC Conditional Use Permit (CUP). The CUP was for a 5-acre commercial and agricultural project and a zoning reclassification on a historic industrial mill site near Carlotta, including development of three (3) commercial buildings totaling 304,992 square feet (sq. ft.) for indoor cannabis cultivation, construction of a 3.12-million-gallon rainwater catchment pond, development of a new onsite wastewater treatment system, and expanded electrical utilities. The project was analyzed for compliance with the County's Commercial Cannabis Land Use Ordinance (CCLUO), the County's General Plan, and the Carlotta/Hydesville Community Plan, among others. Preparation of the environmental document included quantitative air quality modeling and analysis using California Emissions Estimator Model (CalEEMod®) Version 2022.1, and quantitative noise modeling and analysis. Development of the environmental document required collaboration with Humboldt County Planning Staff. The IS / MND was praised in the public hearing for its efficiency, thoroughness, and detailed analysis, and the project was unanimously approved by the Humboldt County Planning Commission in August 2023.

GETAWAY HOUSE, INC.

In 2023, NorthPoint supported the preparation and circulation of the IS / MND for Getaway House, Inc., a Major Use Permit for a glamping resort in Lake County. The Major Use Permit application included development of up to 59 tiny cabin campsites and associated water, sewage, and electrical systems. Our team supported and collaborated with Lake County, Lead Agency, in writing the Project Description and numerous environmental sections (including Air Quality, Biological Resources, Greenhouse Gas Emissions, Hydrology and Water Quality, Noise, and Utilities and Service Systems) of the IS / MND. The project development also included site design, identification of baseline conditions, analysis of preparation of permit applications for resource agencies, and site grading and drainage design. The project was unanimously approved at the Lake County Planning Commission and the project is nearing construction.

HUMSUN, LLC

NorthPoint recently completed an Air Quality and Greenhouse Gas Emissions Technical Study in support of the HumSun, LLC Draft Environmental Impact Report (DEIR). The Technical Study included modeling of criteria pollutants and greenhouse gas emissions using CalEEMod®, comparing resulting pollutant emissions to applicable local, state, and regional thresholds, and drafting mitigation measures to reduce project impacts to less than significant levels. The Technical Study was completed in September 2023.

CISCO FARMS, INC.

NorthPoint recently completed an IS / MND for Cisco Farms, Inc., a 5-acre cannabis project in Petrolia, California. Similar to Humboldt Reserve, this environmental analysis included assessing aesthetic impacts, impacts to air quality and greenhouse gases (including quantitative pollutant emissions modeling), impacts to biological, hydrological, and cultural resources, impacts to noise, land use planning, geology and hazardous materials, public services, transportation, and wildfire, among others. The project was approved in January 2023 by the Humboldt County Board of Supervisors.

ON-CALL LAND USE AND CEQA SUPPORT FOR THE LAKE COUNTY PLANNING DEPARTMENT

Between 2020 and 2022, NorthPoint worked as on-call land use and CEQA support for the Lake County Planning Department. As on-call consultants, NorthPoint was tasked with preparing and reviewing IS / MNDs for cannabis applicants in Lake County. Dozens of CEQA documents that NorthPoint prepared or edited were approved during this time.

APPENDIX B: KEY PERSONNEL RESUMES



ANNJANETTE (ANNJE) DODD, P.E., PH.D.

Principal

NorthPoint Consulting Group, Inc.

REGISTRATION

CA PE No. C77756

YEARS EXPERIENCE

30+ years

EDUCATION

PhD, Civil and Environmental Engineering – Utah State University, 2006

MS, Environmental Systems, Mathematical Modeling – Humboldt State University, 1998

BS, Environmental Resources Engineering – Humboldt State University, 1997

BA, Applied Mathematics – Humboldt State University, 1992

AREAS OF EXPERTISE

Drainage and Flood Control Design
Stormwater Master Planning
Stormwater Drainage Design
Stormwater Detention and Collection Design
Stormwater Treatment/BMP Design
Floodplain Modeling and Management
Dam Inundation Modeling and Mapping
Hydrologic and Hydraulic Modeling
Hydrology Studies
Surface and Groundwater Supply and Demand Studies
Water Right Analyses
NPDES/MS4 Compliance (QSP/QSD/QSP)
Clean Water Act 401/404 Permitting
CEQA Compliance and Technical Studies
California Coastal Development Permitting
Feasibility Analyses
Small Drinking Water System Permitting
Land Use Entitlement and Permitting
Industrial, Commercial and Residential Development
Earthwork and Site Grading
Traffic Design
Public Outreach
Grant Application Development

Summary

Annje Dodd, PhD, is a civil and water resources engineer and environmental planner with over 30 years of experience leading civil, water resources, environmental, and planning projects. Dr. Dodd has a wide range of expertise including project management, engineering design, drainage master planning, feasibility studies, environmental compliance, CEQA/NEPA document preparation and supporting analyses, municipal civil engineering support, land development, hydrologic and hydraulic analyses, floodplain management, stormwater compliance, water rights and quantity studies, small drinking water systems, and water quality planning, monitoring, and reporting. She also provides grant application development, water supply analysis, stormwater master planning, drainage analysis and design, stormwater utility analysis, and development and analysis of success criteria for monitoring programs. She has been a Lecturer in both Mathematics and Engineering at California State Polytechnic University, Humboldt, and Utah State University in Statistics, Probability, Calculus, Hydrology, River Hydraulics, and Engineering Capstone Design.

Selected Project Experience

- Recent Grant Application Assistance
 - City of Arcata Hazard Mitigation Advanced Assistance Grant – Janes Creek Flood Risk Evaluation and Reduction Project (Cal OES)
 - Riverside Community Services District Drinking Water Planning Grant (Cal Prop 68) – Drinking Water System Improvements
 - Tolowa Dee-ni' Nation USBR Water Supply Grant (Federal Inflation Reduction Act) – Planning and Design of New Water Project
 - Cannabis for Conservation Sediment Reduction Grants (Cal Department Fish and Wildlife)
- Stormwater Master Plan, Grant Screening, and Environmental Permitting, multiple locations
- FEMA Hazard Mitigation Grants Benefit Cost Analysis, Grant Screening, multiple locations
- CEQA and Land Use Permitting for multiple projects in Humboldt, Lake, Trinity, and Mendocino Counties
- On-call Consultant for Humboldt County and Lake County Permitting Divisions
- Groundwater supply, demand, and cumulative impact analyses, multiple locations – Humboldt County, Lake County, Mendocino County
- Coastal Development Permitting, multiple projects in Humboldt County
- City of Ferndale On-Call Engineering, Environmental, and Planning Services, Ferndale, CA
- Wastewater Treatment Plant Feasibility Analysis and Permitting Assistance, Ferndale, CA
- Bethel Church of Redding Collyer Drive Campus Planned Development EIR, Redding
- Amoruso Ranch Specific Plan Area Drainage Master Plan, Roseville
- NPDES/MS4/Stormwater Compliance Multiple Locations, California
- Drainage, Floodplain, and Scour Modeling for Multiple Solar Sites Located in AL, AZ, CA, CO, ID, UT, OR, MS, NC, and SC



NATALIA (LIA) NELSON

Senior Environmental Planner

NorthPoint Consulting Group, Inc.

YEARS EXPERIENCE

9+ years

EDUCATION

BS, Environmental Studies – University of California, Santa Barbara, 2015

- Recipient of “Most Distinguished Honors Research Thesis Award”

- Internationally recognized by NASA for Senior Honors Thesis research in water quality and climate change

AREAS OF EXPERTISE

Project Management
Land Use Development and Design
Land Use Permit Processing
Environmental Permitting
CEQA/NEPA – MNDs, IS/MNDs, EIRs
Greenhouse Gas Quantification & Mitigation Strategies
Air Quality Modeling and Analysis
Analytical Research
Stream Crossing Improvement Design
Commercial / Residential Site Development
Climate Change Adaptation and Mitigation Strategies
Agricultural Permitting and Regulation
Lot Line Adjustments and Subdivision Design
Field Research Techniques and Surveys
Fisheries Science
Coastal Development Permitting
Water Rights
Water Quality Monitoring and Research
Habitat Restoration / Natural Resources Management
Fish Passage Improvement
Methane Leak Detection Policies and Prevention
Environmental Education / Outdoor Leadership
Youth Development and Empowerment
Public Outreach

Summary

Lia Nelson is a local environmental planner with 9+ years of experience, including over 7 years of CEQA analysis, land use permitting, and document preparation in the Humboldt County area. Ms. Nelson has a broad knowledge of project management, land use development, and planning for both private and public projects, California environmental permitting and compliance, CEQA document preparation and supporting technical analyses (including support on IS/MNDs and EIRs), air quality modeling, environmental research and report preparation, public outreach and relations, and habitat enhancement and restoration.

Relevant Experience and Skills

- 7+ Years of CEQA and Land Use Permitting for multiple projects in Humboldt, Trinity, Lake, Santa Barbara, Sonoma, Santa Cruz, Los Angeles, Monterey, and Mendocino Counties
- 5+ Years of Project Management
- 9+ Years of Experience with environmental research and data collection/analysis
- Air Quality/Greenhouse Gas Emissions Modeling, proficiency with CalEEMod and resulting Analysis for CEQA documents
- On-call Consulting for Lake County Permitting Divisions
- Coastal Development Permitting, multiple projects in Humboldt County

Relevant Project Details

Major Use Permit Application Development and IS/MND support for Getaway House, Inc.

Included project development, management, technical document preparation, and collaboration with the Lead Agency to draft and circulate the IS/MND for a short-term cabin rental campground in Lake County.

Air Quality Modeling and Analysis for HumSun, LLC

Development of a Technical Memorandum to support Air Quality and Greenhouse Gas sections of the HumSun, LLC EIR, including CalEEMod modeling for criteria pollutants, knowledge of local and statewide air quality thresholds and greenhouse gas emission reduction targets, and development of potential mitigation strategies to reduce project impacts.

Initial Study and Mitigated Negative Declaration (IS/MND) preparation for Humboldt Reserve, LLC

Included Air Quality, GHG and Noise Modeling / Analysis for CEQA

Preparation of dozens of CEQA documents for projects in Humboldt, Trinity, Lake, and Mendocino Counties



AMELIA VERGEL DE DIOS

Environmental Planner

NorthPoint Consulting Group, Inc.

EDUCATION

BS, Environmental Science and Management,
Environmental Planning and Policy – Cal Poly
Humboldt
Minor in Geospatial Analysis

AS, Computer Information Systems – Mission College,
2018

AREAS OF EXPERTISE

Land Use Permit Processing
Environmental Permitting
CEQA – MNDs, IS/MNDs
CDFW Lake and Streambed Alteration Agreements
Analytical Research
Grant Research
Agricultural Permitting and Regulations
Coastal Development Permitting
Encroachment Permitting
Public Outreach

Summary

Amelia Vergel de Dios is an environmental planner with just under a year of experience in CEQA analysis, land use permitting, coastal development permitting, and document preparation. Ms. Vergel de Dios was a student research assistant with the Cal Poly Humboldt Sea Level Rise Institute, a university-Tribal-community partnership that braids together different approaches and ways of knowing to develop research and planning that supports a resilient California North Coast.

Relevant Experience

- Initial Study and Mitigated Negative Declaration (IS/MND) preparation, Environmental and Land Use Permitting, and CDFW Lake and Streambed Alteration Agreements for multiple projects in Humboldt, Lake, and Mendocino County
- Coastal Development Permitting (CDP) for multiple projects in Humboldt and Del Norte County
- US Army Corps of Engineers Individual Permit Application – Humboldt Bay Major Dock Maintenance Permit
- 5+ years of administrative experience in creating and implementing business and organization processes using Google Workspace and Microsoft 365
Contributing author for “Transformative Sea-level Rise Research and Planning: Establishing a University, Tribal, and Community Partnership for a Resilient California North Coast” available at <https://digitalcommons.humboldt.edu/hjsr/vol1/iss45/7/>

Additional Experience

**Student Research Assistant, Cal Poly Humboldt Sea Level Rise Institute
(March 2022-December 2023)**

Arcata, California

**Co-Founder and Coworking and Events Administrator, Homiey Fruitvale
(April 2019-December 2020)**

Oakland, California

Administrative Support I, Alameda County Registrar of Voters (2020)

Oakland, California

**Recruiter and Intern Program Coordinator, SlingShot Connections Staffing
(2015 - 2017)**

Santa Clara and Monterey County, California

APPENDIX C: SUBCONSULTANT QUOTES



WILLIAM RICH AND ASSOCIATES
Cultural Resources Consultants

Name: NorthPoint Consulting Group, Inc.
Redwood Coast Transit-Crescent City Transit Center Relocation
8-May-25

Personnel				Hourly Rate	
Principal Investigator				85.00	
Research Associate				45.00	
Project Management	Hours	n	Total Hours	Cost	Subtotal
Principal Investigator	0.5	1	0.5	42.50	
					42.50
Prefield Research and Native American Coordination					
Principal Investigator	2	1	2	170.00	
Research Associate	4	1	4	180.00	
					350.00
Field Investigation					
Principal Investigator	6	1	6	510.00	
Research Associate	6	1	6	270.00	
					780.00
Report Preparation and Site Record Production					
Principal Investigator	32	1	32	2720.00	
Research Associate	4	1	4	180.00	
					2900.00
				Labor Total	4,072.50
OTHER DIRECT COSTS	Unit Cost	n		Cost	
Northwest Information Center Record Search (Rohnert Park, CA)	150	2.75		412.50	
Mileage - CA Rate '25	0.7	200		140.00	
				Total ODCs	552.50
				Total	4,625.00

www.williamrichandassociates.com
P.O. Box 184, Bayside, CA 95524
(707) 834-5347

Executive Director at Redwood Coast Transit

From: Annje Dodd, PhD P.E. <Annje@northpointeureka.com>
Sent: Friday, May 23, 2025 4:18 PM
To: Green DOT; Lia Nelson
Cc: Praj White, P.E.; Jeff Schwein; Executive Director at Redwood Coast Transit
Subject: RE: Interview Invitation: Crescent City Transit Center PA-ED

Hi all,

As we discussed during the interview, we prepared our cost estimate two ways; based on our hourly rates and based on a weighted average rate. I have provided both estimate methods below. We chose the lower of the two estimates as the most appropriate for this project. NorthPoint’s estimate, excluding technical studies, for this project is \$39,500.

Estimate based on weighted average rates:

	# of hours @ average rate of \$175		
	Hours	Average Rate	Total
Project Coordination and Management	50	\$ 175	\$ 8,750
Project Description Development	20	\$ 175	\$ 3,500
Preparation and Finalization of Initial Study and Mitigated Negative Declaration (MND)	95	\$ 175	\$ 16,625
Response to IS Comments & Finalization of IS/MND and MMRP	20	\$ 175	\$ 3,500
Administrative Noticing Tasks (CEQA Noticing, CEQA Uploads, Tribal Noticing)	15	\$ 175	\$ 2,625
Preparation and Attendance at Meetings	20	\$ 175	\$ 3,500
Reimbursable (Equipment, Printing, Mileage)			\$ 1,000
Total NorthPoint Cost Estimate			\$ 39,500

Estimate based on individual hourly rates:

Staff	Senior Principal	Planner III	Planner I	Admin	Total Hours	Total Cost
Bill Rate (per hour)	\$230	\$185	\$120	\$100		
Project Coordination and Management	8	16	16	20	60	\$ 8,720
Project Description Development	4	10	12	0	26	\$ 4,210
Preparation and Finalization of Initial Study and Mitigated Negative Declaration (MND)	16	40	48	0	104	\$ 16,840
Response to IS Comments & Finalization of IS/MND and MMRP	6	8	8	2	24	\$ 4,020

Administrative Noticing Tasks (CEQA Noticing, CEQA Uploads, Tribal Noticing)	1	4	12	2	19	\$ 2,610
Preparation and Attendance at Meetings	2	10	10	3	25	\$ 3,810
Subtotal (Hours)	37	88	106	27	Total Hours	Total Cost
Subtotal (Cost)	\$8,510	\$16,280	\$12,720	\$2,700	258	\$ 40,210
					Expenses	\$ 1,000
					NorthPoint Total	\$ 41,210

Please let me know if you have any questions or need any additional information.

Sincerely,
Annje



Annje Dodd, PhD P.E.
Principal Engineer

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From: Green DOT <greendot@greendottransportation.com>
Sent: Thursday, May 22, 2025 4:05 PM
To: Lia Nelson <Lia@northpointeureka.com>
Cc: Annje Dodd, PhD P.E. <Annje@northpointeureka.com>; Praj White, P.E. <Praj@northpointeureka.com>; Jeff Schwein <jeff@greendottransportation.com>; executivedirector@redwoodcoasttransit.org
Subject: Re: Interview Invitation: Crescent City Transit Center PA-ED

Hi Lia,

The interview will be in a Q&A format. Since it is only 30 minutes, we do not expect there to be a presentation. However, please prepare any materials that may aid your team in the interview.

Questions may be related to the following topics:

May 29, 2025



MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approval of Implementation of 2025 Summer Schedule

RECOMMENDATION:

Approve implementation of the 2025 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
Fall 2024	implemented reduced winter schedule, October through May	saved money

Discussion

RCTA began operating a reduced winter schedule in 2023 in response to rising costs and stagnant revenues. The main difference between the reduced winter schedules and the full summer schedule is one extra trip per day on Route 20's south segment to Eureka) and on Route 199 to/from Gasquet. This aligns with lower ridership demand in the colder, wetter winter months. The reduced Winter Schedule saves RCTA approximately 1428 revenue hours annually, or about \$75,000 per year at current fuel and labor costs.

RCTA receives no outside funding today for Route 199, and receives only a capped \$300k per fiscal year to subsidize Route 20 (both north and south segments). Even with the reduced winter service level on Route 20, RCTA provides a large overmatch to the \$300k in FTA 5311(f) funds that underwrite Route 20. Route 20 is highly valued by the State as a part of the regional transportation network, but to date no more than \$300k/yr has been available to support the route. Route 20 is a key part of the North State Express (NSX), a partnership with Humboldt, Lake and Mendocino agencies to provide Greyhound-like service connecting to the Bay Area. The NSX partners continue to seek additional outside funding to augment the system, but to date have failed.

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

- 1) Route 20 southbound departing Crescent City at 10am, arriving Eureka at 12:27pm, then departing Eureka at 1:23pm arriving back in Crescent City before 4pm. This trip serves Klamath Glen southbound, and the Eureka Medical Facilities in both directions.
- 2) Route 199 trip departing Crescent City at 1:30pm (new time, better fits RCTA operations), arriving and departing Gasquet at 2:10pm, arriving back in Crescent City at 2:51pm

Recommendation

Staff recommends approval of the 2025 Summer Schedule through September 27, 2025.

May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Discussion of Draft Fiscal Year 2025-26 Budget



RECOMMENDATION:

Discussion only.

BACKGROUND:

RCTA faces a fiscal year 2025-26 that projects to be very busy, with expenditures near all-time highs, a combination of high operating costs plus vigorous capital project activities. Overall revenues are down from recent highs, including TDA (Transportation Development Act) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds, both of which have dropped notably after hitting recent all-time highs. TDA LTF is up slightly but more than offset by a large drop in STA funds. RCTA still lacks sufficient capital-specific funding sources, outside of project-specific discretionary grants, but this has been alleviated in the short term by the landing of over \$7M in competitive TIRCP funds plus the SB 125 funding programmed by the State to alleviate lingering COVID pandemic financial impacts.

RCTA has maneuvered through the tumultuous COVID-19 years to emerge from the pandemic with an increased amount of money in reserves. This was primarily achieved by reducing unproductive services to offset rising labor and fuel costs. While the FY 2023-24 audit pegged RCTA cash reserves at \$551,611. Staff feel actual reserves are higher than that, as several federal reimbursement checks had not come in at the time of the audit. RCTA will continue to draw approximately \$400k in one-time pandemic funds each year over the next 4 fiscal years.

DISCUSSION:

DNLTC has provided RCTA with projected FY 2025-26 TDA funding estimates. Funding from TDA LTF and STA came in collectively down 5.2% when compared with FY 2024-25, which was down from the prior year. While FY 2025-26 LTF is projected to rebound by 7.3% to \$795,243, this increase is more than offset by the tanking of STA is projected at -23% for a net loss of 5.2% or \$65,520.

These funds materialize as follows:

1. DNLTC is provided annual TDA LTF estimates by County Auditor's 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, see attached.

3. Should sales tax proceeds (actuals) come in OVER the County Auditor's estimate, a surplus is formed that once verified in the subsequent DNLTTC audit, is deemed "spillover" and becomes available to program for "one-time" claiming by RCTA 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.

STA is derived from sales tax on diesel fuels, and this source continues to decline. STA sources performed worse than anticipated in FY 2024-25, creating a significant drop in STA funds claimable in FY 2025-26. STA projected funds dropped to \$388,829, a drop of over \$100k.

Highlights of the Preliminary FY 2025-26 Budget include:

- RCTA budget now includes 3 Funds: Fund 645 (RCTA Main), Fund 691 CTSA, and the newest, Fund 693 TIRCP/SB 125 Capital Projects.
- Small increases in most line items to avoid constant budget adjustments
- Assumes a robust summer schedule from late May through late September, and then a lower revenue (service) hours winter schedule from October through May.
- Projects a significant revenue decrease in TDA LTF and STA –down \$65k from FY 24-25.
- FY 25-26 will be another very active year of capital project expenditures – multiple bus replacements programmed as well as funding of project development phases for RCTA's two major capital projects: design of the Williams Drive Electric Bus Charging Project and PA/ED (Environmental) approvals for the Downtown Transit Center.
- Includes service platform consistent with FY 2024-25 in revenue hours
- Assumes a full academic year of PM Route 300 school tripper service
- Assumes 6 days per week service year-round, except on Routes 1, 3, and 199
- Assumes stable advertising revenue and transit manager line items w/3% inflation
- Assumes fuel prices remain high – consistent with figures budgeted in FY 2024-25
- Fund 693 Includes \$400k for Final Design for Williams Drive Charging Stations plus \$100k for start of construction; contains \$50k for Transit Center Environmental plus \$100k for start of Design for Transit Center
- Includes \$40,000 for bus stop improvements – Simme Seat installs, signs and posts
- Fund 691 contains funds to operate the South Oregon Shuttle (assumes continued partnership with DN Healthcare District), conduct ADA evaluations, offer transit travel training, create and update the transport info one-stop webpage
- Assumes that RCTA has to tap into some (\$169k) of its one-time COVID-relief funding to balance the budget, due to increasing costs versus declining TDA revenues.
- This budget projects to build reserves by \$231k by June 30, 2026
- Once one-time COVID funds are expired in 2-3 years, this budget will show a structural deficit in the magnitude of \$169k/year assuming all other factors remain static.
- CTSA budget includes some funding to start a new "DAR access to medical" partnership project with DNHD – details to be developed at a later date

FY 2025-26 Draft RCTA Main Budget - May 29, 2025

FY 2025-26 Draft RCTA Main Budget - May 29, 2025		FY 24-25 Adopted Budget	FY 24-25 Year to Date Actual 2/25	FY 25-26 Draft Budget	Notes
REVENUE					
<i>Local Transportation Revenues</i>					
Passenger Fares		\$120,000	\$ 30,613	\$132,000	1 assume 10% ridership increase plus \$.20 per rider cash fare increases
5311(f) Route 20 Passenger Fares		\$40,000		\$48,000	assume 10% ridership increase plus \$.20 per rider cash fare increases
Auxiliary Transportation (Advertising) Revenue		\$17,431		\$17,431	2 lost both major advertisers early in FY 24-25, need to replace
<i>Local Cash Grants & Reimbursements</i>					
TDA Article 4 Local Transportation Fund		\$741,396		\$795,243	3 wild guess, estimate not yet available, last year was down significantly
TDA Article 4.5 LTF CTSA (see Fund 691)		\$0		\$0	4 in separate budget - Fund 691
<i>State Cash Grants & Reimbursements</i>					
State Transit Assistance		\$508,196	\$ 100,495	\$388,829	5 way down from last year all time high (slowing diesel fuel sales)
Proposition 18 PTMISEA (carryover balance)		\$75,000	\$ 75,000	\$0	6 fund fully expent
SB-1 State of Good Repair (bus stops fund balance)		\$86,000	\$ -	\$40,000	7 expect to expend \$50k in late FY 24-25 on signs, signposts, simme seat installs
SB-1 State of Good Repair (bus replace fund balance)		\$136,595	\$ -	\$185,514	7 includes rollover bus replacement funds plus all of FY 25-26 SGR allocation (\$48,919)
Low Carbon Transit Operations Program (LCTOP)		\$101,500	\$ -	\$86,632	8 includes rollover free rides bal (\$14,907), plus all 24-25 allocation (\$71,725)
LCTOP (Capital - Electric Bus)		\$185,056	\$ 185,056	\$185,056	9 include rollover EV construction balance, use to order long lead time equip?
VW Settlement Fund Capital (electric bus purchase)		\$160,000	\$ 160,000	\$160,000	10 Endera EV bus on order, will arrive in 24-25
Caltrans Sustainable Communities (SRTP Planning)		\$134,000	\$ 99,065	\$18,000	\$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		\$0	\$ -	\$0	in separate budget - Fund 693
<i>Federal Cash Grants and Reimbursements</i>					
Section 5311 - Operating		\$254,998		\$254,998	I think this is last years allocation - 25-26 has not come out yet - will be similar
Section 5311 - CARES Act/CRRSSA COVID Operating		\$400,000	\$ 380,965	\$400,000	11 estimate per year, this year was higher due to 2 back-years worth of reimbursements
Section 5311-F Operating		\$300,000	\$ 300,000	\$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)		\$800,000	\$ -	\$1,274,478	13 assumes 80% of (3) more ARBOC LF, and (4) more diesel fords - reimbursed only on buses that arrive
Section 5310 Capital (discretionary)		\$0	\$ -	\$0	14 last of 5310 grant expended late in FY 24-25 on RFR for local match for (1) ARBOC LF from late 23-24
TDA Reserves Allocation to Operating		\$0	\$ -	\$0	
TOTAL REVENUE		\$4,060,172	\$ 1,331,194	\$4,286,181	
TOTAL OPERATIONS REVENUE		\$2,617,521	\$ 812,073	\$2,423,133	24 includes \$400k in CARES pandemic funds, real ops revenues about \$2.1M
TOTAL CAPITAL REVENUE		\$1,442,651	\$ 420,056	\$1,845,048	
OPERATING EXPENSE					
20120 Communications (SIM cards, AVL/CAD fees, support)		\$60,000	\$ 17,360	\$62,000	15 technology annual fees, support, cloud, inflated to avoid overages
20170 Maintenance - Buses and Shelters		\$37,492	\$ -	\$0	not sure if anything needs to go into this category
20200 Memberships & Dues		\$1,200	\$ 933	\$1,300	inflated to avoid overages
20221 Printing		\$500	\$ 51	\$200	lowered to reflect recent annual auditor print charges
20229 Short Range Transit Plan Expenses		\$150,000	\$ 99,065	\$49,000	SRTP costs - this is exempt from TDA operations cost calcs - pull out at end of year
20231 Misc Dept Services (website, GTFs, Alarm Svcs)		\$10,000	\$ 1,168	\$12,000	inflated to avoid overages
20233 Management Contract		\$86,000	\$ 41,842	\$86,000	more admin team hours will be charged to other projects - SRTP, TIRCP, ad rev, CTSA
20235 Accounting Services and Audits		\$20,000	\$ 3,537	\$20,000	
20236 Legal Services		\$19,000	\$ 18,992	\$22,000	increased, FY will feature several procurements for capital projects
20237 Marketing & Planning Expenses		\$19,000	\$ 7,057	\$15,000	lowered to reflect recent annual marketing costs - assumes current radio spots, no outside consultants
20242 O&M Contract - Local Fixed Route		\$720,000	\$ 345,365	\$700,000	16 coming in slightly low, about \$57k/month
20243 O&M Contract - Smith River/ Arcata Intercity Route		\$750,000	\$ 303,836	\$625,000	17 coming in slightly low, about \$50.5k/month
20245 O&M Contract - Dial A Ride		\$250,000	\$ 131,439	\$275,000	18 coming in slightly over budget, increase in FY 25-26 to \$275k, increase ridership activity and higher labor costs
20244 Advertising, Brochures, Printing		\$20,000	\$ 11,017	\$20,000	coming in at budget, includes buys with Bi-Coastal, KFUG
20280 Special Dept Expenses (CalACT Coop Purchase Fees)		\$18,000		\$19,000	could receive up to 6 new buses in FY 25-26, CalACT fee about \$3k per bus
20297 Fuel		\$120,000	\$ 56,575	\$100,000	coming in under budget in FY 24-25 due to lower fuel prices - but could increase
20297 Fuel - Smith River/Arcata Intercity Route		\$120,000	\$ 56,575	\$100,000	coming in under budget in FY 24-25 due to lower fuel prices - but could increase
30410 Lease Expense		\$38,192	\$ 23,378	\$42,000	we were underbudgeting and underpaying in FY 23-24 and 24-25, increased to match rapid escalation
TOTAL OPERATING EXPENSE		\$ 2,439,384	1,118,190	\$ 2,148,500	24 includes one-time SRTP funds, real ops expenditures about \$2.15M
CAPITAL EXPENSES - Fund 645 (Reimbursement Based - Only happens if project happens)					
TIRCP Williams Drive Charging Stations (PS&E- Design)		\$0		\$0	separate budget - now all TIRCP and SB 125 Capital Funds are in Fund 693 and paid directly from Fund 693
FTA 5339 Replace 7 Buses - (5339, VW & Local Funds)		\$1,125,000		\$1,699,000	20 assumes 7 buses arrive in FY 25-26, a maximum, unlikely all will arrive (1 EV@\$334k, 3 LF@\$215k, 3 Diesel @\$240k)
TIRCP Transit Hu Downtown Transit Center (PA-ED)		\$ -		\$ -	22 separate budget - now all TIRCP and SB 125 Capital Funds are in Fund 693 and paid directly from Fund 693
CAPITAL EXPENSES - Fund 645 RCTA General Fund (Reserves)					
40621 Security Improvements		\$ 50,000		\$ 25,000	essential security upgrades to get by until TIRCP Bus Charging project, possible this gets covered in FY 24-25?
40620-418 Radio System On Board Comms		\$ 15,000		\$ 12,000	21 reduced as Orion Comms Project is NOT renewed, but existing radio system needs major attention
40610-200 Facility Improvements (generator install, misc)		\$ 60,000		\$ 30,000	rollover funds to install backup building generator on new pad - will this get delivered in FY 24-25?
CAPITAL EXPENSES - RCTA Special Funds					
697-SGR Bus Stop Shelters and Signage (SB-1 SGR)		\$ 60,000		\$ 40,000	reduced, order smaller batch of additional Simmes posts and signs
695-LCTOP Electric Bus Charging (PA&ED, Design, Equip)		\$150,000		\$100,000	19 assumes \$100k in LCTOP for long lead time equipment order (switchgear, transformer), no construction
TOTAL CAPITAL EXPENSE		\$ 1,460,000	\$ -	\$ 1,906,000	
TOTAL EXPENDITURES		\$ 3,899,384	\$ 1,118,190	\$ 4,054,500	
Increase (decrease) for TDA Reserves		\$ 160,788		\$ 231,681	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 2025 actuals and known upcoming funds**

- 1 Post-pandemic ridership slowly recovering, assumes another 10% rider increase plus impacts of recent \$.25 per rider fare increase
- 2 Typically \$17-18K/year since inception, could drop in FY 25-26 as both major advertisers recently dropped RCTA
- 3 up 5% projected after notable drop in FY 24-25 due to few carryover funds this year and slowing economy. Still down from all-time highs 2 and 3 FY ago
- 4 CTSA now has its own annual budget, see Fund 691
- 5 STA fund tanking after all time high in FY 24-25, down a full 20% as projected, due to declining diesel fuel sales
- 6 PTMISEA now fully expended, will drop from the budget going forward. This is a big loss to transit agencies across the state, as PTMISEA provided dedicated capital project funding.
- 7 State of Good Repair (SGR) now programmed to 2 distinct projects: bus replacements (bal \$135k) and electric bus project (bal \$99k) Note, annual allocation ~\$45k
- 8 this includes small rollover balance for Free Rides Program, which has grown to consume most of RCTA's annual LCTOP allocation. Requested at end of FY to backfill lost fares, funds are moved to Fund 645 Fare Revenue account annually.
- 9 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.
- 10 One-time grant funding from the Volkswagen Settlement Fund for purchase of one electric bus. Encumbered for first EV bus on order, will require well over \$100k in local match.
- 11 One-time Federal FTA COVID-19 Pandemic Assistance to RCTA totals \$2.5M, of which \$1.5M remain unclaimed. Limited to annual overmatch on operation expenses. Will hover around \$400k/year for next 4 fiscal years.
- 12 \$300k is the maximum allowable annual funding for any single route. Allocation increased to \$300k for extension of Route 20 into Eureka. Fund oversubscribed statewide.
- 13 FTA 5339 federal funds awarded through Caltrans to fund purchase of (6) replacement buses, orders placed in FY 23-24 & 24-25, some will arrive in FY 25-26.
- 14 Last of older FTA 5310 federal funds spent on ARBOC bus arrived in April 2024, closes grant. Difficult grant to deal with, no plans to apply for more in the future.
- 15 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.
- 16 Operations & Maintenance for RCTA local routes from Transdev Contract
- 17 O&M for RCTA Regional Route 20 from Transdev Contract
- 18 O&M costs for RCTA DAR from Transdev Contract
- 19 SRTP budget was spread over 3 FY, with largest share in FY 24-25, this allocation will closeout project. SRTP expenditures are 88% reimbursed by Caltrans Sustainable Comm Grant
- 20 Assumes 7 buses at \$200k each, most likely not all 6 will arrive in FY 24-25 (1 EV@\$334k, 3 LF@\$215k, 3 Diesel@\$240k)
- 21 Reduced as Orion cellular table comms project will be scrapped. This will be used to replace radios using existing 2-way radio system.
- 22 All three major TIRCP-funded capital projects now moved into Fund 693 and paid directly out of that budget: Williams Drive Charging Stations, Downtown Transit Center, and EV Bus Purchase.
- 23 Projected amount that RCTA's reserve fund will grow (+\$230k), if all other assumptions in this budget prove accurate.
- 24 Important to note, capital projects fluctuate and are mostly reimbursed by grant funds, and this budget assumes the max arriving 7 buses. In looking purely at Operations, the RCTA budget for FY 25-26 shows a positive impact on TDA reserves (+\$230k). This is misleading, as \$400k in one-time pandemic relief funds are included in this calculation. Without the COVID funds, this budget would be \$170k in the red, an operating deficit if all 7 new buses arrive.

FY 2025-26 Draft RCTA CTSA Budget - May 29, 2025		FY 24-25	FY 24-25	FY 25-26	
CTSA REVENUE (691-018-9xxxx)		Adopted Budget	Year to Date Actuals 2/25	Draft Budget	Notes
<i>Local Transportation Revenues</i>					
91060	Passenger Fares	\$5,000	\$3,502	\$2,500	1 adjusted down based on experience
<i>Local Cash Grants & Reimbursements</i>					
90621	TDA Article 4.5 Local Transportation Fund CTSA	\$39,021	\$39,021	\$41,855	2 TDA \$\$ up slightly, this is the 5% cap of RCTA's overall LTF
90621	Partnership Reimbursements (S. Oregon Shuttle)	\$0	\$3,182	\$8,000	9 partnership with Del Norte Healthcare Dist where DNHD reimburses RCTA half of Oregon Shuttle costs
Totals		\$44,021	\$42,523	\$52,355	
CTSA OPERATING EXPENSE (691-018-xxxxx)					
20232	Data Processing - Software	\$ 5,000	\$ 4,800.0	\$ 5,500	3 covers the ADA Eligibility & Travel Training software license, ID card software & supplies
20233	Management Contract Labor (ADA Eligibility)	\$ 6,000	\$ 3,103.0	\$ 6,000	3 CTSA status white paper in progress, budget for more of RCTA admin next year
20235	Accounting Services and Audits	\$ 500	-	\$ 500	depending on how we run them in for the new ID card, might adjust 20233 or 20242?
20236	Legal Services	\$ 500	200.0	\$ 500	4
20237	Planning & Marketing Expenses	\$ 1,000	-	\$ 500	4 includes half of costs for S.Oregon Shuttle; plus special events, travel training, room for new program?
20242	Operations & Maintenance Contract	\$ 27,000	\$ 5,434.0	\$ 35,855	5
20221	Advertising & Printing	\$ 1,000	\$ 353.0	\$ 500	6 funds for modest marketing - print items, vouchers, etc
20280	Special Dept Expenses (CTSA)	\$ 500	-	\$ 500	7
20239	CTSA Fuel	\$ 7,521	-	\$ 8,000	7 need to work with Ops to isolate vehicle fuel use for CTSA, designate CTSA vehicle(s)
Totals		\$ 49,021	13,890	\$52,355	
Balance Returned to DNUTC for reprogramming - no reserve		(\$5,000)	\$28,633	\$0	8 will returning ~\$16k in CTSA TDA to DNUTC for future reprogramming

CTSA Budget Notes

- 1 Assumes 2 riders per day, 2 days week, @ \$10 each way on South
- 2 TDA LTF claimed at max 5% level, down with all LTF funds
- 3 GetGoing Software License increased annually, ID card maker
- 4 Funds for modest marketing for South Oregon Shuttle & website 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
- 7 Fuel for South Oregon Shuttle & events, isolate CTSA vehicle(s)
- 8 Unspent TDA funds cannot be banked, returned to DNUTC each
- 9 anticipated 50% reimbursement for S. Oregon shuttle by DNHD

FY 2025-26 Draft RCTA Fund 693 Capital Projects - May 29, 2025

	FY 24-25	FY 24-25	FY 25-26	
	Adopted	Year to Date	Draft	
	Budget	Actuals 2/25	Budget	Notes

SB125 TIRCP REVENUE (693-039-9xxxx)

SB 125 Funding	\$1,825,253	\$1,825,712	\$1,525,000	1
<i>interest earned</i>	0	10,459	\$10,000	
90621 TIRCP Funds Reimbursements	\$30,000		\$670,000	

Totals	\$1,855,253	\$ 1,836,171	\$2,205,000	
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SB 125 TIRCP EXPENSE (693-018-xxxxx)

20120 Communications	\$500	\$	-	\$1,000	
20230 Project Management (was 20233)	\$202,000	\$	81,437	\$250,000	2
20233 TMTP Project Management	\$20,000	\$	-	\$12,000	3
20234 Consultant Svc (Williams Design, TC design)	\$51,000	\$	8,500	\$500,000	4
20236 Legal Services	\$5,000	\$	347	\$5,000	5
20237 Planning Service (Transit Center PA/ED)	\$20,000	\$	-	\$50,000	6
20280 Special Dept Services	\$1,000	\$	-	\$1,000	7
40610 Construction Contracts (Williams Drive)	\$1,000	\$	-	\$100,000	8

Totals	\$ 300,500	\$ 90,284	\$919,000	
Balance Carryover to Future FY	\$1,554,753	\$ (90,284)	\$1,286,000	9

SB125 Budget Notes

- 1 remaining after FY 24-25 expenditures, does not calc reimbursements
- 2 Green Dot PM services - will be busy year
- 3 time spent by RCTA Admin staff on PM
- 4 Based on PSE proposal May 25, plus some for TC design in late 25-26
- 5 Legal assistance needed with contracting.
- 6 Based on top proposal received May 25 all in 25-26
- 7 reserve for unanticipated expenditures
- 8 budgeting \$100k to start construction late in FY 25-26 (May-June 26)
- 9 Unspent amount of project funds - carryover to FY 26-27.

May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director



SUBJECT: Approval of Resolution 2024-25-09 Authorizing the Submittal of the RCTA Fiscal Year 2025-26 Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission

RECOMMENDATION:

Staff is requesting the Board approve Resolution 2024-25-09 authorizing the submittal of the RCTA Fiscal Year 2025-26 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 2025-26 claim are:

- The revenue projections provided to RCTA and DNLTC by the Del Norte County Auditor dropped further, down another 5% from FY 24-25, which dropped from an all-time high in FY 23-24. LTF is projected to rebound decently in FY 2025-26, but this is offset by a brutal drop in STA of over 20% (-\$119,367).
- TDA-LTF is at \$795,243, up from \$741,396 in FY 2024-25, but still below the peak of \$873,829 in FY 2023-24.
- Solely due to one-time pandemic funding relief funds, RCTA projects to again add to its reserves during FY 25-26, but not by as much as in prior years.
- STA (State Transit Assistance) is projected to tank in FY 2025-26, losing over 20% of last years peak amount of \$508,196. To be clear, while diesel fuel sales continue to wane (source of STA) this huge drop was aggravated by the prior year spillover funds that inflated the base STA up over \$500k in FY 2024-25. Statewide, discussions are taking place about how to modify the STA funding formula to adjust to the new realities of less diesel fuels sales statewide.

Attachment 1: Resolution 2024-25-09 Approving FY 2025-26 RCTA TDA Claim

Attachment 2: FY 2025-26 RCTA TDA Claim Packet

RESOLUTION NO. 2024-25-09

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2025-26 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 2024 Del Norte Regional Transportation Plan;

WHEREAS, the available funds include Local Transportation Fund estimate of \$795,243 plus \$41,855 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$388,829;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2025-26, an allocation from the Local Transportation Fund a sum not to exceed \$837,098 and State Transit Assistance Fund a sum not to exceed \$388,829, 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 2025-26.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 29th day of May 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

Isaiah Wright, 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

tameralightton@dnltc.org
900 Northcrest Drive, PMB 16
Crescent City, CA 95531

**TRANSPORTATION DEVELOPMENT ACT FUNDS
CLAIM FORMS: DUE MAY 28, 2025**

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: tameraleighton@DNLTC.org
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 \$837,098 for fiscal year 2025-2026 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.

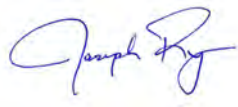
APPROVED:

SUBMITTED:

By _____
Signature

Chair _____
Del Norte Local Transportation Commission

Approval Date _____

By  _____
Claimant's Signature

Title Executive Director _____
Redwood Coast Transit Authority

Submittal Date 5/29/2025

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) \$795,243	4. FARES \$180,000
2. STAF \$388,829	5. OTHER \$0
3. SECTION 5311 \$554,998	6. TOTAL \$1,919,070

PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$795,243	4. FARES \$180,000
2. STAF \$388,829	5. OTHER \$0
3. SECTION 5311 \$554,998	6. TOTAL \$1,919,070

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,919,070

TDA FUNDS CLAIM: (LTF AND STAF) \$1,184,072

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) \$41,855	4. FARES \$2500
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$44,355

PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$41,855	4. FARES \$2500
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$44,355

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$44,355

TDA FUNDS CLAIM: (LTF-CTSA) \$41,855

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) \$67,000	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339) \$1,274,478 SGR \$223,919, VW \$160,000 LCTOP-\$185,056, TIRCP \$919,000
3. SECTION 5311 \$0	6. TOTAL \$2,829,453

PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$67,000	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339) \$1,274,478 SGR \$223,919, VW \$160,000 LCTOP-\$185,056, TIRCP \$919,000
3. SECTION 5311 \$0	6. TOTAL \$2,829,453

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$2,829,453

TDA FUNDS CLAIM: (LTF) \$67,000

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 2024-25 Budget – February 2025

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 2025-26 Budget includes a summary of projected Fiscal Year 2024-25 year-end revenues and expenditures.

CERTIFIED:

BY:  _____

Title: Executive Director

Date: May 28, 2025

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 2025-26 in the amount of \$795,243, plus \$41,855 for CTSA Activities conforms with the requirements of TDA Article 4, Chapter 1400, Section 99260, and applicable rules and regulations.

CERTIFIED:

A handwritten signature in blue ink, appearing to read "Joseph Ry".

By: _____

Title: Executive Director

Date: May 28, 2025

**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
---	------------------------------	---

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)

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO.	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	PASS VEH BY TYPE I 8 II Mod Limo	DRIVERS 8	BIT FLEET SIZE Powered
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HW VEH.	HW CONT.	PPB/CSAT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Towed

TERMINALS IDENTIFIED IN SECTION 34515(b) CVC

FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC

☐ Yes ☒ No**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) Aline Titus	DAY TELEPHONE NO. (W/ AREA CODE) (707) 464-6400	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
--	---	--	--	---	---	---	--	--

OPERATING AUTHORITIES OR PERMITS

PUC <input type="checkbox"/> T	<input type="checkbox"/> TCP <input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT 1002211	<input checked="" type="checkbox"/> MC <input type="checkbox"/> MX 567222	<input type="checkbox"/> MC <input type="checkbox"/> MX	REASON FOR INSPECTION "B" Bus Terminal Reinspection

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 U 4 S	1 S 2 S 3 S 4 N/A	1 S 2 S 3 U 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 U 4 S	
DRIVER RECORDS		No. 3 Time 1.5	No. 0 Time 0.0	No. 3 Time 3.0	TIME	TOTAL TIME 4.5	
DRIVER HOURS		HAZARDOUS MATERIALS <input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted		CONTAINERS/TANKS No. Time	VEHICLES PLACED OUT-OF-SERVICE Vehicles Units		

BRAKES	REMARKS
LAMPS & SIGNALS	
CONNECTING DEVICES	
STEERING & SUSPENSION	
TIRES & WHEELS	
EQUIPMENT REQUIREMENTS	
CONTAINERS & TANKS	
HAZARDOUS MATERIALS	

INSPECTION TYPE <input type="checkbox"/> I <input type="checkbox"/> R <input type="checkbox"/>	NON-BIT <input type="checkbox"/>	CPSS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL.	INSPECTION DATE(S) 9/23/2024	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) Rick Steele					ID NUMBER(S) A12843	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 9), 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 09/23/2024
CARRIER REPRESENTATIVE'S PRINTED NAME Aline Titus	TITLE Safety Manager	DRIVER LICENSE NUMBER STATE

California Highway Patrol Northern Division

US DOT #
1002211Legal: FIRST TRANSIT INC
Operating (DBA):

MC/MX #: 567222 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 N/A
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: Aline Titus

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

Cargo Classification

Passengers

Equipment

Owned Term Leased Trip Leased

Owned Term Leased Trip Leased

Minibus, 16+

8

0

0

Power units used in the U.S.: 8

Percentage of time used in the U.S.: 100

Does carrier transport placardable quantities of HM? No

Is an HM Permit required? N/A

Driver Information

Inter Intra

Average trip leased drivers/month: 0

< 100 Miles:

9

Total Drivers: 9

>= 100 Miles:

CDL Drivers: 9





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

09/23/2024

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: Aline Titus

Title: Safety Manager

Name:

Title:





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

State #: 100967

Review Date:
09/23/2024

Part B Violations

Safety Fitness Rating Information:

Total Miles Operated 372,635
Recordable Accidents 0

OOS Vehicle (CR): 0
Number of Vehicle Inspected (CR): 3
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:

09/23/2024

Part B Requirements and/or Recommendations

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





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

State #: 100967

Review Date:
09/23/2024

Part C

Reason for Review: Other Reinspection "B" bus
Planned Action: Compliance Monitoring

Parts Reviewed Certification:

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

Prior Reviews

4/14/2017
4/12/2017
3/29/2017

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?

Unsat/Unfit rule:

Not Applicable

Corporate Contact: Aline Titus

Corporate Contact Title: Safety Manager

Special Study Information:

Remarks:

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

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated Satisfactory at this time in maintenance and regulated vehicles.

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





California Highway Patrol
601 N. 7th Street
Sacramento, CA 95811
Phone: (530)568-6010 Fax: (916)843-3898
Internationally Accredited Agency

Report Number: CAN9WR001246
Inspection Date: 09/23/2024
Start: 8:30 AM PT End: 9:30 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: DEL NORTE

Highway:

County: HUMBOLDT

Email: CLINTON.WELLARD@TRANSDEV.COM

Driver:

License#:

Date of Birth:

CoDriver:

License#:

Date of Birth:

State:

State:

Milepost:

Shipper: N/A

Origin: N/A

Destination: N/A

Bill of Lading: N/A

Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	GLAV	2015	CA	E1431724	222	1FD4FE4FS4FDA02990	14500		

BRAKE ADJUSTMENTS

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

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:

X

X





California Highway Patrol
601 N. 7th Street
Sacramento, CA 95811
Phone: (530)568-6010 Fax: (916)843-3898
Internationally Accredited Agency

Report Number: CAN9WR001247
Inspection Date: 09/23/2024
Start: 9:30 AM PT End: 10:30 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: DEL NORTE

Highway:

County: HUMBOLDT

Email: CLINTON.WELLARD@TRANSDEV.COM

Driver:

License#:

Date of Birth:

CoDriver:

License#:

Date of Birth:

State:

State:

Milepost:

Shipper: N/A

Origin: N/A

Destination: N/A

Bill of Lading: N/A

Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GWR	CVSA Existing	CVSA #
1	BU	ELDO	2017	CA	E1527236	294	1FDAF5G7TFEA66021	19500		

BRAKE ADJUSTMENTS

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

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
1232(C) T-13	S	1	N		N	N	Excessive oil and grease on chassis--392.2 -- Specify: Bottom of engine
CCR							

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 253220; 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

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:

X

X





California Highway Patrol
601 N. 7th Street
Sacramento, CA 95811
Phone: (530)568-6010 Fax: (916)843-3898
Internationally Accredited Agency

Report Number: CAN9WR001248
Inspection Date: 09/23/2024
Start: 10:30 AM PT End: 11:30 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: DEL NORTE Milepost: Shipper: N/A
Highway: Origin: N/A Bill of Lading: N/A
County: HUMBOLDT Destination: N/A Cargo: N/A
Email: CLINTON.WELLARD@TRANSDEV.COM

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	BU	CHPN	2019	CA	E1578603	230	1FDFF4FS0KDC3657	14500		

BRAKE ADJUSTMENTS

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

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 118074; File Code Number: 352297; Fuel Type: G; Passenger Capacity: 20; 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://truckersagainsttrafficking.org/~> to learn more.

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

Copy Received By:

X

X



FY 2024-25 RCTA Budget Fiscal Year to Date - February 28, 2025

		FY 24-25 Adopted Budget	FY 24-25 Year to Date Actual 2/25
<u>REVENUE</u>			
<i>Local Transportation Revenues</i>			
Passenger Fares		\$120,000	\$ 30,613
5311(f) Route 20 Passenger Fares		\$40,000	
Auxilliary Transportation (Advertising) Revenue		\$17,431	
<i>Local Cash Grants & Reimbursements</i>			
TDA Article 4 Local Transportation Fund		\$741,396	
TDA Article 4.5 LTF CTSA (see Fund 691)		\$0	
<i>State Cash Grants & Reimbursements</i>			
State Transit Assistance		\$508,196	\$ 100,495
Proposition 1B PTMISEA (carryover balance)		\$75,000	\$ 75,000
SB-1 State of Good Repair (bus stops fund balance)		\$86,000	\$ -
SB-1 State of Good Repair (bus replace fund balance)		\$136,595	\$ -
Low Carbon Transit Operations Program (LCTOP)		\$101,500	\$ -
LCTOP (Capital - Electric Bus)		\$185,056	\$ 185,056
VW Settlement Fund Capital (electric bus purchase)		\$160,000	\$ 160,000
Caltrans Sustainable Communities (SRTP Planning)		\$134,000	\$ 99,065
TIRCP Funding - Transit Intercity Rail Cap Projects		\$0	\$ -
<i>Federal Cash Grants and Reimbursements</i>			
Section 5311 -Operating		\$254,998	
Section 5311 - CARES Act/CRRSA COVID Operating		\$400,000	\$ 380,965
Section 5311-F Operating		\$300,000	\$ 300,000
<i>Federal FTA Capital Funds</i>			
Section 5339 Capital (formula + discretionary)		\$800,000	\$ -
Section 5310 Capital (discretionary)		\$0	\$ -
TDA Reserves Allocation to Operating		\$0	\$ -
TOTAL REVENUE		\$4,060,172	\$ 1,331,194
TOTAL OPERATIONS REVENUE		\$2,617,521	\$ 812,073
TOTAL CAPITAL REVENUE		\$1,442,651	\$ 420,056
<u>OPERATING EXPENSE</u>			
20120 Communications (SIM cards, AVL/CAD fees, support)		\$60,000	\$ 17,360
20170 Maintenance - Buses and Shelters		\$37,492	\$ -
20200 Memberships & Dues		\$1,200	\$ 933
20221 Printing		\$500	\$ 51
20229 Short Range Transit Plan Expenses		\$150,000	\$ 99,065
20231 Misc Dept Services (website, GTFs, Alarm Svcs)		\$10,000	\$ 1,168
20233 Management Contract		\$86,000	\$ 41,842
20235 Accounting Services and Audits		\$20,000	\$ 3,537
20236 Legal Services		\$19,000	\$ 18,992
20237 Marketing & Planning Expenses		\$19,000	\$ 7,057
20242 O&M Contract - Local Fixed Route		\$720,000	\$ 345,365
20243 O& M Contract - Smith River/ Arcata Intercity Route		\$750,000	\$ 303,836
20245 O& M Contract - Dial A Ride		\$250,000	\$ 131,439
20244 Advertising, Brochures, Printing		\$20,000	\$ 11,017
20280 Special Dept Expenses (CalACT Coop Purchase Fees)		\$18,000	
20297 Fuel		\$120,000	\$ 56,575
20297 Fuel - Smith River/Arcata Intercity Route		\$120,000	\$ 56,575
30410 Lease Expense		\$38,192	\$ 23,378
TOTAL OPERATING EXPENSE		\$ 2,439,384	1,118,190
<u>CAPITAL EXPENSES - Fund 645 (Reimbursement Based - Only happens if project happens)</u>			
TIRCP Williams Drive Charging Stations (PS&E- Design)		\$0	
FTA 5339 Replace 7 Buses - (5339, VW & Local Funds)		\$1,125,000	
TIRCP Transit Hul Downtown Transit Center (PA-ED)		\$ -	
<u>CAPITAL EXPENSES - Fund 645 RCTA General Fund (Reserves)</u>			
40621 Security Improvements		\$ 50,000	
40620-418 Radio System On Board Comms		\$ 15,000	
40610-200 Facility Improvements (generator install, misc)		\$ 60,000	
<u>CAPITAL EXPENSES - RCTA Special Funds</u>			
697-SGR Bus Stop Shelters and Signage (SB-1 SGR)		\$ 60,000	
695-LCTOP Electric Bus Charging (PA&ED, Design, Equip)		\$150,000	
TOTAL CAPITAL EXPENSE		\$ 1,460,000	\$ -
TOTAL EXPENDITURES		\$ 3,899,384	\$ 1,118,190
Increase (decrease) for TDA Reserves		\$ 160,788	

FY 2025-26 Draft RCTA Main Budget - May 29, 2025

REVENUE

	FY 24-25 Adopted Budget	FY 24-25 Year to Date Actual 2/25	FY 25-26 Draft Budget	Notes
<i>Local Transportation Revenues</i>				
Passenger Fares	\$120,000	\$ 30,613	\$132,000	1
5311(f) Route 20 Passenger Fares	\$40,000		\$48,000	
Auxiliary Transportation (Advertising) Revenue	\$17,431		\$17,431	2
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$741,396		\$795,243	3
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0		\$0	4
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$508,196	\$ 100,495	\$388,829	5
Proposition 1B PTMISEA (carryover balance)	\$75,000	\$ 75,000	\$0	6
SB-1 State of Good Repair (bus stops fund balance)	\$86,000	\$ -	\$40,000	7
SB-1 State of Good Repair (bus replace fund balance)	\$136,595	\$ -	\$183,919	7
Low Carbon Transit Operations Program (LCTOP)	\$101,500	\$ -	\$86,632	8
LCTOP (Capital - Electric Bus)	\$185,056	\$ 185,056	\$185,056	9
VW Settlement Fund Capital (electric bus purchase)	\$160,000	\$ 160,000	\$160,000	10
Caltrans Sustainable Communities (SRTP Planning)	\$134,000	\$ 99,065	\$18,000	
TIRCP Funding - Transit Intercity Rail Cap Projects	\$0	\$ -	\$0	
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$254,998		\$254,998	
Section 5311 - CARES Act/CRRSSA COVID Operating	\$400,000	\$ 380,965	\$400,000	11
Section 5311-F Operating	\$300,000	\$ 300,000	\$300,000	12
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$800,000	\$ -	\$1,274,478	13
Section 5310 Capital (discretionary)	\$0	\$ -	\$0	14
TDA Reserves Allocation to Operating	\$0	\$ -	\$0	
TOTAL REVENUE	\$4,060,172	\$ 1,331,194	\$4,284,586	
TOTAL OPERATIONS REVENUE	\$2,617,521	\$ 812,073	\$2,423,133	24
TOTAL CAPITAL REVENUE	\$1,442,651	\$ 420,056	\$1,843,453	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$60,000	\$ 17,360	\$62,000	15
20170 Maintenance - Buses and Shelters	\$37,492	\$ -	\$0	
20200 Memberships & Dues	\$1,200	\$ 933	\$1,300	
20221 Printing	\$500	\$ 51	\$200	
20229 Short Range Transit Plan Expenses	\$150,000	\$ 99,065	\$49,000	19
20231 Misc Dept Services (website, GTFIS, Alarm Svcs)	\$10,000	\$ 1,168	\$12,000	
20233 Management Contract	\$86,000	\$ 41,842	\$86,000	
20235 Accounting Services and Audits	\$20,000	\$ 3,537	\$20,000	
20236 Legal Services	\$19,000	\$ 18,992	\$22,000	
20237 Marketing & Planning Expenses	\$19,000	\$ 7,057	\$15,000	
20242 O&M Contract - Local Fixed Route	\$720,000	\$ 345,365	\$700,000	16
20243 O & M Contract - Smith River/ Arcata Intercity Route	\$750,000	\$ 303,836	\$625,000	17
20245 O & M Contract - Dial A Ride	\$250,000	\$ 131,439	\$275,000	18
20244 Advertising, Brochures, Printing	\$20,000	\$ 11,017	\$20,000	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$18,000		\$19,000	
20297 Fuel	\$120,000	\$ 56,575	\$100,000	
20297 Fuel - Smith River/Arcata Intercity Route	\$120,000	\$ 56,575	\$100,000	
30410 Lease Expense	\$38,192	\$ 23,378	\$42,000	
TOTAL OPERATING EXPENSE	\$ 2,439,384	1,118,190	\$ 2,148,500	24
CAPITAL EXPENSES - Fund 645 (Reimbursement Based - Only happens if project happens)				
TIRCP Williams Drive Charging Stations (PS&E- Design)	\$0		\$0	
FTA 5339 Replace 7 Buses - (5339, VW & Local Funds)	\$1,125,000		\$1,699,000	20
TIRCP Transit Hub Downtown Transit Center (PA-ED)	\$ -		\$ -	22
CAPITAL EXPENSES - Fund 645 RCTA General Fund (Reserves)				
40621 Security Improvements	\$ 50,000		\$ 25,000	
40620-418 Radio System On Board Comms	\$ 15,000		\$ 12,000	21
40610-200 Facility Improvements (generator install, misc)	\$ 60,000		\$ 30,000	
CAPITAL EXPENSES - RCTA Special Funds				
697-SGR Bus Stop Shelters and Signage (SB-1 SGR)	\$ 60,000		\$ 40,000	
695-LCTOP Electric Bus Charging (PA&ED, Design, Equip)	\$150,000		\$100,000	
TOTAL CAPITAL EXPENSE	\$ 1,460,000	\$ -	\$ 1,906,000	
TOTAL EXPENDITURES	\$ 3,899,384	\$ 1,118,190	\$ 4,054,500	
Increase (decrease) for TDA Reserves	\$ 160,788		\$ 230,086	23, 24

RESOLUTION NO. 2024-25-09

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2025-26 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 \$795,243 plus \$41,855 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$388,829;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2025-26, an allocation from the Local Transportation Fund a sum not to exceed \$837,098 and State Transit Assistance Fund a sum not to exceed \$388,829, 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 2025-26.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 29th day of May 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

Isiaah Wright, 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.

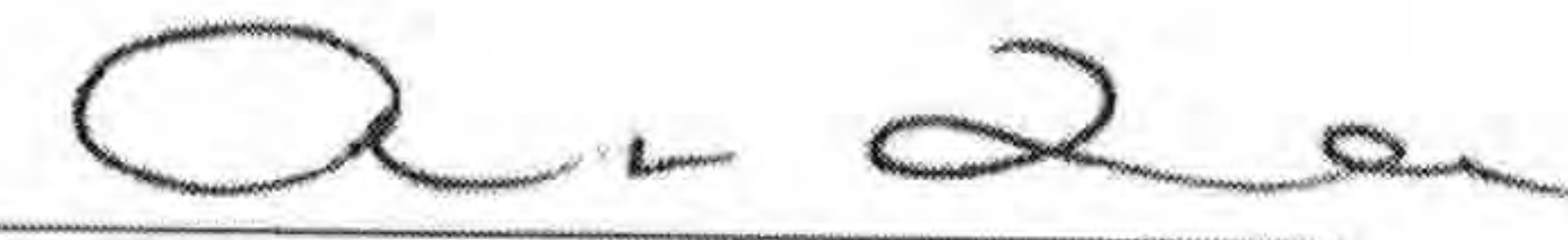
IN WITNESS WHEREOF, the parties hereto have executed this Agreement to commence on January 1, 2022.

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.

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

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

May 29, 2025

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 \$140.34 for FY 2023-24. The total operating cost per vehicle hour in the preceding FY 2022-23 was \$125.58. These results are based on the June 30, 2024 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 2022-23 to FY 2023-24 was 3.4%.

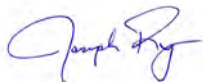
Recovery from the COVID-19 Pandemic continues to be a slow process made more difficult by a crippling labor shortage, made worse by rising minimum wage mandates. As RCTA's labor and fuel costs steadily rose, it reduced services to balance the budget and reduce low-performing trips in the wet winter months. This causes further spikes in hourly operating costs as less revenue hours are provided by the same amount of support staff (dispatch, maintenance, supervision). RCTA featured FY 2023-24 costs per revenue hour increasing 11.7% versus FY 2022-23. 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 reduced demand and higher labor and fuel cost 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: Executive Director

May 29, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Approve Resolution 2024-25-10 Establishing
RCTA Board and Contract Staff Travel Policy and Modifying FY 25-26 Budget to Allow for
Reimbursement of Approved Travel Expenses



RECOMMENDATION:

Approve Resolution 2024-25-10 adopting a Board and Contract Staff Travel Policy and modifying the FY 25-26 budget to allow for reimbursement of approved travel expenses.

BACKGROUND:

RCTA has a unique staffing model in which the agency is led by a consultant team. While this model has generally worked well for RCTA, the lack of a travel policy for RCTA's Executive Director (ED) or members of the contracted staff has become an issue. Without a travel policy the ED, contracted staff and Board Members must pay out-of-pocket costs to represent RCTA at important transit events such as conferences and symposia. This limitation negatively impacts RCTA's ability to stay engaged and informed within the transit industry. Additionally, it limits Board Members' ability to attend conferences and industry events to gain exposure and knowledge about the transit industry.

Adopting this Board and Contract Staff Travel Policy (Travel Policy) will establish uniform standards for authorized travel and reimbursement of expenses incurred by the ED, contracted staff and Board Members. This Travel Policy will support RCTA's ED, contracted staff and Board Members increased levels of engagement and information gathering to help RCTA provide better service to its customers.

This establishment of the Travel Policy will be accompanied by the establishment of funds for RCTA to reimburse contracted staff and the Board for approved travel in the Fiscal Year 2025-26 RCTA Budget. These funds will initially include enough to cover two trips per fiscal year for the ED and contracted staff, but could be adjusted in the future. Examples of conferences and industry events are the Far North Symposium, which occurs each summer, and statewide conferences and events hosted by the California Association for Coordinated Transportation and California Transit Associations. If a Board Member wants to attend a conference or event, staff will include additional funding in the budget.

This Travel Policy will be effective immediately.

ATTACHMENTS

1. Resolution 2024-25-10 – May 29, 2025
2. Draft Board and Contract Staff Travel Policy – May 2025

**REDWOOD COAST TRANSIT AUTHORITY
RESOLUTION NO. 2024-25-10**

**RESOLUTION ADOPTING REDWOOD COAST TRANSIT AUTHORITY BOARD AND
CONTRACT STAFF TRAVEL POLICY**

WHEREAS, on June 1, 2004, the County of Del Norte and City of Crescent City entered into a Joint Exercise of Powers Agreement (Agreement) creating the Redwood Coast Transit Authority (RCTA) to provide transit service throughout the geographic areas of the parties;

WHEREAS, RCTA utilizes a fully contracted model, that employs a contracted Executive Director (ED) and staff; and

WHEREAS, this model has served RCTA well throughout its over 20-year existence; and

WHEREAS, one issue that has arisen out of the model is the lack of a travel policy which discourages RCTA's ED and staff from attending conferences and symposia as they would have to pay out-of-pocket costs; and

WHEREAS, the lack of a travel policy also discourages Board Members from attending conferences and symposia as they would have to pay out-of-pocket costs; and

WHEREAS, attending conferences and symposia provides the ED and staff the latest information and networking in the transit industry; and

WHEREAS, RCTA desires to increase the level of involvement and information sharing to ensure the best management and service for RCTA customers; and

WHEREAS, RCTA desires to adopt a formal travel policy that will establish uniform standards for authorized travel and reimbursement of expenses incurred by Board Members, the ED and staff; and

WHEREAS, RCTA has funded a new line item in the pending Fiscal Year 2025-26 RCTA Budget to allow for reimbursement of legitimate travel expenses for two to three transit industry events per year, to be adjusted in the future as needed.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority (RCTA) does hereby approve and adopt the 2025 RCTA Travel Policy and will refer to said policy for any future contract staff and/or Board travel requests.

PASSED AND ADOPTED by the RCTA Board of Directors of the Del Norte County, State of California, at a regular meeting of said Board held on the 29th of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

(Please Print)

Name: _____ Isaiah Wright _____

Title: _____ Chair _____

Signature: _____

Date: _____



Title: Travel Policy and Procedures

Issuing Date: May 29, 2025

I. PURPOSE AND OBJECTIVES:

A. Purpose

The purpose of the Travel Policy is to establish uniform standards for authorized travel and reimbursement of expenses incurred by members of the Board of Directors (Board), the Executive Director, and employees of the Redwood Coast Transit Authority (RCTA) in the normal conduct of the agency's business. The terms "Executive Director" and "employees" as used in this policy include both in-house and contracted Executive Director and executive staff. Unless otherwise specified in an employment contract, this policy governs Executive Director and executive staff travel.

B. Obligations

1. RCTA must ensure that expenses incurred by its officers and employees are solely for public business purposes.
2. RCTA is obligated to maintain accountability and transparency when public funds are used to reimburse expenses.
3. RCTA is responsible to taxpayers and the public to be prudent in making expenditures.
4. To meet these obligations, RCTA commits to maintaining standards for acceptable reimbursable expenses and approving only reasonable and appropriate expenses.

II. DEFINITIONS:

A. Actual and Necessary Expense.

1. An expense is "Actual" when it was truly incurred. Per diem and other specified rates are used in lieu of evidencing and calculating "actual" expenses for certain categories of expense reimbursement.
2. An expense is "Necessary" when it is required to achieve a particular Business Purpose.

B. Allowable Expense. An expense is "Allowable" when it is appropriate, reasonable, and incurred primarily for a Business Purpose.

1. An expense is "Appropriate" when it is suitable or fitting in the eyes of an objective third party, and it fulfills a valid Business Purpose.

2. An expense is “Reasonable” when it is ordinary—not lavish or excessive—and reflects a prudent decision to incur the expense on behalf of RCTA in furtherance of a Business Purpose.
- C. Business Purpose. A “Business Purpose” establishes that a particular good, service, or activity is necessary to fulfill RCTA's mission, as opposed to benefitting only or primarily an individual.
- D. GSA Per Diem Rates. Established by the federal General Service Administration (GSA), the Per Diem Rates set forth in the Meals and Incidental Expenses per diem rates table (www.gsa.gov/mie) set the full amounts that federal employees may receive for a single calendar day of travel for breakfast, lunch, dinner, and incidental expenses within the lower 48 Continental States. For purposes of this Travel Policy, the GSA Per Diem Rate sets the full amount the Executive Director and employees may receive, and the maximum amount Board members may receive, for a single calendar day. The first and last day of travel are reimbursed at 75% of the full day's GSA Per Diem Rate for the Executive Director and employees, and no more than 75% for Board members.
- E. IRS Mileage Rate. Established by the Internal Revenue Service (IRS), the IRS Mileage Rate is a standard per-mile rate set for tax reporting or obtaining reimbursement for use of a private vehicle for business travel (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).
- F. Pre-approval. “Pre-approval” is authorization for travel expenses or reimbursements:
 1. For members of the Board and for the Executive Director: Pre-approval may only be provided by the Board Chair.
 2. For the Board Chair: Pre-approval may only be provided by the Board of Directors.
 3. For employees: Pre-approval requires approval by the Executive Director.
- G. Receipt. A receipt is a document that substantiates a business transaction and provides proof of payment of an expense. A receipt will typically include the date of the transaction, merchant name, list of items purchased or received, form of payment (cash, check, credit card), and amount paid.

III. POLICY STATEMENT:

A. General Travel

RCTA Board members, the Executive Director, and employees are authorized to travel, at RCTA's expense, to attend conferences, trainings, seminars, and other events that are related to a Business Purpose. Board members, the Executive Director, and employees must, at all times, exercise sound judgment when incurring expenses, and when submitting requests for expenditures or reimbursement, consistent with the standards and proprieties of an agency supported by public tax dollars.

B. Board of Directors Travel

Board members may travel, at RCTA's expense, for conferences, trainings, seminars, and other events that are related to a Business Purpose. Board members must have written Pre-approval to attend such events if they will incur lodging and/or transportation expenses expected to be reimbursed by RCTA.

Board members should provide, not later than the next Board meeting following return from an event for which they receive reimbursement, a brief oral or written summary of their activities and/or information learned. Attachments and/or other substantive materials from the event are encouraged but not required. The Executive Director or designee will coordinate the distribution of such information to Board members and staff.

No more than two members of the Board may attend the same conference that is greater than 50 miles from RCTA headquarters. If more than two Board members are interested in attending the same such conference, the Board Chair may decide which Board members may attend the conference or seek Board approval to waive this provision of the Travel Policy.

C. Executive Director and Employee Travel

Executive Director and employee travel to conferences, trainings, seminars, or other events requires written, Pre-approval if the Executive Director or employee will incur lodging and/or transportation expenses expected to be reimbursed by RCTA.

IV. REIMBURSABLE AND NON-REIMBURSABLE EXPENDITURES:

A. Reimbursable Expenditures

For Board members, only Actual and Necessary expenses are subject to reimbursement. For the Executive Director and employees, only Allowable expenses are subject to reimbursement.

The following expenses incurred in connection with a Business Purpose generally will be subject to reimbursement, as long as this Travel Policy's other requirements are met. The following is a list of guidelines and not necessarily a complete list.

1. Registration Fees. Registration fees for a conference, training, or seminar that will support or enhance Board member(s)/Executive Director/employee(s)' development or skill set or other events that are directly related to the business of RCTA.
2. Transportation Expenses. Board members, the Executive Director, and employees are encouraged to use public transportation and pool cars to the maximum extent possible. When this is not possible, transportation

expenses for travel pursuant to this Travel Policy will be reimbursed in accordance with the following guidelines.

- a. Airfare. RCTA will reimburse the most economical coach/economy airfare that will guarantee a seat assignment and allow for carry-ons.
 - i. If a Board member, the Executive Director, or employee purchases an upgraded seat (e.g., premium economy, business, or first class), RCTA will only provide reimbursement for the portion of the fare associated with a coach/economy ticket. The Board member, Executive Director, or employee must provide a side-by-side comparison of the cost of the upgraded and economy airfares at the time the ticket was purchased on the same flight.
 - ii. Ticket purchases should be made at least two weeks in advance of the travel date to take advantage of lower fares.
 - iii. RCTA will reimburse for one checked bag per flight.
- b. Car Rentals. With Pre-approval, rental cars (as well as gas and insurance charges for such cars) are authorized for reimbursement when necessary and when other modes of transportation are not feasible or economical. Board members, the Executive Director, and employees should select the lowest cost vehicle and type that is reasonable, and purchase the insurance offered by the car rental company.
- c. Personal Vehicles. With Pre-approval, the use of the Executive Director's or employee's personal vehicle for business-related travel will be reimbursed at the published IRS Mileage Rate. The Executive Director and employees must maintain the appropriate insurance level on their vehicles when they are being used for RCTA business.
- d. Parking and Bridge Tolls. Actual parking and bridge toll expenses are subject to reimbursement. Toll charges on express lanes are not eligible for reimbursement.
- e. Other Ground Transportation. Expenses for taxis, rideshare services (e.g., Uber, Lyft), shuttle services, subway, or other forms of transportation to and from hotels, airports, railroad stations, or other businesses, connected with RCTA's business activities are reimbursable. Tips of up to 20% are reimbursable. Transportation to restaurants, entertainment, and non-business-related meetings will not be reimbursed.

3. Lodging Expenses.

- a. Limitations on Lodging Expenses. RCTA will reimburse expenses for lodging in locations that are more than two hours' driving distance one-way, or greater than 50 miles from, a Board member's, the Executive Director's, or employee's point of origin or RCTA

headquarters, whichever is greater. If a location is within two hours' driving distance or less than 50 miles from the Board member's, Executive Director's, or employee's point of origin or RCTA headquarters, whichever is greater, Board members, the Executive Director, and employees are not eligible for reimbursement for lodging expenses without Pre-approval.

b. Reasonable Cost of Lodging. RCTA will reimburse Actual and Reasonable lodging costs, including resort fees or other mandatory charges associated with the reservation, as supported by the detailed receipt showing each day that lodging away from home is required for Business Purposes.

i. Group Rates. If lodging is related to attending a conference, training, seminar, or other event that is directly related to RCTA's business, lodging expenses must not exceed the group rate published by the conference or event organizer for the event in question, if such rates are available at the time of booking.

ii. Standard Hotel Rates. If a group rate is unavailable, reimbursement will be limited to per diem rate for a single room, as shown at www.gsa.gov/mie. Exceptions must be Pre-approved.

iii. Airbnb and Vacation Rentals by Owner (VRBO) and Other Lodging Alternatives. When traveling for RTCA's business, renting homes directly or through sites like Airbnb or VRBO is not reimbursable or permitted, unless there is no other lodging available within a 50-mile radius of the training or meeting location and Pre-approval is obtained.

c. Lodging with Friends or Family. A Board member, the Executive Director, or employee may elect to stay with family or friends in lieu of staying in a hotel. In such case, RCTA will not provide reimbursement for lodging.

4. Meals and Other Incidentals. The GSA Per Diem Rates provide guidance on what a Board member, the Executive Director, or an employee will be reimbursed daily for breakfast, lunch, dinner, and incidentals. However, first and last day Meals and other incidentals will be reimbursable at the GSA First & Last Day of Travel rate, which is calculated at 75% of the full day's rate. Board members, the Executive Director, and employees must submit receipts for meals and incidentals. No meal allowance will be provided for meals that are included in a conference, seminar, or training package.

5. Additional Necessary Expenses and Tips and Gratuities.

a. Additional Expenses. Visa fees, required immunizations, exchange rate fees, and other necessary items may be reimbursable. Board members, the Executive Director, and employees must obtain Pre-approval.

- b. Taxes. Any taxes (e.g., transit occupancy, airport, sales) will be included as part of the reimbursable expenses.
- c. Tips and Gratuities. Tips and gratuities, up to 20% of the reimbursable expenses, are reimbursable for normal services associated with RCTA's business travel. Meals, bellhop, and housekeeping expenses are not reimbursable, as these are included in the GSA Per Diem Rates.

B. Non-Reimbursable Expenditures

The following expenses are not authorized for reimbursement:

- 1. The personal portion of any trip.
- 2. Political, religious, or charitable contributions.
- 3. Family expenses, including partner's expenses, if accompanying the Board member, Executive Director, or employee on business for RCTA business, and children and/or pet-related expenses.
- 4. Airline upgrades (above economy class airfare), early check-in fees, flight insurance, optional items offered by the airline during the flight, or airline rewards, credits, or points.
- 5. Hotel rewards, credits, or points, room upgrades, and late check out fees.
- 6. Entertainment expenses, including but not limited to the theater, movies (in-room or at the theater), sporting events (including gym, massages, and/or golf-related expenses), or other cultural events.
- 7. Alcohol.
- 8. Passport Fees.
- 9. Tips greater than 20% (unless automatically included in the bill).
- 10. Personal automobile expenses, including but not limited to repairs, traffic citations, toll rates for express lanes, insurance, gasoline, or EV charging.
- 11. Loss of personal apparel and accessories (e.g., eyeglasses, briefcases, luggage, headphones).
- 12. Cigarettes/e-cigarettes, magazines, books, newspapers, drycleaning, shoeshine, sundries, or other personal expenses.

C. Combining Business and Personal Travel

- 1. When business travel is extended for personal reasons, the Board member, Executive Director, or employee is responsible for any expenses incurred as part of their personal travel. When travel includes transportation to or from a non-business travel location, RCTA will reimburse only that portion of business-related transportation. The employee must provide documentation to support the cost of the portion of the trip related to a Business Purpose.
- 2. A Board member, the Executive Director, or employee extending business travel for personal reasons must compare the cost difference between

traveling on the original departure and/or return date(s) and the extended departure and/or return date(s). In addition to comparing flights for departure and/or return dates, the Board member, Executive Director, or employee must take into account any additional costs incurred due to changes in transportation and lodging reservations (e.g., change fees, fare differences, or any other related expenses). The Board members, Executive Director, and employees are responsible for paying the flight and lodging cost differences and any other associated costs. The Board members, Executive Director, and employees must attach quotes or estimates for the cost of flights and lodging for both the required travel dates and the extended travel dates. This allows RCTA to compare the financial implications of the travel extension.

V. RESPONSIBILITIES OF BOARD MEMBERS, EXECUTIVE DIRECTOR, AND EMPLOYEES:

Board members, the Executive Director, and employees must:

- A. Ensure all expenses being paid or reimbursed by RCTA are Actual and Necessary (for Board members) and Allowable (for the Executive Director and employees), with a legitimate Business Purpose, and in conformance with this Travel Policy.
- B. Ensure that expenses submitted for reimbursement have not been previously paid through advance of per diem costs.
- C. Comply with this Travel Policy and related procedures for expense reimbursement.

VI. PROCEDURES:

The Board of Directors authorizes the Executive Director to implement procedures in furtherance of this Travel Policy, such as those set forth in Attachment A. The Executive Director may revise the attached procedures at any time in compliance with all laws.

VII. COMPLIANCE WITH POLICY AND PROCEDURES:

A. Violation of Policy

Board members', the Executive Director's, or employees' misuse of RCTA's resources, or falsification of expense reports, in violation of this Travel Policy may result in any or all of the following:

- 1. Loss of reimbursement privileges;
- 2. Payment of restitution to RCTA;
- 3. Reporting of the expenses as income to state and federal tax authorities;
- 4. Civil penalties of up to \$1,000 per day and up to three times the value of the resources used;
- 5. Prosecution for misuse of public resources;

6. For the Executive Director or employees, discipline up to and including termination; and/or
7. For Board members, censure by the Board of Directors or such other measures as may be determined by the Board.

B. Compliance with Laws

1. **Political Reform Act.** Board members should be aware that some expenditures may be subject to reporting under the Political Reform Act.
2. **Public Records Act.** All expense reports, associated receipts, and other documentation are public records subject to disclosure under the California Public Records Act.

VIII. DOCUMENT CONTROL:

Amendment Date:	Version	Amendment Description:	Date of Adoption:

IX. APPROVAL:

1.	Issued by:		
	Name	Position	Signature

2.	Reviewed and Approved by:		
	Name	Position	Signature

X. ATTACHMENTS:

Attachment A, Procedures

**Attachment A
Procedures**

I. Completion and Submission of Expense Reports

A. Completing an Expense Report. Important things to note for an expense report:

1. Dates must be listed on receipts and supporting documents.
2. The personal mileage rate is from the IRS website each year.
3. For the Executive Director, employees, and Board members, the GSA Meals and Incidental Expenses rates should pertain to the city/county and state you are visiting.
4. Lodging expenses must be listed on itemized hotel receipts.
5. Other expenses may include bridge toll, parking, tips, etc. as allowed in the Travel Policy.
6. The stated Business Purpose must include a description.
7. Board, Board Chair or Executive Director, as appropriate, approval is required before the expense report is processed.
8. Board members and the Executive Director should email the completed, properly signed expense report to the County Auditor's Office via email.
9. Employees should email the completed, properly signed expense report to the Executive Director via email.

B. Submission of Expense Report. When seeking reimbursement for business travel and/or training expenses, Board members, the Executive Director, and employees must submit the following:

1. Expense report with receipts;
2. Pre-approval, if applicable; and
3. Lost Receipt Affidavit, if applicable.

If any receipts are written in a language other than English, the Board member, Executive Director, or employee must explain or translate those receipts.

C. Deadline to Submit Expense Reports. Expense reports related to a trip or event must be submitted within 30 calendar days but no later than 90 calendar days after the Board member, Executive Director, or employee has returned home. If a Board member, the Executive Director, or employee fails to timely submit expense reports, the reimbursement of expenses may be denied.

All expense reports for expenses incurred within the fiscal year must be submitted no later than July 31 of the following fiscal year.

- D. **Non-Refundable Expenses for Non-Attendance.** In the event a Board member, the Executive Director, or an employee does not attend a trip and non-refundable expenses have been incurred (e.g., registration, lodging, airfare), the Board member, Executive Director, or employee must submit a written explanation of the reasons for non-attendance to their expense report approver. The Board member, Executive Director, or employee must first contact the conference or event organizer to request a transfer of their registration to another individual or transfer of their registration to another year. If the non-refundable expenses are not transferable to RCTA for later use by another individual or are not transferable to another year, and if the fees were paid by RCTA, the Board member, Executive Director, or employee must reimburse RCTA for the expenses absent a determination by the County Auditor's Office that non-attendance was unavoidable.
- E. **Original Itemized Receipts.** Original itemized receipts must be submitted with the expense report. In some cases, an itemized receipt of what was purchased, along with the charge receipt, may be required. Receipts must be legible and must include the Board member, Executive Director, or employee's full name, the date, and the dollar amount.

Board members, the Executive Director and employees will submit receipts for reimbursement of meals. RCTA will use the GSA Per Diem Rates for reimbursement of meals. The Executive Director, employees, and Board members must include a copy of the program or agenda of the event with their reimbursement requests if seeking meal reimbursement.

- F. **Lost Receipts When Receipts Are Required.** If receipts have been lost and it is not possible to obtain a duplicate receipt or if a receipt is not available for a small expenditure (e.g., parking meters), the Board member, Executive Director, or employee must provide a Lost Receipt Affidavit with details explaining which receipts are not available. The Lost Receipt Affidavit must be attached to the expense report.

II. **Approval Required for Expense Reports**

- A. Board Members and Executive Director: Expense reports must be approved by the Board Chair, and the Board Chair's expense report must be approved by a majority vote of the Board of Directors.
- B. Employees: Expense reports must be approved by the Executive Director.

III. **Responsibilities of Those Reviewing and Approving Expense Reports**

A. **Responsibilities of the Approvers.** Individuals authorized to approve expense reports must do the following:

1. Review the expenses.
2. Confirm that the purpose of the expenses is valid and directly related to RCTA's business.
3. Verify that the information contained on the request is properly documented and supported by the appropriate receipts.
4. Confirm that the expenses were Allowable (for the Executive Director and employees) or Actual and Necessary (for Board members) and consistent with the Travel Policy and/or any other applicable RCTA policies.
5. If needed, request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the trip or event. The explanation of such expenditures must be included with the expense report.