

**REDWOOD COAST TRANSIT AUTHORITY
MINUTES**

June 23, 2025 AT 5:30 P.M.

ATTENDED: ISAIAH WRIGHT (CHAIR), RAY ALTMAN (VICE CHAIR), JOEY BORGES (DIRECTOR), AND DARREN SHORT (DIRECTOR)

ABSENT:

ALSO PRESENT: JOSEPH RYE, SCOTT KEENER, MELLISA ALFARO, ALICIA FERREIRA

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

Chair Isaiah Wright called the meeting to order at 5:30 p.m. Alicia Ferreira, conducted roll call. Chair Isaiah Wright led the Pledge of Allegiance.

2. PUBLIC COMMENT

The following person(s) addressed the Board: **NONE**

3. CONSENT CALENDAR

3A. APPROVE THE MINUTES OF THE MARCH 24TH, 2025 RCTA BOARD MEETING

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 AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS

3C. APPROVE RELEASE OF ELECTRIC VEHICLE CHARGING MANAGEMENT SYSTEMS REQUEST FOR INFORMATION

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

4. DISCUSSION AND APPROVAL OF RESOLUTION 2024-25-09 ADOPTING RCTA TRAVEL POLICY

On a motion by Director Borges and seconded by Director Altman, unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved the Resolution 2024-25-09 Adopting RCTA Travel Policy.

5. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

PURSUANT TO GOVERNMENT CODE SECTION 54957(b)

POSITION: EXECUTIVE DIRECTOR

6. REVIEW AND ACCEPT FISCAL YEAR 2023-24 RCTA FINANCIAL AUDIT FROM O’CONNOR CPAs

On a motion by Director Short and seconded by Director Borges, unanimously carried on a polled vote the Redwood Coast Transit Board Authority of Directors approved the Fiscal Year 2023-24 RCTA Financial Audit From O’Connor CPAs.

7. APPROVE AWARD OF AGREEMENT TO DOKKEN ENGINEERING FOR DESIGN SERVICES FOR PLANS, SPECIFICATIONS, AND ESTIMATES FOR THE WILLIAMS DRIVE CHARGING STATIONS PROJECT

Discussion was held regarding the approval of the award agreement to Dokken Engineering for Design Services for Plans, Specifications, and Estimates for the Williams Drive Charging Station Project.

On a motion by Director Short and seconded by Director Borges, unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Award of Agreement to Dokken Engineering for Design Services for Plans, Specifications, and Estimates for the Williams Drive Charging Station Project.

8. APPROVE AWARD OF AGREEMENT TO NORTHPOINT CONSULTING FOR SERVICES FOR PROJECT APPROVALS AND ENVIRONMENTAL DOCUMENT SERVICES FOR THE DOWNTOWN TRANSIT CENTER PROJECT

Discussion was held regarding the approval of the award of agreement to Northpoint Consulting for services for project approvals and environmental document services for the downtown transit center project.

On a motion by Director Short and seconded by Director Borges, unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Award of Agreement to Northpoint Consulting for services for project approvals and environmental document services for the downtown transit center project.

9. RECEIVE PRESENTATION ON FY 2021-22 THROUGH FY 2023-24 TRIENNIAL PERFORMANCE AUDIT

The Executive Director, Joseph Rye, provided a preview of the Triennial Performance Audit covering Fiscal Years 2021-22 through 2023-24. No action was taken. The full report and discussion will be brought back as an agenda item at the August meeting.

10. RECEIVE PRESENTATION ON SHORT RANGE TRANSIT PLAN – TECH MEMO #2 ANALYSIS

The Executive Director, Joseph Rye, provided a preview of the Short Range Transit Plan covering the Tech Memo #2 Analysis. No action was taken. The full report and discussion will be brought back as an agenda item at the August meeting.

11. ADOPT RESOLUTION 2024-25-10 APPROVING FISCAL YEAR 2025-26 RCTA BUDGET

Discussion was held regarding adopting the Resolution 2024-25-10 approving Fiscal Year 2025-26 RCTA Budget.

On a motion by Director Short and seconded by Director Altman, unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Resolution 2024-25-10 approving Fiscal Year 2025-26 RCTA Budget.

12. ADOPT RESOLUTION 2024-25-11 AUTHORIZING FILING OF FY 2025-26 TRANSPORTATION DEVELOPMENT ACT CLAIM

Discussion was held regarding adopting the Resolution 2024-25-11 authorizing filing of Fiscal Year 2025-26 Transportation Development Act Claim.

On a motion by Director Short and seconded by Director Altman, unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Resolution 2024-25-11 authorizing filing of Fiscal Year 2025-26 Transportation Development Act Claim.

13. EXECUTIVE DIRECTOR AND TRANSDEV GENERAL MANAGER ORAL REPORTS

The Transdev General Manager, Scott Keener, provided an operations update, noting that drivers' retroactive pay has been processed. Aline Titus has officially assumed the Operations and Safety Manager role and will receive retroactive pay. The Executive Director, Joseph Rye, reported that the next scheduled meeting will include discussion of carryover items from this meeting, as well as an in-progress item involving the Healthcare District regarding local medical transportation services.

14. CONSIDERATION OF REVISIONS TO ITEM 4 – RESOLUTION 2024-25-09 ADOPTING RCTA TRAVEL POLICY

A motion was made by Director Short to reconsider Resolution 2024-25-09, previously approved under Item 4, regarding the adoption of the RCTA Travel Policy. The motion included the following proposed modifications:

- Strike subsection b(iii) under Section IV(A)(3) *Lodging Expenses*, which addresses "Airbnb and Vacation Rentals by Owner (VRBO) and other lodging alternatives."
- Remove the requirement for receipts under Section IV(A)(4) *Meals and Other Incidentals*.
- Strike the phrase "Transportation to restaurants" from Section IV(A)(2)(e) *Other Ground Transportation*, specifically from the sentence: "Transportation to restaurants, entertainment, and non-business-related meetings will not be reimbursed."

On a motion by Director Short and seconded by Director Altman, unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Revisions to Item 4 - Resolution 2024-25-09 Adopting RCTA Travel Policy.

15. ADJOURN – NEXT RCTA BOARD MEETING WILL BE MONDAY, AUGUST 25TH, 2025 AT 5:30PM AT FLYNN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:25PM. The next regular scheduled meeting will be on Monday August 25th, 2025, at 5:30 p.m. at Flynn

Joseph Rye, Executive Director
Redwood Coast Transit Authority