

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SPECIAL MEETING AGENDA: TUESDAY, JUNE 27, 2023 AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

This meeting is in person. If you cannot attend in person, there is online access:
<https://media.co.del-norte.ca.us/>

1. Call Meeting to Order

2. Pledge of Allegiance

3. Public comment period

Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.

4. Public Hearing

Conduct a public hearing to gather information on unmet transit needs.

5. Adjourn to the Policy Advisory Committee

CONSENT AGENDA for POLICY and ADMINISTRATIVE

Items are considered routine in nature and voted on in one motion: Consider public comments or requests to pull matters from the consent agenda for separate action.

a) Minutes of May 2, 2023

Staff recommendation: By consensus, accept minutes of May 2, 2023.

b) Transportation Development Act claim

Staff recommendation: By polled vote, approve Redwood Coast Transit Authority Transportation Development Act claim and authorize the vice chair to sign.

c) Adopt Transportation Development Act (TDA) Resolutions for 2023-24.

Proposed action: By polled vote, adopt the following resolutions per the TDA fund estimate:

- i. 2023 7 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
- ii. 2023 8 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes per the adopted Overall Work Program.
- iii. 2023 9 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.

- d) Unmet needs certification
Social Services Transportation Advisory Council and staff recommendation: By polled vote, adopt resolution 2023 10 certifying the unmet transit needs findings for 2022-23.
- e) Adopt Resolution 2023 11 authorizing the Executive Director to administer Planning, Programming and Monitoring funding.
Proposed action: Adopt Resolution 2023 11 authorizing the Executive Director and Legal Counsel to execute fund transfer agreements and all related documents with the State of California Department of Transportation for planning, programming and monitoring purposes.
- f) Appoint members to the Social Services Transportation Advisory Council.
Proposed action: By polled vote, three members to the SSTAC representing Del Norte Mission Possible, Redwood Cove Senior Apartments, and Area 1 Agency on Aging.
- g) SAFE system contract for cell phone services through Knightscope
By polled vote, authorize the execution of the Voice & Data Service Plan contract with Knightscope dated June 22, 2023.

POLICY and ADMINISTRATIVE

- h) Discussion items
 - US 199 at Elk Valley Crossroad and Safety Corridor update
 - Last Chance Grade
- 6. Policy Advisory Committee comments and reports
- 7. Action on the recommendations of the Policy Advisory Committee
Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.
- 8. Adjourn until the regular meeting on Tuesday, August 1, 2023 at 3 p.m.

Anyone requiring a reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting.

DATE: JUNE 27, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: PUBLIC HEARING

The California State Transportation Development Act (TDA) requires the Unmet Transit Needs Process be conducted annually by Regional Transportation Planning Agencies. DNLTC is the Regional Transportation Planning Agency for the Del Norte region. The TDA requires that DNLTC to make a determination whether there are "unmet transit needs that are reasonable to meet" in in this region. It's important to acknowledge that 100% of the transit funding is spent on transit related services, which is not the case in many regions in California. There are no additional funds to meet the unmet needs, though we are required to document the needs annually. In a subsequent meeting, Del Norte Local Transportation Commission will make a determination by resolution regarding whether the unmet needs are "reasonable to meet."

The Public Hearing requires a reading of the definitions included in Resolution No. 1988 - 1, which defines "Unmet" to be:

- 1) Public transportation and specialized transportation service needs that are identified in the latest update of the Regional Transportation Plan and have not been implemented or funded; and
- 2) Needs identified by community members which have substantial community support expressed through such means as community organizations, at public meetings, etc.

And defines "Reasonable to Meet" to be:

- 1) There are adequate TDA resources available to the claimant to provide an adequate level of service in relation to the identified need; and
- 2) The cost to provide adequate service is supportable in terms of project benefits; and
- 3) Project farebox revenues will be sufficient to comply with Transportation Development Act Provisions relating to farebox revenues as a percentage

In its meeting on June 23, 2023, the SSTAC unanimously confirmed its prioritized list of identified unmet needs:

1. Non-Emergency Medical Transportation
2. Passenger Amenities at Transit Stops

CONSENT AGENDA ITEM A-E

DATE: JUNE 27, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

- a) Minutes of May 2, 2023
Staff recommendation: By consensus, accept minutes of May 2, 2023.
- b) Transportation Development Act claim
Staff recommendation: By polled vote, approve Redwood Coast Transit Authority Transportation Development Act claim and authorize the chair to sign.

This authorization is usual and customary and happens on an annual basis in the June or July meeting.
- c) Adopt Transportation Development Act (TDA) Resolutions for 2023-24.
Proposed action: By polled vote, adopt the following resolutions per the TDA fund estimate:
- i. 2023 7 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
 - ii. 2023 8 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes per the adopted Overall Work Program.
 - iii. 2023 9 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.
- This authorization is usual and customary and happens on an annual basis in the June or July meeting.
- d) Unmet needs certification
Social Services Transportation Advisory Council and staff recommendation: By polled vote, adopt resolution 2023 10 certifying the unmet transit needs findings for 2022-23.

The unmet needs process is the primary responsibility of the Social Services Transportation Advisory Council. Because DNLTC allocates 100% of transit funds for transit purposes, this action represents an annual process and it is not controversial.

- e) Adopt Resolution 2023 11 authorizing the Executive Director to administer Planning, Programming and Monitoring funding.

Proposed action: Adopt Resolution 2023 11 authorizing the Executive Director and Legal Counsel to execute fund transfer agreements and all related documents with the State of California Department of Transportation for planning, programming and monitoring purposes.

This authorization is usual and customary and happens on an annual basis in the June or July meeting.

- f) Appoint members to the Social Services Transportation Advisory Council.
Proposed action: By polled vote, three members to the SSTAC representing Del Norte Mission Possible, Redwood Cove Senior Apartments, and Area 1 Agency on Aging.

The SSTAC is an advisory board to Del Norte Local Transportation Commission and is a requirement of the Transportation Development Act.

- g) SAFE system contract for cell phone services through Knightscope
By polled vote, authorize the execution of the Voice & Data Service Plan contract with Knightscope dated June 22, 2023.

Knightscope is the only call box maintenance service available to the Del Norte region and their group rates through Verizon are far more affordable than what we can acquire directly.

**DEL NORTE TRANSPORTATION COMMISSION MEETING
MINUTES: TUESDAY, MAY 2, 2023 AT 3:00 PM**

Present: Commissioner Ray Altman, City
Commissioner Joey Borges, County, Vice-Chair
Commissioner Jason Greenough, City
Commissioner Chris Howard, County
Commissioner Blake Inscore, City, Chair
Commissioner Valerie Starkey, County
Suresh Ratnam, Caltrans, Policy Advisory Member

Absent: None

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission

1. CALL MEETING TO ORDER

Chair Inscore called the meeting to order at 3:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Inscore led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.

The following person(s) addressed the Commission: None.

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

CONSENT AGENDA for POLICY and ADMINISTRATIVE

Items are considered routine in nature and voted on in one motion: Consider public comments or requests to pull matters from the consent agenda for separate action.

a) Minutes of March 7, 2023

Staff recommendation: By consensus, accept minutes of March 7, 2023.

b) 2023 Economic and Demographic Profile

Staff recommendation: By consensus, accept the 2023 Economic and Demographic Profile.

c) Low Carbon Transit Operations Program

Staff recommendation: By polled vote, adopt resolution 2023 6 authorizing the submittal of the Electric Bus Infrastructure Project Phase 4.

Public comment: None

On a motion by Commissioner Short, seconded by Commissioner Howard, and carried on a polled vote the Del Norte Local Transportation Commission approved item 4 a-c.

POLICY and ADMINISTRATIVE

d) Approve 2023-24 Overall Work Program

Staff and TAC recommendation: By polled vote, adopt resolution 2023 5 approving the 2023-24 Overall Work Program.

Tamera Leighton reviewed the multiple discussions regarding the Overall Work Program and presented the final document. Tamera noted that the Regional Transportation Plan update is not included because the update will begin in January 2024 and be finished in 2024, at that time there will be an amendment for funds reconciliation.

Public comment: None

On a motion by Commissioner Short, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 4 d.

e) Discussion items

- South Beach Climate Change Adaptation Plan update – Tamera Leighton reported that they have been informally notified of a grant award. The final scope of work will need to be negotiated. The grant scored in the high 90's.
- US 199 at Elk Valley Crossroad and Safety Corridor update – Tamera Leighton reported that the first project delivery meeting will be an acknowledgment to the community regarding the work being done. There will be a Safety Corridor meeting later this week. Commissioner Howard commended Tamera on her work and leadership for this project.
- Rowdy Creek Safety Project – Tamera Leighton reported on the preliminary meeting on the project and scope of work.
- Last Chance Grade – Nothing new to report.
- July meeting date (falls on July 4) – Tamera Leighton suggests that the July 4th regularly scheduled meeting be moved to June 27th.

5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Commissioner Inscore reported the City is moving forward on the Front Street project, with the funding secured they will be able to build out three more blocks on Front Street.

Commissioner Greenough thanked the Commission for their support of the Front Street project.

Suresh Ratnam gave an overview of the State Highway Management Plan and stated that public review and feedback will happen.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

Public Comment: None

On a motion by Commissioner Short, seconded by Commissioner Borges, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 4 a-d.

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, JUNE 27, 2023 AT 3:00 P.M.

With no further business before the Commission, Chair Inscore adjourned the regular meeting at 3:26 p.m., until the next regularly scheduled meeting on Tuesday, June 27, 2023, at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director



*Transportation Development Act
Redwood Coast Transit Authority*

Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531
(707) 465-3878

**TRANSPORTATION DEVELOPMENT ACT FUNDS
CLAIM FORMS: DUE JUNE 30, 2023**

Please check the items that are either included with the submitted Transportation Development Act claim package or are on file at Del Norte Local Transportation Commission and return this checklist with the Transportation Development Act claim.

<u>ITEM</u>	<u>SUBMITTED</u>
a) TDA-1 Annual Transportation Development Act Claim	X
b) TDA-2 Project & Financial Plan (for the fiscal year of the claim)	X
c) TDA-3 TDA Funds – Current Status	X
d) TDA-4 Statement of Conformance	X
e) Resolution by governing body that authorizes filing the claim	X
f) CHP Safety Compliance Report	X
g) Statement of projected or estimated revenues and expenditures for prior fiscal year	X
h) Adopted or proposed budget for the fiscal year of the claim	X
i) Signed copy of transit service contract	X
j) Documentation of eligibility under TDA efficiency criteria	X
k) Standard Assurances for Applicants	X

TRANSPORTATION DEVELOPMENT ACT FUNDS
ANNUAL TRANSPORTATION CLAIM

TO: Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531

FROM: Claimant: Redwood Coast Transit Authority

Address: 900 Northcrest Drive #134

City: Crescent City, CA ZIP: 95531

Contact Person: Joseph Rye Phone: 707-235-3078

The Redwood Coast Transit Authority hereby requests, in accordance with TDA article 4 Section 99260(b) and applicable rules and regulations, that its Local Transportation Fund annual transportation claim be approved in the amount of \$919,819 for fiscal year 2023-2024 be drawn from the local transportation fund of the County of Del Norte for the purposes and amounts shown on the attached statements.

Approval of the claim and payment by the County Auditor of this application is subject to such monies being on hand and available for distribution, and to the provision that such monies will be used only accordance with terms of the allocation instructions.


APPROVED:

SUBMITTED:

By _____
Signature

Chair _____
Del Norte Local Transportation Commission

Approval Date _____


By _____
Claimant's Signature

Title General Manager_
Redwood Coast Transit Authority

Submittal Date 6/30/2023

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) \$873,828	4. FARES \$100,000
2. STAF \$401,756	5. OTHER \$0
3. SECTION 5311 \$538,456	6. TOTAL \$1,914,040

1. LTF (SB325) \$873,828	PROJECT COST BY FUNDING SOURCE	4. FARES \$100,000
2. STAF \$401,756	5. OTHER \$0	
3. SECTION 5311 \$538,456	6. TOTAL \$1,914,040	

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,914,040

TDA FUNDS CLAIM: (LTF AND STAF) \$1,275,584

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 planning/launch of Health/Shopping Bus to Medford

SECTION & SUBSECTION OF ACT: 99262

FUNDING SOURCE AND

1. LTF (SB325) \$45,991	4. FARES \$0
2. STAF \$0	5. OTHER \$0
3. SECTION 5311 \$0	6. TOTAL \$45,991

1. LTF (SB325) \$45,991	PROJECT COST BY FUNDING SOURCE	4. FARES \$0
2. STAF \$0	5. OTHER \$0	
3. SECTION 5311 \$0	6. TOTAL \$45,991	

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$45,991

TDA FUNDS CLAIM: (LTF-CTSA) \$45,991

TRANSPORTATION DEVELOPMENT ACT FUNDS **ANNUAL PROJECT AND FINANCIAL PLAN**

Briefly describe all proposed projects and indicate proposed expenditures of your jurisdiction for the ensuing fiscal year for public transportation operating and capital expenditures, right-of-way acquisition and construction of local street and roads and facilities for the exclusive use by pedestrians and bicycles. Give each project a title and number in sequence.

PROJECT TITLE: RCTA Capital, Project #3

BRIEF DESCRIPTION: Capital projects for RCTA fixed routes, inter-city routes, and Dial-A-Ride (including ADA paratransit) services for Del Norte County

SECTION & SUBSECTION OF ACT: 99262

FUNDING SOURCE AND

1. LTF (SB325) \$0	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$537,845 PTMISEA \$240,000, SGR \$173,109, VW \$160,000 LCTOP-\$220,966
3. SECTION 5311 \$0	6. TOTAL \$1,331,920

PROJECT COST BY FUNDING SOURCE

1. LTF (SB325) \$0	4. FARES \$0
2. STA \$0	5. OTHER FTA (5339, 5310) \$537,845 PTMISEA \$240,000, SGR \$173,109, VW \$160,000 LCTOP-\$220,966
3. SECTION 5311 \$0	6. TOTAL \$1,331,920

CLAIMANT TOTAL PROPOSED EXPENDITURES: \$1,331,920

TDA FUNDS CLAIM: (LTF) \$0

TRANSPORTATION DEVELOPMENT ACT FUNDS


CURRENT STATUS

Briefly describe the current fiscal year annual Transportation Claim including: a) Project progress to date; b) Income and expenditures to date. In addition, provide a projection of a) and b) by July 1.

Please see the attached Redwood Coast Transit Authority FY 2022-23 Budget – April 2023

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 2023-24 Budget includes a summary of projected Fiscal Year 2022-23 year-end revenues and expenditures.

CERTIFIED:

BY:  _____

Title: General Manager

Date: June 30, 2023

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 2023-24 in the amount of \$873,828, plus \$45,991 for CTSA Activities conforms with the requirements of TDA Article 4, Chapter 1400, Section 99260, and applicable rules and regulations.

CERTIFIED:



By: _____

Title: General Manager

Date: June 30, 2023

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev. 12-17) OPI 062

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

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO.	HWT REC. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	PASS VEHs BY TYPE I 12 II	Mod Limo	DRIVERS I	BIT FLEET SIZE Powered
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT.	HWVEH.	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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC					

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Fernando Hernandez	DAY TELEPHONE NO. (W/ AREA CODE) (707) 434-6400	NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 954-1692
EMERGENCY CONTACT (NAME) Nick West	DAY TELEPHONE NO. (W/ AREA CODE) (707) 434-6400	NIGHT TELEPHONE NO. (W/ AREA CODE) (707) 951-7066

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2022]

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 checked="" type="checkbox"/> TCP <input type="checkbox"/> PSC 24770	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
USDOT 1002211	<input checked="" type="checkbox"/> MC <input type="checkbox"/> MX 576222	<input type="checkbox"/> MC <input type="checkbox"/> MX	REASON FOR INSPECTION Annual Bus Terminal Inspection

INSPECTION FINDINGS REQUIREMENTS VIOL	INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable				
	MAINTENANCE PROGRAM	DRIVER RECORDS	REG. EQUIPMENT	HAZARDOUS MATERIALS	TERMINAL
MAINTENANCE PROGRAM	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 N/A 2 N/A 3 N/A 4 N/A	1 S 2 S 3 S 4 S
DRIVER RECORDS	No. 2 Time 1.5	No. 9 Time 2.5	No. 4 Time 4.0	TIME	TOTAL TIME
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	4				
CONTAINERS & TANKS					
HAZARDOUS MATERIALS					


INSPECTION TYPE <input type="checkbox"/> I <input type="checkbox"/> R	NON-BIT <input type="checkbox"/>	CPSS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL. <input type="checkbox"/>	INSPECTION DATE(S) 4/11-5/4/23	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 10), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (530) 242-4357 within 5 business days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE	DATE 05/04/2023
CARRIER REPRESENTATIVE'S PRINTED NAME Fernando Hernandez	TITLE General Manager	DRIVER LICENSE NUMBER STATE

California Highway Patrol Northern Division

	US DOT # 1002211	Legal: FIRST TRANSIT INC Operating (DBA):		
MC/MX #: 576222		State #: 100967		Federal Tax ID: 23-1716119 (EIN)
Review Type: Non-ratable Review - Special Study				
Scope: Terminal		Location of Review/Audit: Company facility in the U. S.		Territory:
Operation Types		Interstate	Intrastate	
Carrier:	N/A		Non-HM	Business: Corporation
Shipper:	N/A		N/A	Gross Revenue: _____
Cargo Tank:	N/A			for year ending: _____
Company Physical Address:				
600 VINE STREET CINCINNATI, OH 45202-2400				
Contact Name: Fernando Hernandez				
Phone numbers: (1) 303- 319-9904			(2)	Fax
E-Mail Address:				
Company Mailing Address:				
600 VINE STREET CINCINNATI, OH 45202-2400				
Carrier Classification				
Authorized for Hire		Private Passenger, Business		Local Government
Cargo Classification				
Passengers				
Equipment				
	Owned	Term Leased	Trip Leased	Owned Term Leased Trip Leased
Minibus, 16+	12	0	0	
Power units used in the U.S.: 12				
Percentage of time used in the U.S.: 100				
Does carrier transport placardable quantities of HM?				No
Is an HM Permit required?				N/A
Driver 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:

05/04/2023

Part A

QUESTIONS regarding this report maybe directed to the Northern Division MCSU
@ 530 242 4357

2485 Sonoma St
Redding, CA 96001-3206

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

Person(s) Interviewed

Name: Aline Titus

Title: Safety Manager

Name: Nick West

Title: Maintenance Manager





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/04/2023

Part B Violations

Safety Fitness Rating Information:

Total Miles Operated 370,712
Recordable Accidents 0

OOS Vehicle (CR): 0

Number of Vehicle Inspected (CR): 4

OOS Vehicle (MCMIS): 0

Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

This Review is not Rated.





FIRST TRANSIT INC - Terminal

U.S. DOT #: 1002211

State #: 100967

Review Date:

05/04/2023

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:
 05/04/2023

Part C

Reason for Review: Other Annual 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

3/5/2020
 3/3/2020
 3/3/2020

Prior Prosecutions

1/30/2014

Reason not Rated: Special Study

Study Code: CA

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle? No

Does carrier transport placardable quantities of hazardous materials? Not Applicable

Unsat/Unfit rule:

Corporate Contact: Fernando Hernandez
Corporate Contact Title: General Manager

Special Study Information:

Remarks:

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

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated Satisfactory at this time in all inspected categories.

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





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

Report Number: CAN9WR000931
Inspection Date: 04/11/2023
Start: 8:30 AM PT **End:** 9:30 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400

USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Location: CRESCENT CITY

Highway:

County: DEL NORTE

Email: CLINT.WELLARD@FIRSTGROUP.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	ELDO	2015	CA	1527236	294	1FDAF5GT7FEA66021	19500		

BRAKE ADJUSTMENTS

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

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	S	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify:: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 183392; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 27; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sut Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Notes: Right side upper tie rod ball joint has movement other than rotational. But less than 1/8".

Master cylinder fluid is at the add mark (corrected)

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.

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

Copy Received By:

X

X





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

Report Number: CAN9WR000932
Inspection Date: 04/11/2023
Start: 9:30 AM PT End: 1:30 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400
USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Driver:
License#: **State:**
Date of Birth:
CoDriver:
License#: **State:**
Date of Birth:

Location: CRESCENT CITY **Milepost:** **Shipper:** N/A
Highway: **Origin:** N/A **Bill of Lading:** N/A
County: DEL NORTE **Destination:** N/A **Cargo:** N/A
Email: CLINT.WELLARD@FIRSTGROUP.COM

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GWR	CVSA Existing	CVSA #
1	BU	GLAV	2014	CA	1418665	292	4UZADRDU4ECFM6718	26000		

BRAKE ADJUSTMENTS

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

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	VerifyCrash	Violations Discovered
26701(a) CVC	S	1	N	N		N N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

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

Special Checks: No data for special checks

State Information:

Odometer: 397544; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 28; WC Passenger Capacity: 2; Bus Type: 1; Beat/Sub Area: N89; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Veh #1 Type: 20

Pursuant to Section 2-004 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.

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

Copy Received By:

X

X





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

Report Number: CAN9WR000933
Inspection Date: 04/11/2023
Start: 10:30 AM PT **End:** 11:30 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400

USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Location: CRESCENT CITY

Highway:

County: DEL NORTE

Email: CLINT.WELLARD@FIRSTGROUP.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	FORD	2011	CA	1406812	288	1FD4E4FS7BDA43107	14500		

BRAKE ADJUSTMENTS

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

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	C	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 326745; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 17; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sub Area: N89; 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.

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

Copy Received By:

X

X





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

Report Number: CAN9WR000934
Inspection Date: 04/11/2023
Start: 11:30 AM PT **End:** 12:30 PM PT
Inspection Level: V - Terminal
HM Inspection Type: None

Carrier: FIRST TRANSIT INC

DBA:
 600 VINE STREET
 CINCINNATI, OH, 45202-2400

USDOT: 1002211 **Phone#:** (303)319-9904
MC/MX#: 576222 **Fax#:**
State#: 100967

Location: CRESCENT CITY

Highway:

County: DEL NORTE

Email: CLINT.WELLARD@FIRSTGROUP.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	ELDO	2016	CA	1473503	221	1FD4E4FS3GDC07072	14500		

BRAKE ADJUSTMENTS

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

VIOLATIONS

Section	Type	Unit	OOS	CP	Citation #	Verify	Crash	Violations Discovered
26701(a) CVC	S	1	N	N		N	N	Windshield, windows or doors in vehicle are not safety glazing material--392.2-- Specify: Plexiglass installed between passenger compartment does not meet the requirements of VC 26704 and CCR 13 984. Must have an AS-4 rating or better.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Odometer: 203462; File Code Number: 352297; Fuel Type: D; Passenger Capacity: 19; WC Passenger Capacity: 1; Bus Type: 1; Beat/Sub Area: N89; 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.

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

Copy Received By:

X

X



FY 2022-23 RCTA Year-to-Date Budget - April 1, 2023

FY 22-23 **FY 22-23**
 Adopted Year to Date
 Budget Actuals 4/23

REVENUE

Local Transportation Revenues

Passenger Fares	\$55,000	\$62,118
5311(f) Route 20 Passenger Fares	\$25,000	\$14,138
Auxilliary Transportation (Advertising) Revenue	\$10,000	\$ 7,146

Local Cash Grants & Reimbursements

TDA Article 4 Local Transportation Fund	\$955,212	\$463,200
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0

State Cash Grants & Reimbursements

State Transit Assistance	\$265,609	\$115,969
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 243,000
SB-1 State of Good Repair (bus stops fund balance)	\$64,506	\$ 114,506
SB-1 State of Good Repair (bus replace fund balance)	\$43,487	\$ -
Low Carbon Transit Operations Program (LCTOP)	\$15,000	\$15,000
LCTOP (Capital - Electric Bus)	\$166,346	\$150,704
VW Settlement Fund Capital (electric bus purchase)	\$0	\$0

Federal Cash Grants and Reimbursements

Section 5311 -Operating	\$233,780	\$503,314
Section 5311 - CARES Act/CRRSSA COVID Operating	\$374,264	\$32,929
Section 5311-F Operating	\$279,970	\$279,970

Federal FTA Capital Funds

Section 5339 Capital (formula + discretionary)	\$260,000	\$0
Section 5310 Capital (discretionary)	\$186,116	\$75,000
TDA Reserves Allocation to Operating	\$0	0

TOTAL REVENUE	\$3,177,290	\$2,076,994
TOTAL OPERATIONS REVENUE	\$2,213,835	\$1,493,784
TOTAL CAPITAL REVENUE	\$963,455	\$583,210

OPERATING EXPENSE

20120 Communications (SIM cards, AVL/CAD fees, support)	\$6,000	\$3,371
20170 Maintenance - Buses and Shelters	\$36,400	\$34,018
20200 Memberships & Dues	\$1,030	\$ 809
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$3,605	\$ -
20221 Printing	\$3,090	\$ 38
20235 Accounting Services and Audits	\$14,270	\$19,900
20237 Marketing & Planning Expenses	\$20,600	\$20,595
20236 Legal Services	\$5,150	\$0
20171 Vehicle Maintenance Upgrades (tech toys)	\$40,000	\$0
20233 Management Contract	\$78,034	\$73,050
20242 O&M Contract - Local Fixed Route	\$968,034	\$572,391
TBD O&M Contract - Dial A Ride	\$0	\$0
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$446,489	\$467,341
20244 Advertising, Brochures, Printing	\$15,450	\$7,146
20231 Misc Dept Services (website, GTFs, Alarm Svcs)	\$5,150	\$1,701
20297 Fuel	\$80,000	\$77,869
20297 Fuel - Smith River/Arcata Intercity Route	\$90,000	\$87,601
30410 Lease Expense	\$37,080	\$22,289
TOTAL OPERATING EXPENSE	\$ 1,850,382	\$ 1,388,119

CAPITAL EXPENSE

40620-001 Electric Bus Charging (planning, design,some construct)	\$166,346	\$0
40620-001 Replace 4 Buses - (5339 & Local Funds)	\$520,000	\$9,593
40620-001 5310 Capital (Replace 1 ARBOC Bus & CTS module)	\$292,145	
40621 Security Improvements	\$ -	\$0
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 32,000	\$38,115
40620-418 Radio System On Board Comms	\$ 2,400	\$43,171
40610-200 Facility Improvements (generator install, misc)	\$ 20,000	\$41,713
40610-200 Transit Hub (planning, PE, surveying)	\$ 175,000	\$48,093
TOTAL CAPITAL EXPENSE	\$ 1,207,891	\$329,549
TOTAL EXPENDITURES	\$ 3,058,273	\$1,523,116
Increase (decrease) for TDA Reserves	\$ 119,017	\$ 553,878

	FY 22-23 Adopted Budget	FY 22-23 Year to Date Actuals 4/23	FY 23-24 Draft Budget	Notes
REVENUE				
<i>Local Transportation Revenues</i>				
Passenger Fares	\$55,000	\$62,118	\$75,000	1
5311(f) Route 20 Passenger Fares	\$25,000	\$14,138	\$25,000	
Auxilliary Transportation (Advertising) Revenue	\$10,000	\$ 7,146	\$17,431	2
<i>Local Cash Grants & Reimbursements</i>				
TDA Article 4 Local Transportation Fund	\$955,212	\$463,200	\$873,828	3
TDA Article 4.5 LTF CTSA (see Fund 691)	\$0	\$0	\$0	4
<i>State Cash Grants & Reimbursements</i>				
State Transit Assistance	\$265,609	\$115,969	\$401,756	5
Proposition 1B PTMISEA (carryover balance)	\$243,000	\$ 243,000	\$240,000	6
SB-1 State of Good Repair (bus stops fund balance)	\$64,506	\$ 114,506	\$83,028	7
SB-1 State of Good Repair (bus replace fund balance)	\$43,487	\$ -	\$90,081	
Low Carbon Transit Operations Program (LCTOP)	\$15,000	\$15,000	\$15,000	8
LCTOP (Capital - Electric Bus)	\$166,346	\$150,704	\$220,966	9
VW Settlement Fund Capital (electric bus purchase)	\$0	\$0	\$160,000	10
<i>Federal Cash Grants and Reimbursements</i>				
Section 5311 -Operating	\$233,780	\$503,314	\$238,456	
Section 5311 - CARES Act/CRRSSA COVID Operating	\$374,264	\$32,929	\$350,000	11
Section 5311-F Operating	\$279,970	\$279,970	\$300,000	12
<i>Federal FTA Capital Funds</i>				
Section 5339 Capital (formula + discretionary)	\$260,000	\$0	\$426,000	13
Section 5310 Capital (discretionary)	\$186,116	\$75,000	\$111,845	14
TDA Reserves Allocation to Operating	\$0	0	\$0	
TOTAL REVENUE	\$3,177,290	\$2,076,994	\$3,628,391	
TOTAL OPERATIONS REVENUE	\$2,213,835	\$1,493,784	\$2,296,471	
TOTAL CAPITAL REVENUE	\$963,455	\$583,210	\$1,331,920	
OPERATING EXPENSE				
20120 Communications (SIM cards, AVL/CAD fees, support)	\$6,000	\$3,371	\$47,586	15
20170 Maintenance - Buses and Shelters	\$36,400	\$34,018	\$37,492	
20200 Memberships & Dues	\$1,030	\$ 809	\$1,030	
20280 Special Dept Expenses (CalACT Coop Purchase Fees)	\$3,605	\$ -	\$5,150	
20221 Printing	\$3,090	\$ 38	\$206	
20235 Accounting Services and Audits	\$14,270	\$19,900	\$18,540	
20237 Marketing & Planning Expenses	\$20,600	\$20,595	\$41,200	16
20236 Legal Services	\$5,150	\$0	\$10,300	
20171 Vehicle Maintenance Upgrades (tech toys)	\$40,000	\$0	\$0	
20233 Management Contract	\$78,034	\$73,050	\$90,640	
20242 O&M Contract - Local Fixed Route	\$968,034	\$572,391	\$790,686	
TBD O&M Contract - Dial A Ride	\$0	\$0	\$150,588	17
20243 O& M Contract - Smith River/ Arcata Intercity Route	\$446,489	\$467,341	\$627,560	18
20244 Advertising, Brochures, Printing	\$15,450	\$7,146	\$18,540	
20231 Misc Dept Services (website, GTFS, Alarm Svcs)	\$5,150	\$1,701	\$8,240	
20297 Fuel	\$80,000	\$77,869	\$113,300	
20297 Fuel - Smith River/Arcata Intercity Route	\$90,000	\$87,601	\$144,200	
30410 Lease Expense	\$37,080	\$22,289	\$38,192	
TOTAL OPERATING EXPENSE	\$ 1,850,382	\$ 1,388,119	\$ 2,143,451	
CAPITAL EXPENSE				
40620-001 Electric Bus Charging (planning, design,some construct)	\$166,346	\$0	\$300,000	19
40620-001 Replace 4 Buses - (5339 & Local Funds)	\$520,000	\$9,593	\$600,000	20
40620-001 5310 Capital (Replace 1 ARBOC Bus & CTS module)	\$292,145		\$235,000	
40621 Security Improvements	\$ -	\$0	\$ -	
40610-500 Bus Stop Shelters and Signage (SB-1 SGR)	\$ 32,000	\$38,115	\$ 21,000	
40620-418 Radio System On Board Comms	\$ 2,400	\$43,171	\$ 15,000	21
40610-200 Facility Improvements (generator install, misc)	\$ 20,000	\$41,713	\$ 65,000	
40610-200 Transit Hub (planning, PE, surveying)	\$ 175,000	\$48,093	\$ 50,000	22
TOTAL CAPITAL EXPENSE	\$ 1,207,891	\$329,549	\$ 1,286,000	
TOTAL EXPENDITURES	\$ 3,058,273	\$1,523,116	\$ 3,429,451	
Increase (decrease) for TDA Reserves	\$ 119,017	\$ 553,878	\$ 198,940	23

RESOLUTION NO. 2022-23-12

**REDWOOD COAST TRANSIT AUTHORITY RESOLUTION
APPROVING SUBMITTAL OF FISCAL YEAR 2023-24 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 \$873,828 plus \$45,991 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$401,756;

NOW, THEREFORE, BE IT RESOLVED THAT the RCTA hereby claims the following TDA funding through the RTPA for Fiscal Year 2023-24, an allocation from the Local Transportation Fund a sum not to exceed \$919,819 and State Transit Assistance Fund a sum not to exceed \$401,756, 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 2023-24.

PASSED AND ADOPTED by the Redwood Coast Transit Authority on the 12th day of June 2023 by the following polled vote:

AYES: *Schellong, Roberts, Borges*

NOES:

ABSTAIN:

Joey Borges, Chair
Redwood Coast Transit Authority

ATTEST:

Joseph Rye

Joseph Rye, General Manager
Redwood Coast Transit Authority

**AGREEMENT FOR TRANSIT OPERATIONS AND MAINTENANCE SERVICES
REDWOOD COAST TRANSIT AUTHORITY**

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of January 2022, by and between the Redwood Coast Transit Authority (“RCTA”), and First Transit, an independent Contractor (“CONTRACTOR”).

RECITALS

WHEREAS, RCTA has an ongoing need to contract with an established operations and maintenance contracting entity/company to furnish services as an Operations and Maintenance CONTRACTOR to deliver daily public transportation services in Del Norte County, under the moniker of Redwood Coast Transit, services that CONTRACTOR is specially trained and experienced and competent to perform; and

WHEREAS, RCTA issued a Request for Proposals (RFP) on September 27, 2021, CONTRACTOR submitted a timely and complete proposal in response, and RCTA deemed CONTRACTOR the most qualified to perform the services of Operations and Maintenance CONTRACTOR; and

WHEREAS, RCTA has selected CONTRACTOR for the Operations and Maintenance CONTRACTOR to deliver daily public transportation services in Del Norte County, under the moniker of Redwood Coast Transit.

NOW THEREFORE, in consideration of the work to be rendered and the sums to be paid for that work, and each and every covenant and condition contained in this Agreement, the parties agree as follows:

1. SERVICES

CONTRACTOR is engaged by this Agreement as the duly authorized Operations and Maintenance CONTRACTOR of RCTA and must provide operations, operations management, maintenance of vehicles, radios, and other equipment, including the 140 Williams Drive Operations & Maintenance facility, data collection and reporting, and a variety of other generally accepted transit operations tasks in connection with its functions. A detailed Scope of Services will be amended to this contract after agreement by RCTA and attached as Exhibit A. The Scope of Services may be revised or updated from time to time by mutual written agreement of the parties.

2. TERM AND TERMINATION

This Agreement begins on January 1, 2022 and ends on December 31, 2026. With approval of the RCTA Board of Directors, the contract may be extended unilaterally for up to two additional years, in one-year increments, at option year prices priced submitted as part of the Proposal response to this RFP, not negotiated in the future. This Agreement may be terminated only in accordance with processes detailed in “Termination of Contract”, on page 16 of the RCTA Operations and Maintenance Services Request for Proposal.

3. INDEPENDENT CONTRACTOR

CONTRACTOR is an independent CONTRACTOR and not an employee of RCTA. At all times during the term of this Agreement, CONTRACTOR will be responsible for his/her own property and income taxes, worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. RCTA does not have the right to control the means by which CONTRACTOR accomplishes services rendered pursuant to this Agreement.

CONTRACTOR must provide all his/her own general overhead necessary to perform the required services, including but not limited to office equipment, clerical assistance, utilities, telephone charges, local travel, insurance, and office supplies, and is not entitled to reimbursement for these. Details at this level are contained in the RFP, and the CONTRACTOR Proposal and are enforceable herein.

4. COMPENSATION

As compensation for the services provided hereunder, RCTA will pay CONTRACTOR in accordance with CONTRACTOR's Cost Proposal, which is incorporated herein by this reference and attached hereto as Exhibit B. CONTRACTOR will submit invoices reflecting work performed prior to payment for services. Invoices will be submitted to RCTA once per month. CONTRACTORs invoicing procedure must comply with all federal, state, and local laws, policies, and guidelines.

5. RECORDS

CONTRACTOR must file and keep all records pertinent to RCTA activities. These are the property of RCTA and CONTRACTOR must transfer all records to RCTA upon termination of the contract. CONTRACTOR will develop and follow a records retention policy that complies with applicable State of California, Caltrans, and Federal Transit Administration laws and policies. CONTRACTOR will make all records available to state and local agencies and the public as appropriate and in compliance with California law.

6. INSURANCE

During the term of this Agreement, CONTRACTOR must maintain insurance of the types and amounts designated below. Certificates of insurance in the form approved by the Risk Manager of Del Norte County must be filed with the County Risk Manager concurrent with the execution of this Agreement. The insurance must name RCTA as an additional insured on a primary basis for General Liability Insurance and must state that the policy will not be canceled nor the scope of coverage reduced by the insurer except after filing written notice thereof with RCTA 30 days in advance. No work is authorized until the insurance certificates are filed.

- a. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than Ten Million Dollars (\$10,000,000.00) per occurrence. If general aggregate limit applies, either the general

aggregate limit will apply separately to this Agreement or the general aggregate limit will be twice the required occurrence limit.

- b. Worker's Compensation. As required by the State of California, within Statutory Limits, and Employer's Liability Insurance with limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease.
- c. Automobile Liability Insurance. ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than Ten Million Dollars (\$10,000,000.00) per accident for bodily injury and property damage.

7. LICENSES, PERMITS, ETC.

CONTRACTOR represents and warrants to RCTA that he/she/it has all licenses, permits, qualifications, and approvals legally required for CONTRACTOR perform the services required by this Agreement. If at any time CONTRACTOR ceases to have the licenses, permits, qualifications, or approvals required for CONTRACTOR to perform the services, CONTRACTOR will immediately notify RCTA and this Agreement may be terminated at RCTA's discretion.

8. STANDARD OF PERFORMANCE

CONTRACTOR must perform all services required by this Agreement in a manner and according to the standards observed by competent practitioners of the profession in which CONTRACTOR is engaged. Failure to perform services in such a manner is grounds for termination of this Agreement.

9. INDEMNITY

CONTRACTOR must defend, indemnify, and hold harmless RCTA and its elected and appointed officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of CONTRACTOR in the performance of services rendered under this Agreement.

10. THE CIVIL RIGHTS, HCD, AND AGE DISCRIMINATION ACTS

During the performance of this Agreement, CONTRACTOR ensures that no otherwise qualified person will be excluded from participation or employment, denied program benefits, or be subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

11. STATE NONDISCRIMINATION CLAUSE

During the performance of the services required by this Agreement CONTRACTOR and any subCONTRACTORS must not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or sex. CONTRACTOR and any subCONTRACTORS will ensure that the evaluation and treatment of any employees and applicants for employment are free of such discrimination. CONTRACTOR and any subCONTRACTORS will comply with the provisions of the Fair Employment and Housing Act and the applicable regulations, which are incorporated by this reference. CONTRACTOR and any subCONTRACTORS will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement.

12. CONFLICT OF INTEREST

No Congressional representative and no resident commissioner may receive any benefit from this grant agreement or activity. None of the CONTRACTOR's officers, members or employees, designees or agents, governing board members, or other officials of CONTRACTOR have any interest in any contracts or proceeds for the work done in conjunction with this Agreement other than payment for services provided under this Agreement.

13. DRUG-FREE WORKPLACE CERTIFICATION

The CONTRACTOR certifies, when signing the contract, that it complies with the Drug-Free Workplace Act of 1990 and will take the following actions, if necessary:

- a. Publish a statement to notify the CONTRACTOR's employees, if any, of prohibition of the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and tell them what actions may be taken against them for violations;
- b. Establish a Drug-Free Awareness Program to inform employees, if any, of the danger of drug abuse at work, the CONTRACTOR's drug-free workplace policy, and available employee assistance programs, and the penalties for violation of the drug-abuse policies; and
- c. Give every employee, if any, a copy of the drug-free policy statement and require they abide by its terms as a condition of employment.

14. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

CONTRACTOR must comply with the ADA and applicable regulations and guidelines thereof, which prohibit discrimination on the basis of disability in employment, state and local government service, and in public accommodations and commercial facilities.

15. COMPLIANCE WITH LAWS.

CONTRACTOR will comply with all federal, state, and local laws and ordinances applicable to the work performed under this Agreement. CONTRACTOR is responsible for understanding and

adhering to laws and policies specific to the work performed under this Agreement. The exclusion of an applicable law, policy, or guideline from this Agreement does not excuse CONTRACTOR from responsibility for knowing and following such law, policy, or guideline. CONTRACTOR's failure to comply with applicable law, policy, or guideline is grounds for early termination of this Agreement.

16. MONITORING AND AUDITING

CONTRACTOR agrees to be subject to monitoring and auditing by RCTA and any other entity legally entitled to account for funds expended for performance under the terms of this Agreement. Such monitoring may include, but not be limited to, monitoring for compliance with RCTA's state and federal contracts.

17. GOVERNING LAW AND CHOICE OF FORUM

This Agreement will be administered and interpreted under California law. Any litigation arising from this Agreement must be brought in Superior Court of Del Norte County.

18. COSTS AND ATTORNEYS FEES

If any party commences any legal action against the other party arising out of this Agreement of the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

19. SEVERABILITY

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

20. ENTIRE AGREEMENT

This Agreement, along with the 2021 RCTA Operations and Maintenance Contract Request for Proposals, and the Proposal submitted by the selected CONTRACTOR, combine to form the entire agreement between the parties with respect to its subject matter. This Agreement may be amended from time to time by the written approval of both parties; however, neither party is required to approve any proposed amendment.

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

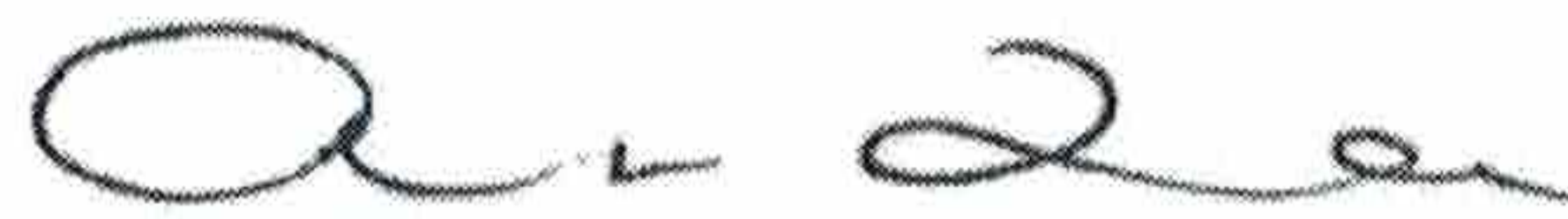
REDWOOD COAST TRANSIT AUTHORITY:



By: Darrin Short, RCTA Chair

Date: 1/31/22

APPROVED AS TO FORM:



Autumn E. Luna, Counsel
Redwood Coast Transit Authority

CONTRACTOR:



Brad Thomas, First Transit

Date: January 18, 2022

**BUDGET PROPOSAL
OPERATIONS AND MAINTENANCE**

Instructions to Proposers: This Form 1.1 is to be used to submit the budget proposed for all work described in this RFP. The proposed budget must consist of fixed hourly costs, by mode of service, and fixed monthly costs.

Contract Year (CY 22 means January thru December 2022)	Base Years					Option Years	
	CY22	CY23	CY24	CY25	CY26	CY27	CY28
Fixed Route Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Dial A Ride Service Hour Rate	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Special Service Rate for CTSA Service Hours	\$ 37.82	\$ 39.00	\$ 40.49	\$ 42.73	\$ 44.54	\$ 45.73	\$ 47.17
Monthly Fixed Fee	\$ 62,613	\$ 66,169	\$ 68,169	\$ 69,815	\$ 72,479	\$ 75,379	\$ 77,320
Monthly Liability Insurance (General & Auto)	\$ 7,845	\$ 8,140	\$ 8,452	\$ 8,786	\$ 9,136	\$ 9,498	\$ 9,874
Total Annual Price	\$ 1,401,159	\$ 1,464,727	\$ 1,514,379	\$ 1,570,981	\$ 1,633,736	\$ 1,690,469	\$ 1,739,435
<i>Elements of Price/Rev Hour</i>							
Operator Wages	\$ 399,792	\$ 406,985	\$ 422,365	\$ 447,511	\$ 466,647	\$ 476,388	\$ 490,148
Operator Benefits	\$ 123,627	\$ 128,852	\$ 134,232	\$ 140,635	\$ 146,677	\$ 153,208	\$ 159,478
Other Operating Costs (specify):							
1. Bus Stop Janitorial Supplies	\$ 7,725	\$ 7,880	\$ 8,037	\$ 8,198	\$ 8,362	\$ 8,529	\$ 8,700
2. Overhead (Variable)	\$ 14,012	\$ 14,647	\$ 15,144	\$ 15,710	\$ 16,337	\$ 16,905	\$ 17,394
3. Profit (Variable)	\$ 10,509	\$ 14,647	\$ 15,144	\$ 15,710	\$ 16,337	\$ 16,905	\$ 17,394
Subtotal	\$ 555,664	\$ 573,011	\$ 594,921	\$ 627,763	\$ 654,360	\$ 671,935	\$ 693,114
<i>Monthly Fixed Price Elements</i>							
Project/General Manager Salary	\$ 85,000	\$ 86,700	\$ 88,434	\$ 90,203	\$ 92,007	\$ 93,847	\$ 95,724
Project/General Manager Benefits	\$ 20,212	\$ 20,958	\$ 21,690	\$ 22,452	\$ 23,246	\$ 24,071	\$ 24,931
Operation/Safety Mgr Salary	\$ 65,000	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158	\$ 75,353	\$ 77,613
Operations/Safety Mgr Benefits	\$ 20,447	\$ 21,353	\$ 22,255	\$ 23,197	\$ 24,182	\$ 25,210	\$ 26,285
Dispatcher I/Dispatcher II Salary	\$ 113,788	\$ 117,152	\$ 120,980	\$ 126,105	\$ 130,155	\$ 134,905	\$ 139,029
Dispatcher I/Dispatcher II Benefits	\$ 34,663	\$ 36,188	\$ 37,718	\$ 39,389	\$ 41,053	\$ 42,824	\$ 44,621
Base Years							
Contract Year (CY 22 means January thru December 2022)							
	CY22	CY23	CY24	CY25	CY26	CY27	CY28
Mechanic/Tech in Charge/Tech in Charge Salary	\$ 84,966	\$ 87,261	\$ 89,617	\$ 92,036	\$ 94,521	\$ 97,073	\$ 99,694
Mechanic/Tech in Charge/Tech in Charge Benefits	\$ 29,535	\$ 30,857	\$ 32,195	\$ 33,595	\$ 35,059	\$ 36,590	\$ 38,191
Service Assistant Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Assistant Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Stop Janitorial Salary	\$ 40,299	\$ 42,472	\$ 44,646	\$ 46,819	\$ 48,993	\$ 51,167	\$ 53,340
Bus Stop Janitorial Benefits	\$ 6,729	\$ 7,071	\$ 7,375	\$ 7,685	\$ 8,000	\$ 8,321	\$ 8,648
CTSA Eligibility Support Costs	\$ 500	\$ 513	\$ 525	\$ 538	\$ 552	\$ 566	\$ 580
CTSA Travel Training Support Cost	\$ 2,700	\$ 2,768	\$ 2,837	\$ 2,908	\$ 2,980	\$ 3,055	\$ 3,131
Non-Vehicle Insurance	\$ 4,955	\$ 5,141	\$ 5,338	\$ 5,549	\$ 5,770	\$ 5,999	\$ 6,236
Office Expenses	\$ 39,084	\$ 40,061	\$ 41,062	\$ 42,089	\$ 43,141	\$ 44,220	\$ 45,325
Uniform Expenses	\$ 4,050	\$ 4,151	\$ 4,255	\$ 4,361	\$ 4,470	\$ 4,582	\$ 4,697
Training Expenses	\$ 4,773	\$ 4,892	\$ 4,817	\$ 4,938	\$ 5,061	\$ 5,188	\$ 5,317
Incentives/Liquidated Damages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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

June 30, 2023

MEMO TO: Tamera Leighton, DNLTC

FROM: Joseph Rye, General Manager

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 \$125.47 for FY 2021-22. The total operating cost per vehicle hour in the preceding FY 2020-21 was \$121.53. These results are based on the June 30, 2022 fiscal audit as prepared by RJ Ricciardi, Inc. (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 2020-21 to FY 2021-22 was 6.6%.

Recovery from the COVID-19 Pandemic continues to be a slow process. RCTA reinstated service hours during FY 2022-23 which helps slow increases in the overall cost per revenue hour, with RCTA FY 2021-22 costs per revenue hour increasing only 3.24% over FY 2020-21, as "fixed costs" including management, leases, and other items beyond driver wage costs were divided over a greater amount of revenue hours. Therefore, RCTA is in compliance with the TDA Efficiency Criteria.

STANDARD ASSURANCES FOR APPLICANTS

CLAIMANT ASSURANCES: (initial sections which apply)

- X A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- X B. Claimant certifies that it has submitted a State Controller Report, in conformance with the uniform system of accounts and records, to the RTPA, and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one).
- X C. Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local funds to operating cost required under PUC Sections 99268.
- X D. Claimant who receives an allocation of LTF funds for extension of service pursuant to PUC Section 99268.8 certifies that it will file a report of these services with the RTPA pursuant to CCR section 6633.8(b) within 90 days after close of the fiscal year in which the allocation was granted.
- X E. The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).
- X F. Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.
- X G. Claimant certifies that it is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended in accordance with Section 6754(a)(3).
- X H. Claimant certifies that this is in compliance with PUC Section 99155 that if it offers reduced fares to seniors, the same reduced rate is offered to disabled persons, handicapped persons, and disabled veterans and it honors the federal Medicare card for identification to receive reduced fares.
- X I. Claimant certifies that it is in compliance with PUC Section 99155.5 regarding dial-a-ride and paratransit services being accessible to handicapped persons and that the service is provided to persons without regard to vehicle ownership and place of residence.

The undersigned hereby certifies that the above statements are true and correct.



Signature: _____

Name: Joseph Rye

Title: General Manager

RESOLUTION NO. 2023 7

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION ALLOCATING FUNDS TO REDWOOD COAST TRANSIT AUTHORITY FOR OPERATING EXPENSES

WHEREAS, the Del Norte Local Transportation Commission 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 moderately low or low priced transportation in Del Norte County; and

WHEREAS, the operation of dial-a-ride and fixed-route transit services in Del Norte County are successful transportation 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 \$873,828 plus \$45,991 in Local Transportation Funds for RCTA's CTSA program, and State Transit Assistance Fund estimate of \$401,756.

NOW, THEREFORE, BE IT RESOLVED THAT the RTPA hereby allocates the following TDA funding through the RTPA for Fiscal Year 2023-24, an allocation from the Local Transportation Fund a sum not to exceed \$919,819 and State Transit Assistance Fund a sum not to exceed \$401,756, 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 2023-24.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 27th day of June 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2023 8

DEL NORTE LOCAL TRANSPORTATION COMMISSION
ALLOCATION FOR ADMINISTRATIVE AND PLANNING PURPOSES

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for administrative and planning purposes; and

WHEREAS, the projected reasonable administrative and planning expenses for the RTPA for fiscal year 2023-24 will be approximately the sum of \$113,600; and

WHEREAS, the projected expenses are necessary and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT the RTPA hereby allocates the sum of \$113,600 for administrative and planning purposes pursuant to the Public Utilities Code Section 99233.1 and hereby authorizes the RTPA to expend said funds on all reasonable and necessary administrative and planning purposes, including the following:

Work Element B1: Overall Work Program Development	\$20,000
Work Element C2: Partnerships and Planning Agreements	\$10,000
Work Element E1-3: TDA Administration and Fiscal Management	\$83,600

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 27th day of June 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair

Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2023 9

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION ALLOCATING FUNDS FOR PEDESTRIAN AND BICYCLE PURPOSES

WHEREAS, the Del Norte Local Transportation Commission, in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for pedestrian and bicycle purposes; and

WHEREAS, bicyclists and pedestrians have special needs in Del Norte County; and

WHEREAS, the RTPA has adopted an Active Transportation Plan;

NOW, THEREFORE, BE IT RESOLVED THAT the RTPA hereby allocates an amount not to exceed \$18,772, and adjusted quarterly to actual income, for bicycle and pedestrian purposes pursuant to Public Utilities Code Section 99233.3 and directs that such funds be held until approval of a specific claim utilizing said funds pursuant to California Administrative Code Section 6655.2.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 27th day of June 2023, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2023 10

DEL NORTE LOCAL TRANSPORTATION COMMISSION
RESOLUTION CERTIFYING UNMET TRANSIT NEEDS FINDINGS
FOR FISCAL YEAR 2022-23

WHEREAS, Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible to meet the requirements of the Transportation Development Act Section 99401.5; and

WHEREAS, one of the requirements of Section 99401.5 pursuant to Section 99238.5 is the holding of at least one public hearing for the purpose of soliciting comments on any unmet transit needs that may exist; and

WHEREAS, a Public Hearing was held on June 27, 2023 in Del Norte County that included a reading of the definitions included in Resolution No. 1988 - 1, which defines "Unmet" to be:

1. Public transportation and specialized transportation service needs that are identified in the latest update of the Regional Transportation Plan and have not been implemented or funded; and
2. Needs identified by community members, which have substantial community support and are expressed through such means as community organizations, at public meetings, etc.

And, defines "Reasonable to Meet" to be:

1. There are adequate TDA resources available to the claimant to provide an adequate level of service in relation to the identified need; and
2. The cost to provide adequate service is supportable in terms of project benefits; and
3. Project farebox revenues will be sufficient to comply with Transportation Development Act Provisions relating to farebox revenues as a percentage of operating costs; and
4. Existing transit operators are capable of expanding their service; or establishment of a new service is logistically feasible.

WHEREAS, there was no additional public comment at the public hearing; and

WHEREAS, the Social Services Transportation Advisory Council at their regular meeting of June 23, 2023 concluded that there are unmet needs in the Del Norte region, in the following priority order:

- One. Non-emergency medical transportation
- Two. Passenger amenities at bus stops

WHEREAS, the Social Services Transportation Advisory Council at their regular meeting of June 23, 2023 further concluded that the Del Norte Local Transportation Commission allocates 100% of its Transportation Development Act (TDA) funds to TDA designated purposes.

NOW, THEREFORE, BE IT RESOLVED that this Commission makes the determination that there are currently no unmet transit needs that are reasonable to meet.

PASSED AND ADOPTED by Del Norte Local Transportation Commission on this 23rd day of June 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joey Borges, Vice Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2023 11

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
AUTHORIZING THE EXECUTIVE DIRECTOR AND LEGAL COUNSEL TO EXECUTE FUND TRANSFER
AGREEMENTS AND ALL RELATED DOCUMENTS WITH THE STATE OF CALIFORNIA DEPARTMENT
OF TRANSPORTATION FOR FISCAL YEAR 2023-24 STIP
PLANNING, PROGRAMMING AND MONITORING PROGRAM

WHEREAS, the Del Norte Local Transportation Commission, on December 7, 2021, approved the 2022 Regional Transportation Improvement Program (RTIP) that allocated \$28,000 for fiscal year 2023-24 for the STIP Planning, Programming and Monitoring (PPM) program; and,

WHEREAS, the Del Norte Local Transportation Commission is eligible to receive STIP funding through the Caltrans; and

WHEREAS, Del Norte Local Transportation Commission will use these funds to complete Work Elements C and D in the 2023-24 Overall Work Program; and

WHEREAS, Caltrans has requested the Del Norte Local Transportation Commission execute fund transfer agreements in order to receive the STIP funds.

NOW THEREFORE BE IT RESOLVED that the Executive Director and Legal Counsel are authorized to execute fund transfer agreements, applications, certifications and assurances, administrative amendments, and other related documents to receive fiscal year 2023-24 funds for the STIP Planning, Programming and Monitoring Program; and,

BE IT FURTHER RESOLVED that Del Norte Local Transportation Commission agrees to comply with all terms and conditions of the fund transfer agreements.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 27th day of June 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

June 2023 appointments to the Social Services Transportation Advisory Council

Daphne Cortese-Lambert	Del Norte Mission Possible	Representative of a local social service provider for persons of limited means.	June 2023
Meghan Gallagher	Area 1 Agency on Aging	Representative of potential transit users who are 60 years of age or older	June 2023
Lisha Denis	Redwood Cove Senior Apts & Del Norte Senior Center	Representative of potential transit users who are 60 years of age or older	June 2023



 *KNIGHTSCOPE*

K1 Blue Light
Emergency Phones

Date: 06 / 22 / 2023



Proposal ID: EBHUN-SSYDT-29RNJ-XEDHW

Client Name: Tamera Leighton

Client Company: Del Norte Local Transportation Commission

Client Email: tamera@dnltc.org

Client Address: 900 Northcrest Drive, PMD16 Crescent City, CA 95531

Dear Tamera,

Thank you for your interest in Knightscope!

Knightscope acquired CASE Emergency Systems, a provider of leading-edge communications and safety technologies, in October 2022. Our mission is to make the United States the safest country in the world with innovative and reliable products and services for public safety at educational campuses, office parks, transportation centers, and anywhere security, physical guard services and emergency communications are needed. We strive to build long-term relationships that help protect the places people live, work, play, and visit by ensuring that access to information and help is right at their fingertips.

Our fully integrated, solar-powered cellular emergency phones with modular features offer the latest in wireless technology on the Verizon and AT&T 4G and Iridium Satellite Wireless network.

The following links include information on our products and services, a list of notable clients, and general pricing.

- [Product Cut Sheets](#)
- [Installations](#)

Once you have reviewed the following information, please let me know if I can answer any questions or provide additional details.

I welcome the opportunity to work with you and appreciate you giving Knightscope the opportunity to serve your specific needs.

Autonomously,

Chrisann Lawson
Sr. Director of Client Development
Knightscope, Inc.
949-378-3124 mobile

Nasdaq: KSCP

Date: 06 / 22 / 2023



Proposal ID: EBHUN-SSYDT-29RNJ-XEDHW

Client Name: Tamera Leighton

Client Company: Del Norte Local Transportation Commission

Client Email: tamera@dnltc.org

Client Address: 900 Northcrest Drive, PMD16 Crescent City, CA 95531

Proposal ID: EBHUN-SSYDT-29RNJ-XEDHW

Client Name: Tamera Leighton

Client Company: Del Norte Local Transportation Commission

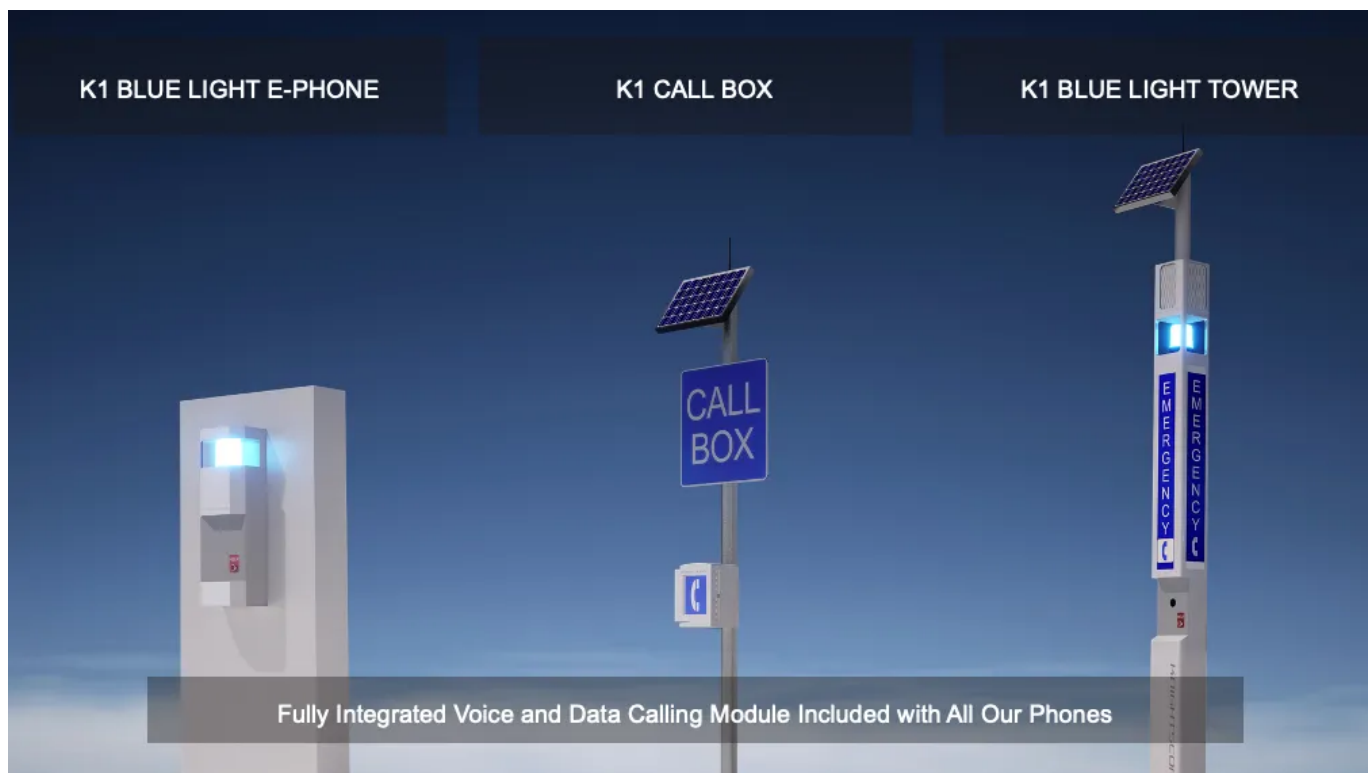
Client Email: tamera@dnltc.org

Client Address: 900 Northcrest Drive, PMD16 Crescent City, CA 95531

SCOPE:

Engineered to be a robust wireless communication solution, Knightscope's K1 Blue Light Phones are ideal for enhancing public security on college campuses, parking lots, transit stations, bike paths and trails, and anywhere where additional lighting, safety and security are needed. The K1s include the following features:

- A Knightscope designed, AT&T or Verizon certified 4G cellular calling module
- AC or Solar power with battery back-up to provide uninterrupted operation
- ADA-compliant
- Knightscope's exclusive, self-diagnostic, alarm monitoring system firmware that provides system owners daily email reports on the operational status of their system
- Technical support to monitor and help maintain your system
- Each phone requires a mobile number and activation on the AT&T or Verizon Wireless account
- Knightscope Blue Light Phones are covered by 1-year limited parts warranty against defects



Date: 06 / 22 / 2023



Proposal ID: EBHUN-SSYDT-29RNJ-XEDHW

Client Name: Tamera Leighton

Client Company: Del Norte Local Transportation Commission

Client Email: tamera@dnltc.org

Client Address: 900 Northcrest Drive, PMD16 Crescent City, CA 95531

PRICING

Name	SKU	Price	QTY	Subtotal
K1 TTY Call Box				
Annual Voice & Data Service Plan (Verizon) Annual Voice & Data Service Plan (Verizon) Term: 3/01/24-2/28/25	7000-0043	\$220	26	\$5,720
				\$5,720

Total \$5,720

This price is valid for 60 days. Final shipping rates may change based on quantity and date of shipment. (Customer will be notified when applicable.) Tax is not included in the pricing. Please apply state tax rate where applicable.

Date: 06 / 22 / 2023



Proposal ID: EBHUN-SSYDT-29RNJ-XEDHW

Client Name: Tamera Leighton

Client Company: Del Norte Local Transportation Commission

Client Email: tamera@dnltc.org

Client Address: 900 Northcrest Drive, PMD16 Crescent City, CA 95531

Signed Agreement:

Thank you for choosing Knightscope!

AGREED BY: Del Norte Local Transportation Commission	AGREED BY: KNIGHTSCOPE, INC.
Signature: _____ Printed Name: _____ Title: _____ Date: _____	Signature: _____ Printed Name: _____ Title: _____ Date: _____
Please Ship To:	

Date: 06 / 22 / 2023



Proposal ID: EBHUN-SSYDT-29RNJ-XEDHW

Client Name: Tamera Leighton

Client Company: Del Norte Local Transportation Commission

Client Email: tamera@dnltc.org

Client Address: 900 Northcrest Drive, PMD16 Crescent City, CA 95531

General Terms and Conditions

Prices do not include any sales tax or customs duties / taxes.

*Upon satisfactory credit review, payment terms are **Net 30 days from date of invoice.***

Equipment/Materials/Freight Charges

Knightscope will invoice upon shipment of equipment and materials, plus freight charges.

Confirmed orders are non-cancellable.

FOB origin.

Revised 20230209