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 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.
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
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.

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

Chair ______________________________ Title General Manager
Del Norte Local Transportation Commission Redwood Coast Transit Authority

Approval Date ____________________ 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

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<td>2. STAF</td>
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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

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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

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<td>PTMISEA$240,000, SGR $173,109, VW $160,000</td>
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<td>LCTOP-$220,966</td>
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<td>6. TOTAL $1,331,920</td>
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<tr>
<td>6. TOTAL $1,331,920</td>
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</table>

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
STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETY COMPLIANCE REPORT/TERMINAL RECORD UPDATE
CHP 343 (Rev. 12-17) OPI 062

CARRIER LEGAL NAME: First Transit Inc
TERMINAL NAME (IF DIFFERENT):

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

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. EXP. DATE Truck Bus Mod Limo Mod Limo
HWT REF. NO. EXP. DATE
IMS LIC. NO. EXP. DATE REG. CT. HWVEH. HW CONT. PP/B/CAT
TRUCKS AND TYPES TRAILERS AND TYPES PASS VEHs BY TYPE

DRIVERS

BIT FLEET SIZE
 Powered
Towed

TERMINALS IDENTIFIED IN SECTION 34015(b) CVC
 FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34015(b) CVC
Yes  No  N/A

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

OPERATING AUTHORITIES OR PERMITS

PUC

USDOT

ID NUMBER 1002211

US DOT NUMBER

REG NO. IMC

MC

MX

REASON FOR INSPECTION

Annual Bus Terminal Inspection

INSPECTION FINDINGS

REQUIREMENTS

VIOl

MAINTENANCE PROGRAM

DRIVER RECORDS

REG. EQUIPMENT

HAZARDOUS MATERIALS

TERMINAL

MAINTENANCE PROGRAM

1 S 2 S 3 S 4 S
No. 2 Time 1.5

DRIVER RECORDS

1 S 2 S 3 S 4 S
No. 9 Time 2.5

REG. EQUIPMENT

1 S 2 S 3 S 4 S
No. 4 Time 4.0

HAZARDOUS MATERIALS

4 N/A 2 N/A 3 N/A 4 N/A

REMARKS

BRAKES

LAMPS & SIGNALS

CONNECTING DEVICES

STEERING & SUSPENSION

TIRES & WHEELS

EQUIPMENT REQUIREMENTS

4 CONTAINERS & TANKS

HAZARDOUS MATERIALS

CART 345 1000 COL

INSPECTION TYPE

CP85

INSPECTION DATE(S)

4/11-5/4/23

TIME IN

TIME OUT

REMARKS

LABELS

SUSPENSE DATE

A12843

Auto

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 (330) 242-4357 within 5 business days of the rating.

CARRIER REPRESENTATIVE'S SIGNATURE

Fernando Hernandez

DATE 05/04/2023

TITLE General Manager

CURRENT TERMINAL RATING

Satisfactory

CARRIER REPRESENTATIVE'S PRINTED NAME

Fernando Hernandez

DRIVER LICENSE NUMBER

STATE

Destroy Previous Editions
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<tbody>
<tr>
<td>600 VINE STREET</td>
</tr>
<tr>
<td>CINCINNATI, OH 45202-2400</td>
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<table>
<thead>
<tr>
<th>Contact Name:</th>
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<tbody>
<tr>
<td>Fernando Hernandez</td>
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<table>
<thead>
<tr>
<th>Phone numbers:</th>
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<tbody>
<tr>
<td>(1) 303-319-9904</td>
</tr>
<tr>
<td>(2)</td>
</tr>
<tr>
<td>Fax</td>
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<tr>
<td>600 VINE STREET</td>
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<td>CINCINNATI, OH 45202-2400</td>
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<td>Minibus, 16+</td>
</tr>
</tbody>
</table>

| 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 |

<table>
<thead>
<tr>
<th>Driver Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 100 Miles:</td>
</tr>
<tr>
<td>Inter</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>&gt;= 100 Miles:</td>
</tr>
<tr>
<td>Total Drivers:</td>
</tr>
<tr>
<td>CDL Drivers:</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Person(s) Interviewed</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aline Titus</td>
<td>Safety Manager</td>
</tr>
<tr>
<td></td>
<td>Nick West</td>
<td>Maintenance Manager</td>
</tr>
<tr>
<td>Safety Fitness Rating Information:</td>
<td>OOS Vehicle (CR): 0</td>
<td></td>
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<tr>
<td>----------------------------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>Total Miles Operated</td>
<td>Number of Vehicle Inspected (CR): 4</td>
<td></td>
</tr>
<tr>
<td>Recordable Accidents</td>
<td>OOS Vehicle (MCMIS): 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of Vehicles Inspected (MCMIS): 0</td>
<td></td>
</tr>
</tbody>
</table>

Your proposed safety rating is:

This Review is not Rated.
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 your safety data. You will need to use your PIN number that has been provided by FMCSA. Registration and access is free.
### Part C

**Reason for Review:** Other  
**Planned Action:** Compliance Monitoring  
**Annual Bus**

<table>
<thead>
<tr>
<th>Parts Reviewed Certification:</th>
<th>325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180</th>
</tr>
</thead>
</table>

**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**

**Corporate Contact:** Fernando Hernandez  
**Corporate Contact Title:** General Manager

**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:**  
**Authorized by:**  
**Uploaded:**  
**Verified by:**  
**Yes**  
**No**  
**Date:**  
**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:
State#: 100967
Location: CRESSENT CITY Milepost: Shipper: N/A
Highway:
County: DEL NORTE Origin: N/A Bill of Lading: N/A
Email: CLINT.WELLARD@FIRSTGROUP.COM Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION
Unit Make Year State Plate Equipment ID VIN GWWR CVSA Existing CVSA #
1 BU ELDO 2015 CA 1627236 294 1FD4F5GT7F6A66921 19500

BRAKE ADJUSTMENTS
Axle #: Right Left Chamber
1 2 N/A N/A DISC DISC

VIOLATIONS
Section Type Unit OOS CP Citation # Verify Crash Violations Discovered
26701(a) CVC S1 NN 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/Suit 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 rediscatch. 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

Page 1 of 1
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:
State#: 100967 Location: CRESSENT CITY
Milepost: N/A Shipper: N/A
Origin: N/A Bill of Lading: N/A
County: DEL NORTE Destination: N/A Cargo: N/A
Email: CLINT.WELLARD@FIRSTGROUP.COM

VEHICLE IDENTIFICATION

<table>
<thead>
<tr>
<th>Unit</th>
<th>Type</th>
<th>Make</th>
<th>Year</th>
<th>State</th>
<th>Plate</th>
<th>Equipment ID</th>
<th>VIN</th>
<th>GVWR</th>
<th>CVSA Existing</th>
<th>CVSA #</th>
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<tbody>
<tr>
<td>1</td>
<td>BU</td>
<td>GLAV</td>
<td>2014</td>
<td>CA</td>
<td>1418665</td>
<td>292</td>
<td>4UZADRU4ECFM671826000</td>
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</table>

BRAKE ADJUSTMENTS

Axle #: Right: N/A Left: N/A Chamber: DISC DISC

VIOLATIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Unit</th>
<th>OOS</th>
<th>CP</th>
<th>Citation #</th>
<th>Verify</th>
<th>Crash</th>
<th>Violations Discovered</th>
</tr>
</thead>
</table>
| 26701(a) CVC | S | 1 | N | 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 redispatch. 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
VEHICLE IDENTIFICATION

<table>
<thead>
<tr>
<th>Unit</th>
<th>Type</th>
<th>Make</th>
<th>Year</th>
<th>State</th>
<th>Plate</th>
<th>Equipment ID</th>
<th>VIN</th>
<th>GVWR</th>
<th>CVSA Existing</th>
<th>CVSA #</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>BU</td>
<td>FORD</td>
<td>2011</td>
<td>CA</td>
<td>1408812</td>
<td>288</td>
<td>1FDFE4FS7BDA43107</td>
<td>14500</td>
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</tr>
</tbody>
</table>

BRAKE ADJUSTMENTS

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

VIOLATIONS

Section
26701(a) CVC

Type
- N
- N
QOS
- N
- N
CP
- N
- N
Citation #
- N
- N
Verify Crash
- N
- N
Violations Discovered
- 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 red派遣. 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 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:
State#: 100067
Location: CRESCENT CITY
Highway:
County: DEL NORTE
Email: CLINT.WILLARD@FIRSTGROUP.COM

VEHICLE IDENTIFICATION
Unit  Type  Make  Year  State  Plate  Equipment ID  VIN  GVWR  CVSA Existing  CVSA #
1  BU  ELDO 2016  CA  1473503  221  1FDFE4FS3GDC07072  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 redispacht. 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

Page 1 of 1  01002211 CA CAN9WR000934
### FY 2022-23 RCTA Year-to-Date Budget - April 1, 2023

#### REVENUE

**Local Transportation Revenues**
- Passenger Fares: $55,000 / $62,118
- 5311(f) Route 20 Passenger Fares: $25,000 / $14,138

**Auxiliary 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
- WV 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 / $53,878
<table>
<thead>
<tr>
<th>REVENUE</th>
<th>FY 2023-24 RCTA Preliminary Budget - June 12, 2023</th>
<th>FY 22-23 Adopted Budget</th>
<th>FY 22-23 Year to Date Actuals</th>
<th>FY 23-24 Draft Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Transportation Revenues</td>
<td>$55,000</td>
<td>$62,118</td>
<td>$75,000</td>
<td>1</td>
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<tr>
<td>Passenger Fares</td>
<td>$25,000</td>
<td>$14,138</td>
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<tr>
<td>5311(f) Route 20 Passenger Fares</td>
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<td>$7,146</td>
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<tr>
<td>Auxiliary Transportation (Advertising) Revenue</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Local Cash Grants &amp; Reimbursements</td>
<td>$265,609</td>
<td>$115,969</td>
<td>$401,756</td>
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<tr>
<td>Proposition 1B PTMISEA (carryover balance)</td>
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<td>$243,000</td>
<td>$240,000</td>
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<tr>
<td>SB-1 State of Good Repair (bus stops fund balance)</td>
<td>$64,506</td>
<td>$114,506</td>
<td>$83,028</td>
<td>7</td>
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<tr>
<td>SB-1 State of Good Repair (bus replace fund balance)</td>
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<td>$-</td>
<td>$90,081</td>
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<tr>
<td>Low Carbon Transit Operations Program (LCTOP)</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
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<tr>
<td>LCTOP (Capital - Electric Bus)</td>
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<td>$150,704</td>
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<td>VW Settlement Fund Capital (electric bus purchase)</td>
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<td>$160,000</td>
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<tr>
<td>Federal Cash Grants and Reimbursements</td>
<td>$233,780</td>
<td>$503,314</td>
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<tr>
<td>Section 5311 - Operating</td>
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<tr>
<td>Section 5311 - CARES Act/CRRSSA COVID Operating</td>
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<td>$32,929</td>
<td>$350,000</td>
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<tr>
<td>Section 5311-F Operating</td>
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<td>$32,929</td>
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<tr>
<td>Federal FTA Capital Funds</td>
<td>$260,000</td>
<td>$0</td>
<td>$426,000</td>
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<tr>
<td>Section 5339 Capital (formula + discretionary)</td>
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<td>$75,000</td>
<td>$111,845</td>
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<tr>
<td>TDA Reserves Allocation to Operating</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>31</td>
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<tr>
<td>TOTAL REVENUE</td>
<td>$3,177,290</td>
<td>$2,076,994</td>
<td>$3,628,391</td>
<td>31</td>
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<tr>
<td>TOTAL OPERATIONS REVENUE</td>
<td>$2,213,835</td>
<td>$1,493,784</td>
<td>$2,296,471</td>
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<tr>
<td>TOTAL CAPITAL REVENUE</td>
<td>$963,455</td>
<td>$583,210</td>
<td>$1,331,920</td>
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<table>
<thead>
<tr>
<th>OPERATING EXPENSE</th>
<th>FY 2023-24 RCTA Preliminary Budget - June 12, 2023</th>
<th>FY 22-23 Adopted Budget</th>
<th>FY 22-23 Year to Date Actuals</th>
<th>FY 23-24 Draft Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>20120 Communications (SIM cards, AVL/CAD fees, support)</td>
<td>$6,000</td>
<td>$3,371</td>
<td>$47,586</td>
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<td>20170 Maintenance - Buses and Shelters</td>
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<td>$37,492</td>
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<tr>
<td>20200 Memberships &amp; Dues</td>
<td>$1,030</td>
<td>$809</td>
<td>$1,030</td>
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<tr>
<td>20280 Special Dept Expenses (CalACT Coop Purchase Fees)</td>
<td>$3,605</td>
<td>$-</td>
<td>$5,150</td>
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<tr>
<td>20221 Printing</td>
<td>$3,090</td>
<td>$38</td>
<td>$206</td>
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<tr>
<td>20235 Accounting Services and Audits</td>
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<td>20237 Marketing &amp; Planning Expenses</td>
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<td>20236 Legal Services</td>
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<tr>
<td>20171 Vehicle Maintenance Upgrades (tech toys)</td>
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<tr>
<td>20233 Management Contract</td>
<td>$78,034</td>
<td>$73,050</td>
<td>$90,640</td>
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<tr>
<td>20242 O&amp;M Contract - Local Fixed Route</td>
<td>$968,034</td>
<td>$572,391</td>
<td>$790,686</td>
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<tr>
<td>TBD O&amp;M Contract - Dial A Ride</td>
<td>$0</td>
<td>$0</td>
<td>$150,588</td>
<td>17</td>
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</tr>
<tr>
<td>20243 O &amp; M Contract - Smith River/ Arcata Intercity Route</td>
<td>$466,489</td>
<td>$467,341</td>
<td>$627,560</td>
<td>18</td>
<td></td>
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<tr>
<td>20244 Advertising, Brochures, Printing</td>
<td>$15,450</td>
<td>$7,146</td>
<td>$8,240</td>
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<tr>
<td>20231 Misc Dept Services (website, GTFS, Alarm Svcs)</td>
<td>$5,150</td>
<td>$1,701</td>
<td>$8,240</td>
<td></td>
<td></td>
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<tr>
<td>20297 Fuel</td>
<td>$80,000</td>
<td>$77,869</td>
<td>$113,300</td>
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<tr>
<td>20297 Fuel - Smith River/Arcata Intercity Route</td>
<td>$90,000</td>
<td>$87,601</td>
<td>$144,200</td>
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<tr>
<td>30410 Lease Expense</td>
<td>$37,080</td>
<td>$22,289</td>
<td>$38,172</td>
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<tr>
<td>TOTAL OPERATING EXPENSE</td>
<td>$1,850,382</td>
<td>$1,388,119</td>
<td>$2,143,451</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL EXPENSE</th>
<th>FY 2023-24 RCTA Preliminary Budget - June 12, 2023</th>
<th>FY 22-23 Adopted Budget</th>
<th>FY 22-23 Year to Date Actuals</th>
<th>FY 23-24 Draft Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40620-001 Electric Bus Charging (planning, design,some construct)</td>
<td>$166,346</td>
<td>$0</td>
<td>$300,000</td>
<td>19</td>
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<tr>
<td>40620-001 Replace 4 Buses - (5339 &amp; Local Funds)</td>
<td>$520,000</td>
<td>$9,593</td>
<td>$600,000</td>
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<tr>
<td>40620-001 5310 Capital (Replace 1 ARBOC Bus &amp; CTS module)</td>
<td>$292,145</td>
<td>$235,000</td>
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<tr>
<td>40621 Security Improvements</td>
<td>$-</td>
<td>$0</td>
<td>$-</td>
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<tr>
<td>40610-500 Bus Stop Shelters and Signage (SB-1 SGR)</td>
<td>$32,000</td>
<td>$38,115</td>
<td>$21,000</td>
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<tr>
<td>40620-418 Radio System On Board Comms</td>
<td>$2,400</td>
<td>$43,171</td>
<td>$15,000</td>
<td>21</td>
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<tr>
<td>40610-200 Facility Improvements (generator install, misc)</td>
<td>$20,000</td>
<td>$41,713</td>
<td>$65,000</td>
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<tr>
<td>40610-200 Transit Hub (planning, PE, surveying)</td>
<td>$175,000</td>
<td>$48,093</td>
<td>$50,000</td>
<td>22</td>
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<tr>
<td>TOTAL CAPITAL EXPENSE</td>
<td>$1,207,891</td>
<td>$329,549</td>
<td>$1,286,000</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>$3,058,273</td>
<td>$1,523,116</td>
<td>$3,429,451</td>
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<tr>
<td>Increase (decrease) for TDA Reserves</td>
<td>$119,017</td>
<td>$553,878</td>
<td>$198,940</td>
<td>23</td>
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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, 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 or 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

CONTRACTOR:

Brad Thomas, First Transit

Date: January 18, 2022

APPROVED AS TO FORM:

Autumn E. Luna, Counsel
Redwood Coast Transit Authority
## 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.

<table>
<thead>
<tr>
<th>Contract Year (CY 22 means January thru December 2022)</th>
<th>Base Years</th>
<th>Option Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Service Hour Rate</td>
<td>CY22 $37.82 CY23 $39.00 CY24 $40.49 CY25 $42.73 CY26 $44.54 CY27 $45.73 CY28 $47.17</td>
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</tr>
<tr>
<td>Dial A Ride Service Hour Rate</td>
<td>CY22 $37.82 CY23 $39.00 CY24 $40.49 CY25 $42.73 CY26 $44.54 CY27 $45.73 CY28 $47.17</td>
<td></td>
</tr>
<tr>
<td>Special Service Rate for CTSA Service Hours</td>
<td>CY22 $37.82 CY23 $39.00 CY24 $40.49 CY25 $42.73 CY26 $44.54 CY27 $45.73 CY28 $47.17</td>
<td></td>
</tr>
<tr>
<td>Monthly Fixed Fee</td>
<td>CY22 $62,613 CY23 $66,169 CY24 $68,169 CY25 $69,815 CY26 $72,479 CY27 $75,379 CY28 $77,320</td>
<td></td>
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<tr>
<td>Monthly Liability Insurance (General &amp; Auto)</td>
<td>CY22 $7,845 CY23 $8,140 CY24 $8,452 CY25 $8,786 CY26 $9,136 CY27 $9,498 CY28 $9,874</td>
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<tr>
<td><strong>Total Annual Price</strong></td>
<td>CY22 $1,401,159 CY23 $1,464,727 CY24 $1,514,379 CY25 $1,570,981 CY26 $1,633,736 CY27 $1,690,469 CY28 $1,739,435</td>
<td></td>
</tr>
</tbody>
</table>

**Elements of Price/Rev Hour**

- **Operator Wages**
- **Operator Benefits**

**Other Operating Costs (specify):**

1. **Bus Stop Janitorial Supplies**
   - CY22 $7,725 CY23 $7,880 CY24 $8,037 CY25 $8,198 CY26 $8,362 CY27 $8,529 CY28 $8,700
2. **Overhead (Variable)**
   - CY22 $14,012 CY23 $14,647 CY24 $15,144 CY25 $15,710 CY26 $16,337 CY27 $16,905 CY28 $17,394
3. **Profit (Variable)**
   - CY22 $10,509 CY23 $14,647 CY24 $15,144 CY25 $15,710 CY26 $16,337 CY27 $16,905 CY28 $17,394

**Subtotal**

- CY22 $555,664 CY23 $573,011 CY24 $594,921 CY25 $627,763 CY26 $654,360 CY27 $671,935 CY28 $693,114

**Monthly Fixed Price Elements**

- **Project/General Manager Salary**
  - CY22 $85,000 CY23 $86,700 CY24 $88,434 CY25 $90,203 CY26 $92,007 CY27 $93,847 CY28 $95,724
- **Project/General Manager Benefits**
  - CY22 $20,212 CY23 $20,958 CY24 $21,690 CY25 $22,452 CY26 $23,246 CY27 $24,071 CY28 $24,931
- **Operation/Safety Mgr Salary**
  - CY22 $65,000 CY23 $66,950 CY24 $68,959 CY25 $71,027 CY26 $73,158 CY27 $75,353 CY28 $77,613
- **Operations/Safety Mgr Benefits**
- **Dispatcher I/Dispatcher II Salary**
  - CY22 $113,788 CY23 $117,152 CY24 $120,980 CY25 $126,105 CY26 $130,155 CY27 $134,905 CY28 $139,029
- **Dispatcher I/Dispatcher II Benefits**
  - CY22 $34,663 CY23 $36,188 CY24 $37,718 CY25 $39,389 CY26 $41,053 CY27 $42,824 CY28 $44,621

**Contract Overhead**


**Profit**


**Monthly Fixed Fee**


**CTSA Eligibility Support Costs**

- CY22 $500 CY23 $513 CY24 $525 CY25 $538 CY26 $552 CY27 $566 CY28 $580

**CTSA Travel Training Support Cost**

- CY22 $2,700 CY23 $2,768 CY24 $2,837 CY25 $2,908 CY26 $2,980 CY27 $3,055 CY28 $3,131

**Non-Vehicle Insurance**

- CY22 $4,955 CY23 $5,141 CY24 $5,338 CY25 $5,549 CY26 $5,770 CY27 $5,999 CY28 $6,236

**Office Expenses**

- CY22 $39,084 CY23 $40,061 CY24 $41,062 CY25 $42,089 CY26 $43,141 CY27 $44,220 CY28 $45,325

**Uniform Expenses**

- CY22 $4,050 CY23 $4,151 CY24 $4,255 CY25 $4,361 CY26 $4,470 CY27 $4,582 CY28 $4,697

**Incentives/Liquidated Damages**

- CY22 $- CY23 $- CY24 $- CY25 $- CY26 $- CY27 $- CY28 $-

**Other Expenses (specify):**

1. **Utilities**
   - CY22 $26,468 CY23 $27,130 CY24 $27,808 CY25 $28,503 CY26 $29,216 CY27 $29,946 CY28 $30,695
2. **IT Equipment**
   - CY22 $43,956 CY23 $45,797 CY24 $45,774 CY25 $46,775 CY26 $45,570 CY27 $43,025 CY28 $44,216
3. **Maintenance Parts & Supplies**
   - CY22 $50,673 CY23 $49,735 CY24 $50,885 CY25 $45,353 CY26 $54,588 CY27 $67,183 CY28 $75,194

**Subtotal (Per Month)**


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**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 Inscor, Chair
Del Norte Local Transportation Commission

ATTEST:

____________________________________
Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
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<tr>
<td>Daphne Cortese-Lambert</td>
<td>Del Norte Mission Possible</td>
<td>Representative of a local social service provider for persons of limited means.</td>
<td>June</td>
<td>2023</td>
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<td>Meghan Gallagher</td>
<td>Area 1 Agency on Aging</td>
<td>Representative of potential transit users who are 60 years of age or older</td>
<td>June</td>
<td>2023</td>
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<tr>
<td>Lisha Denis</td>
<td>Redwood Cove Senior Apts &amp; Del Norte Senior Center</td>
<td>Representative of potential transit users who are 60 years of age or older</td>
<td>June</td>
<td>2023</td>
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K1 Blue Light
Emergency Phones
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
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
**PRICING**

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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.*
Signed Agreement:

Thank you for choosing Knightscope!

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<th>AGREED BY: Del Norte Local Transportation Commission</th>
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Please Ship To:
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.

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