

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
Wednesday, May 20, 2015

Members Present: Commissioners Martha McClure (Vice-Chair), Rich Enea (Chair), Ron Gastineau, and Roger Gitlin

Members Absent: None

Also Present: Mark Wall (via phone conference), Jodi McNamer, Joe Alioto, Bill Lonsdale, Tamera Leighton, Karen Phillips, and Nicole Burshem

1. Call Meeting to Order. Roll Call.

Chairman Enea called the meeting to order in regular session at 3:30 p.m. and roll call was taken by Ms. Phillips.

2. Approve the Minutes of the Meeting of April 9, 2015

On a motion by Commissioner Gitlin, seconded by Commissioner McClure, and unanimously carried, the Redwood Coast Transit Authority Board of Commissioners approved and adopted the minutes of the April 9, 2015 meeting as presented.

3. Public comment on any item within the jurisdiction of this agency, but which is not otherwise on the above agenda.

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

4. Consider approval of Resolution No. 2014-15-3 Authorizing Federal Funding Under FTA Section 5339 with the California Department of Transportation.

Discussion was held regarding Resolution No. 2014-15-3, including the need for the resolution and how Caltrans distributes the funds to rural counties. \$138,000 is the approximate for Del Norte County allocation to be used for reimbursement for federally funded vehicles; we only have one vehicle that qualifies. The new vehicle will cost approximately \$157,000 and staff is looking for a better alternative. The vehicle is diesel; this is considered "clean diesel". The vehicle would be used on the three runs per day to Arcata and five runs per day to Smith River.

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried, on a polled vote, the Redwood Coast Transit Authority Board of Commissioners approved and adopted the Resolution 2014-15-3, as presented.

5. Consider approval of Resolution No. 2014-15-4 Authorizing Claims for Transportation Development Act Funds for FY 2015-16

Discussion was held regarding Resolution No. 2014-15-4, this is the annual resolution for authorization to file claims on behalf of the transit authority.

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried, on a polled vote, the Redwood Coast Transit Authority Board of Commissioners approved and adopted Resolution 2014-15-4, as presented.

6. Interim Airport Service

Consider approval of interim service to the Arcata airport, and approval of efforts to obtain FTA 5311(f) grant funds for a new early morning Route 20 schedule, and Sunday Route 20 service between Crescent City and Arcata.

Discussion was held regarding the interim airport service to Arcata Airport. This is a continuation of the discussion held at the last meeting and regarding the request to the Border Coast Regional Airport Authority as to whether or not they want service to the Arcata Airport. The Border Coast Regional Airport Authority will not be meeting until June 3, 2015, according to staff, therefore there is no change. Arcata Airport agreed to allow, at the request of the passenger, a drop off or pick up at the airport terminal. May 1st was the deadline for 5311 (f) funds. Greyhound asked to have an early morning schedule (5:40 a.m.); this could at least allow early morning passengers to leave the airport. The grant will be awarded by June 30th, 2015. Dial-A-Ride does not service the Arcata Airport at this time. A Redwood Coast Transit Authority rider can call and get service from the Cultural Center to the airport in Arcata, this is not an ideal fix, but passengers would have some choice, but there may be long waits for the evening flights. If passengers do not take Route 20, the cost of the trip to the airport will be \$30.00 one-way or \$35.00 round trip within one week. Commissioner Gitlin asked for the public who wanted to get to the airport; would it be possible for the public call the transit office and get the route times. He also feels that the service needs to be advertised to let people know the service is available. Commissioner McClure stated that she is curious about what the Border Coast Regional Airport Authority has to say regarding the loss of enplanements and the possible loss of funds. The advertising of the temporary trips to the airport would be stopped when PenAir is up and running in September. Bill Lonsdale applauded Mr. Wall for the temporary bus bridge to the Arcata Airport, and that the Authority keep their mind open to the continuation of the service to allow the residents the option for travel. He likes advertising it as a temporary service. Staff was directed by consensus to temporarily advertise this service. Mr. Wall noted that he was apprehensive about advertising a service, and he would feel comfortable with listing the Arcata Airport as one of the destinations available so they do not confuse it with direct service and give the public higher expectations of a service than will be provided long term.

7. Transit Manager Verbal Reports

- ⑤ FTA 5311 Grant Applications – Executive Director Wall reported he submitted an additional grant application for the early morning schedule that will coordinate with Greyhound and AmTrack, and temporarily to the airport; if approved the grant would pay 100% of the cost and no local cost will be needed. In addition, he also submitted application for existing service which should be about \$300,000, which should cover most of the cost for Route 20 services; and he has applied for a third application for 5311 funds in the amount of \$165,000.
- ⑤ At-Large Director Applications and Selection Process – there was a May 12, 2015 deadline for applications; only one application was received. Staff would like direction.

Commissioner Gitlin requested that the seat be re-advertised to get more applications. Commissioner McClure noted that the position has been vacant for so long and she would like to see that position filled with the one applicant. Del Norte Local Transportation Commission Executive Director, Tamera Leighton cautioned that extending the time if the applicant is qualified could open the Authority up to rules of contracting. Commissioner McClure noted that she thought there were two applicants. Commissioner Gastineau noted the deadline was the deadline and the applicant should be reviewed. The resume will be sent to the Commissioners and will put the matter on the June meeting for approval/action.

- ⑤ Update: Shelter for Crescent City Apartments on Oregon Street – there is a difficulty to getting this communicated and finalized, the supplies had been ordered and will take 60 days to come in, staff is working with the City staff to make the improvements.
- ⑤ Implementation Schedule for Service Changes Recommended by TDP – it is all staff can do to deal with the grant work this past month; it is high on his priority list, he hopes to have something at the June meeting.
- Add mid-day Route 20 schedules twice per week after developing HTA paratransit coordination procedures for NEMT trips.
- Modify schedules for RNP operation.

Commissioner McClure noted that she would like to see options regarding the RFP for Executive Officer services for the Authority. Staff talked with Counsel Robert Black regarding an estimate to prepare the RFP. Attorney Luna will be preparing the RFP. Commissioner McClure asked about local hiring preference; is that going to be worked into the RFP? Tamera Leighton noted her understanding of transit funding precludes local preference, and she cautioned having a very careful method of selection. The RFP could include a value for local knowledge. Chair Enea noted that the City would like to look at this position in a few years to see if they could take it on as is done in other cities. Commissioner McClure did not hear back from the CAO with regard to her inquiry regarding the RFP.

Commissioner McClure would also like an update on the advertising on the buses. Mr. Wall noted that there is no current contract, and he talked to the former contractor to see if he was interested in continuing the agreement.

8. Announcements

- ⑤ Next Meeting is 3:30 p.m. on Wednesday, June 17, 2015

The following announcements were made: none

9. Adjourn

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:10 p.m. until the next scheduled meeting on June 17, 2015.

Respectfully submitted,

Mark Wall, Executive Director

