

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
Wednesday, February 18, 2015
3:30 p.m.

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

Members Absent: None

Also Present: Mark Wall, Jodi McNamer, Elisabeth Burrows, Tamera Leighton, and Karen Phillips

1. Call Meeting to Order. Roll Call.

Acting Chairman Enea called the meeting to order at 3:35 p.m.

2. Election of Officers

Commissioner Gastineau nominated Commissioner Enea as Chairman for 2015, there being no other nominations, the nomination was confirmed.

Commissioner Gastineau nominated Commissioner McClure as Vice-Chairman for 2015, there being no other nominations, the nomination was confirmed.

3. Approve the Minutes of the Meeting of November 19, 2014

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried, the Redwood Coast Transit Authority approved and adopted the minutes of the November 19, 2014 meeting as presented.

4. 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.

5. Approve Resolution No. 2014-15-1 Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program.

Discussion was held regarding Resolution No. 2014-15-1, including the funding restrictions and distribution based on population and fare-box revenue. \$9,842 will be Del Norte County's share of the revenue for the first year, which is expected to go up each year; however, not much based on our population and fare-box limitations in our rural area. Applications need to be in by March 2, 2015.

Roger Gitlin arrived at the meeting at 3:40 p.m.

Staff recommended approval of the resolution and approval to spend the money on bus stop shelters. Staff noted that the first year revenues will not be eligible to roll over.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Redwood Coast Transit Authority approved and adopted Resolution No. 2014-15-1, Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program, as presented.

Commissioner McClure suggested a three or four-year plan for the funds so that they can be used for a long term goal such as buses, etc. Staff noted that buses were not an eligible expense, but he will come back with information regarding the eligible expenditure of these funds.

6. Greyhound Update
 - ⑤ Route 20 Schedule modifications -
 - ⑤ Marketing -

Staff noted that working with Greyhound has been interesting and changes will need to be worked out such as routing issues. The changes in departure times in Arcata were modified and Redwood Coast Transit was not notified, which caused some issues, including a passenger being stranded on Christmas Eve. Marketing has not been done at this time; however, Greyhound has indicated that they will be sending information. Commissioner Gitlin asked about how situations are dealt with so that people are not stranded. This matter is discussed below in item 7. Schedule modifications were discussed briefly.

7. Interim Policy Regarding Passenger Transfers from Greyhound

Discussion was held regarding the interim policy for passenger transfers from Greyhound. A passenger was stranded on Christmas Eve, three days after the service began. The new software does not allow staff to see if there is a passenger transferring. The policy will allow for a 30 minute delay or one hour (with or without customers) if a call is received. Staff will continue to work with Greyhound to resolve issues. Commissioner Gitlin stated he would like to send letter to Greyhound to find a method to acknowledge late arrivals. Staff noted that Greyhound has stated they can track their buses 24/7 via GPS; however, we all know that GPS does not work in all areas on the northcoast. Greyhound could be given a cell number to notify Redwood Coast Transit of their arrival in Fortuna. Consensus at the end of the discussion was to continue to work with Greyhound to work out the matter of notification for late arrivals.

8. RCTA 1st Half Report (to be sent separately by e-mail by 2/16/2015)

Discussion was held regarding the report, which was unavailable at this time, but will be available at the next meeting.

9. Refund for Tickets Purchased by Trinidad City Council Member

Discussion was held regarding a refund for tickets purchased by Trinidad City Council member, Dwight Miller. The hand-written tickets were declined and Mr. Miller asked for a refund (\$300). Staff is asking for direction from the Commission regarding whether or not they would like to refund the ticket price. Discussion was held regarding the capacity with which Mr. Miller was purchasing the tickets and how he was using them. No policy was adopted at the time of the purchase regarding one-way tickets, but now there is one in place. Commissioner McClure felt that because the lack of policy, that a refund be given recognizing that we now have an adopted policy.

A motion by Commissioner McClure, seconded by Commissioner Gastineau to refund the tick cost and reiterate that one-way tickets are not sold, failed to pass on a two-to-two polled vote, with Commissioners Gitlin and Enea voting “no”.

A motion by Commissioner Gitlin to give credit for a two-way ticket died for lack of a second.

Commissioner McClure suggested that staff send a letter to inform Mr. Miller he could turn the tickets into \$35.00 round trip tickets as it is not the will of the board to offer a refund; all Commissioners concurred.

10. Transit Manager Verbal Reports

- ⑤ Update: Shelter for Crescent City Apartments on Oregon Street - City waived the fee for the shelter architectural review last night at their meeting. Staff noted that it still has to go before the City Planning Commission for review and then staff will begin placement.
- ⑤ Implementation Schedule for Service Changes Recommended by TDP - see below
 - Senior Center Fare effective December 1 - **Completed**
 - Crescent City route/schedule modifications effective January 2 - **Completed 2/16**
 - Add mid-day Route 20 schedules twice per week after developing HTA paratransit coordination procedures for NEMT trips effective April 6 - make non-emergency medical transit trips in half a day rather than all day. A group will be meeting to discuss this transit and how it works for their clients and discuss current and future changes/services as necessary. This may not be done by April 6th, 2015. Commissioner McClure suggested contacting EMS in Eureka regarding non-emergency medical transit.
 - Modify schedules for RNP operation effective April 6 - staff expects this in April. Redwood Parks Association will post this on their website.
- ⑤ Website Changes and Introduction of Google Trip Planner - Trillium Solutions provided the work product to get this up and going and allows a person to plan a trip via bus stops/routes.
- ⑤ Transportation Research Board Annual Meeting, Washington, D.C., January 11-15, 2015 - staff noted that this was an exciting meeting, and included a wide variety of transit folks. Most attention was grabbed by electronic peer-to-peer car sharing, ride sharing, etc. for areas over a half million in population. Karma is a system that matches up people (drivers and passengers) in a network.

11. Meeting Date Revision

Discussion was held regarding the possible revision of meeting dates.

Martha McClure would like to have a posting of the Maddy Act of the public member to the Commission.

12. Announcements

- ⑤ Next Meeting is 3:30 p.m. on Thursday, April 9, 2015

13. Adjourn

There being no further business to come before the Commission, the Chairman adjourned the meeting at 5:00 p.m. until the next scheduled meeting on April 9, 2015.

Respectfully submitted,

Mark Wall, Executive Director
Redwood Coast Transit Authority