

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**Wednesday, April 20, 2016**

Members Present: Ron Gastineau (Chair), Martha McClure, Roger Gitlin (Vice-Chair)

Members Absent: Darren Short

Also Present: Mark Wall, Autumn Luna, Nicole Burshem, Joseph Rye, Dan Herron, Elizabeth Burrows, Sabrina Valentine, Jun Sayong

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**1. Call Meeting to Order. Roll Call.**

Chair Gastineau called the meeting to order at 3:30 p.m. and Nicole Burshem took roll call.

**2. Approve the Minutes of March 4, 2016**

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted the minutes of March 4, 2016, as presented

**3. Approve the Agreement for General Manager services with TMTP Consulting and Dan Herron Consulting.**

Discussion was held in regards to agreement for General Manager services with TMTP and Dan Herron. Ms. Luna reported over the last few weeks she worked with Mr. Herron and Mr. Rye to reach an agreement. Ms. Luna reported the agreement is in the packet and will take any question from the board. Ms. Luna commented it is similar as before and little changes were made.

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted the agreement for General Manager services with TMTP consulting and Dan Herron Consulting.

**4. Accept Notice of Termination Letter from Mark Wall Associates.**

Discussion was held in regards to Notice of Termination letter for Mark Wall Associates. Mr. Wall reported it has been a pleasure being of service to the community. Mr. Wall reported there has been a good relationship with the Board members and he will miss the community. Mr. Wall noted he would return to the community, but as a visitor. Mr. Wall commented the letter presented to the Board today suggested to terminate the agreement affective June 30<sup>th</sup>. Mr. Wall reported there have been many grants submitted to Caltrans. Mr. Wall subcontracted with Dan Herron to work on those applications so those can be move forward. Mr. Wall reported this might be his last board meeting as staff. There will be a board meeting scheduled for June and if his services our needed he will be available for that. Mr. Wall noted that he is not sure at this time if a meeting in May will be required, but will let the Board know if that will be possible. Mr. Wall suggested that from this point on he feels Mr. Rye and Mr. Herron should take over the work. Mr. Wall recommends the Board accept his notice of termination. Director Gitlin commented it has been a pleasure to know and work with you. Mr. Gitlin stated his only concern is the transition is

smooth, there be no loose ends, and make sure that Mr. Rye and Mr. Herron are on the same page so that nothing is falling through the cracks. Director Gitlin asked if there are any surprises. Mr. Wall commented that there will be no surprises and feels confident they will be able to do the work. Director McClure commented she wants to thank Mr. Wall for his service. Director McClure asked in regards to Mr. Wall files being a hard copy or on a CD. Mr. Wall commented everything we have done in the past five years is electronic with exception of some documents such as highway patrol agreements and grant agreements are hard copy files. Director McClure asked if the County has an electronic copy. Mr. Wall commented we haven't in the past. Ms. Luna commented in the contract there was something in place the new consultants will have to keep a more official public record policy in place. Mr. Wall commented he has already talked to Mr. Rye about setting up minutes and agendas on the website. Mr. Wall asked is there any other model to look at to maintain records. Chairman Gastineau would like to thank Mr. Wall for all his guidance and hard work. Chairman Gastineau noted he is looking forward to Joe and Dan taking over.

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried, the Redwood Coast Transit Authority Board of Directors approved and adopted the Notice of Termination Letter from Mark Wall Associates.

Public Comment: Elizabeth Burrows commented Mr. Wall didn't always agree with the seniors, but was always fair and appreciated his work.

**5. Update on First Transit local management staffing and manager selection (Rye).**

Discussion was held in regards to First Transit local management staffing and manager selection. Mr. Rye commented he is glad to be here. Mr. Rye introduced Don Swain and reported he is here to give an update on how to replace Jodi McNamer. Don Swain reported he appreciates having here. Mr. Swain reported they conducted a search nationally for a General Managers. Mr. Swain commented there was a nominal response to our advertising. He feels they got lucky with the person who was hired. Kevin Heckman is the candidate we wish to hire. Mr. Heckman is very nice, solid, and strong. This will be his third career change and is brand new to Transit, but strong in management. We want to build a program that builds him on the job immediately. Mr. Swain reported he assigned Jun Sayong, Acting General Manager, to stay around a little longer to help with the training of Mr. Heckman. Kathy Cravens, District Manager in Redding, will be helping out as well. Our mentor Raul Silva will spend some time with Mr. Heckman to make sure he understands how things are supposed to run. We will be sending him to Seattle to attend a program. Mr. Swain noted Transit is a complicated business and wants to make sure the person who comes in understands the complexity and has a smooth transition. Director Gitlin commented he is pleased with this announcement. He is personally familiar with Mr. Heckman and feels he will be a great addition to the team. Director McClure commented she is very excited we hired in the community. Chairman Gastineau stated he wanted to thank everyone and he is very excited for the new changes.

**6. Adopt the 2016/17 Redwood Coast Transit Authority Operations and Capital Budget**

Discussion was held in regards to 2016/17 Redwood Coast transit Authority Operations and Capital Budget. Mr. Wall commented there is supposed to be a budget in order before we have Transit Development Act Claims. There will be some changes taking place and the Commission

will be looking at a revision or two in the course of the Fiscal Year. Mr. Wall reported one of the changes would be the new minimum wage and then a new operations contract in the RFP. Mr. Wall noted there is not a lot of room in the budget to spend on operations. Mr. Wall recommended the best way to address the opportunity is to address the needs to move forward with Route 10. Mr. Wall suggested having a public hearing in June to look at the reduction of services. The Yurok Tribe will have lots of folks there and demonstrate why it's non-productive as it needs to be. Director McClure commented she would like someone from RCTA to sit down with the tribe and discuss what the issues will be. Director Gitlin asked in regards to the contract going up another \$28,000. Mr. Wall reported this is what we anticipated it would cost to increase the costs of minimum wage. Director Gitlin asked does this rise to the level of crisis. Mr. Wall commented he wouldn't say it's a crisis, but we are aware of issues moving ahead. We have more than a year before this becomes an issue. Director Gitlin asked should we be looking at other ways to generate income. Mr. Wall commented that is a good idea. Director McClure commented a meeting in Sonoma County is having buses going from inland to the beach. We can write a conservancy grant to underwrite on getting people from Klamath or inland to the beach.

On a Motion by Director McClure, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved and adopted the 2016/17 Redwood Coast Transit Authority Operations and Capital Budget.

**7. Adopt Resolution No. 2015-16-05 Authorizing the Transit Manager to submit Transit Development Act claims for transit purposes in accordance with the adopted budget for fiscal year 2016/17.**

Discussion was held in regards to Resolution No. 2015-16-05. Mr. Wall reported this Resolution was written when we were submitting claims request to the Local Transportation Commission. This Resolution to be submitted annually to show the Transit Authority has authorized staff to prepare and submit claims for Transit purposes. Mr. Wall recommends adopting this Resolution authorizing the transit manager/general manager to prepare or submit claims.

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved and adopted Resolution No. 2015-16-06 Authorizing the Transit Manager and General Manager to submit Transit Development Act claims for transit purposes in accordance with the adopted budget for fiscal year 2016/17.

**8. Adopt Resolution No. 2015-16-6 Authorizing Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) with the California Department Of Transportation**

Discussion was held in regards to Resolution No. 2015-16-6. Mr. Wall reported this is a Resolution that adopted annually to authorize staff to submit grant applications with the department of transportation. This Resolution covers the General Manager to proceed from this point to submit grant applications.

On a motion by Director McClure, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved and adopted Resolution No. 2015-16-06 authorizing Federal Funding under FTA Section 5311 (49 U.S.C. Section 5311) with the California Department of Transportation.

## 9. Transit Manager Verbal Reports

- ⑤ **Implementation of New Route 20 Schedules** – Mr. Wall commented we have been waiting for Grey Hound to act on their grant received last year from Caltrans to implement an early morning schedule and we submitted a counter part to offer service to meet their bus service. For a couple of months they have been telling us they will be starting soon. The issue they are having some problems with the technical aspect of the grant application. He spoke with Caltrans to comparing grant applications and asked to roll this to next year. Mean time we finally decided to operate through the Newton B. Dreary Parkway and that change will happen next month.
- ⑤ **Klamath Service Plan** – Mr. Wall reported this has already heard about and have given staff direction.

## 10. Announcements

The following announcements were made: Director Gitlin asked what is the status of our public member application. Ms. Burshem reported we have not received any applications at this time and will re-fly or update the information for this position to see about getting in more applications. Director McClure suggested having a flyer with the drivers to present the open position. Ms. Burrows commented she speaks for the seniors. Awhile back they raised the dial-ride from \$10-\$12 and this hurt the seniors pay for this service.

## 11. Adjourn

There being no further business to come before the Director, the Chairman Gastineau adjourned the meeting at 4:15 p.m. until the next scheduled meeting on May 18, 2016 at 3:30 p.m.

Respectfully submitted,

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Mark Wall, Executive Director  
Redwood Coast Transit Authority