

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**Thursday, April 9, 2015 @ 3:30 p.m.**

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

Members Absent: None

Also Present: Mark Wall, Elisabeth Burrows, Tamera Leighton, Autumn Luna, Bill Lonsdale, Robert Black, Matthew Leitner, Karen Phillips, and Joseph Alioto

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1. Call Meeting to Order. Roll Call.

Chairman Enea called the meeting to order at 3:30 p.m.

2. Approve the Minutes of the Meeting of February 18, 2015

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried, the Redwood Coast Transit Authority approved and adopted the minutes of the February 18, 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. 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 providing interim airport service to the Arcata Airport. Executive Director Wall reported on the service to Arcata while the Crescent City Airport is undergoing provider changes. Service is currently provided to the Holiday Inn, located near the Arcata Airport, however, service is not provided up to the terminal or on airport property. The mid-day schedules are potentially possible for this interim purpose, as well as services to the inn prior to the day of travel. With the increased service request, the Authority should consider the policy not to go to the terminal or servicing the terminal directly, and the fact that it would require a fee structure to recover all the costs. Staff suggested a mid-day schedule leaving Crescent City and servicing the Arcata Airport with non-emergency medical transport to Eureka also. Four passengers a day on this route could pay for the service, according to Mr. Wall. He also discussed the early morning trip, but did not feel that to be the best option, although it

could be federally funded and could start July 1, 2015. Sunday service could be added also beginning July 1, 2015. No air service will be available for four months at the Crescent City Airport (approximately April-August 2015). Commissioner Gitlin asked if the services could be changed to get passengers to the airport in Arcata. Airport Manager Mathew Leitner was present to answer questions and discussed the new air services to our community once PenAir begins their service. He noted that they are working very hard to get the carrier here and services running as soon as possible. The bus would run only on days there are riders. \$32.50 one way is the cost for the trip to or from Crescent City to the Arcata Airport. Credit for enplanements/deplanements would not be available if passengers were bused to and from our airport. Commissioner McClure is concerned that the shift of passengers in thinking that it is easier to drive to Arcata to catch a plane when so much effort had been made to change this paradigm. Commissioners expressed the need to have the Airport consider busing passengers to and from the airport so that passengers also have transportation from the airport to and from home and we sustain the habit of catching planes to and from Crescent City in the interim period of no service. Commissioner McClure suggested that the BCRAA staff analyze the data and come up with a schedule to allow the buses stop at the airport in Arcata with approval of the Arcata Airport upon passenger request, she feels that the "driver" of this service needs to be the Border Coast Regional Airport Authority (BCRAA) not the Authority. A request for permission from the Arcata Airport to have passenger requests to drop off/pickup at the Arcata Airport until further notice. Consensus was to direct staff to have BCRAA inform the Director if they need an additional mid-day or morning bus route to service the Arcata Airport along with the request for passenger drop/pick up at the Arcata Airport until further notice, as listed above. Bill Lonsdale commented that he has long been chagrined that our airport never advanced to handle the next generation of airplane. He cautioned the Authority to provide a choice to passengers and allow them a method to get to the Bay Area. PenAir will not fly to the Bay Area; they go to Portland. He urged the Authority to make this a permanent change to allow passengers a choice of travel.

5. Approve Resolution No. 2014-15-2 Authorizing Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) with the California Department Of Transportation

Discussion was held regarding Resolution No. 2014-15-2, authorizing federal annual funding for the 5311 program

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. 2014-15-2, entitled RESOLUTION AUTHORIZING FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION.

6. Approve Legal Services Agreement with Black and Rice, LLP

Discussion was held regarding a legal services agreement for Black and Rice, LLP to the Authority.

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried, the Redwood Coast Transit Authority approved and authorized the Chairman to sign

the Legal Services Agreement for General Counsel with the Law Offices of Black & Rice, LLP, as presented.

7. Preparation of a Request for Proposals for Transit Manager Services

Discussion was held regarding putting out an RFP for Transit Manager Services. Mr. Wall noted that this has not been done in a number of years, in fact 2005 was the last time. It is healthy to test the market from time to time. Executive Officer would like to retire in the next few years, and he feels that it will help to understand the market and guide the Authority. The current contract is not federally compliant and we cannot get reimbursement for some of the costs of the executive director as a result. The transit development plan listed some information regarding a succession plan, but staff was not really impressed with it. Whereas, Lake County has a very detailed process, which was included in the agenda. Black & Rice, LLP has an attorney to prepare the RFP for this position. The director has not made any recommendation regarding the position; however, he feels that a disadvantage is that there is not a local person due to the remoteness, he feels that there are few people who could get here easily and economically, he thinks that there are few people that are qualified for this part-time position, which he feels is about half-time. His best recommendation is to think locally and to ask persons like the Del Norte Local Transportation Commission Executive Director Tamera Leighton whether or not it would be better to be an employee or consultant for this position. Mr. Wall noted that he dedicates approximately 700 hours per year, or 58 hours per month, to the Authority business. He suggested combining the Del Norte Local Transportation Commission Executive Director position with that of the Redwood Coast Transit Authority. Commissioner McClure would like to request that the Human Resources departments of the City and the County, and the consultants from the Commission and the Authority to see if it should be an employee, and/or added to the Commission or Authority and report back to the Authority in a few months. Mr. Wall will discuss this with Ms. Leighton and the Border Coast Regional Airport Authority.

8. Accept the RCTA 1st Half Operating Statistics and Financial Summary Report

The report was reviewed. There is a new feature in the report on page 4 regarding the Federal Grant Status Report, which staff will update from now on in future reports. There are times during the year that the RCTA funds are in deficit and the Auditor will be charging interest on the money they borrow to pay the bills until reimbursement, unless a reserve is set up. Mr. Wall noted that the Authority could build a reserve through the Local Transportation Commission, but this will take time to set up. In the meantime, ridership is creeping back up, as well as increased service hours, which will show on the next report. Staff noted that Tribal transit is competing with Redwood Coast Transit services. Dial-A-Ride ridership is up. Elisabeth Burrows commented on reducing the punch pass price back to \$10. She feels that the \$2 increase a few years ago was very difficult for ridership to afford. Staff was asked to review the punch pass cost. Mr. Lonsdale commented on item 7 in the report. Mr. Lonsdale feels that an RFP will show what a bargain on cost and capability it is to have Mr. Wall providing services. Proof in that statement is the fare box recovery contained in this report. He asked about the Northcrest Route realignment, which was making Standard Veneer as a deviation in the route. Staff is working with Partnership Health on this matter.

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried, the Redwood Coast Transit Authority accepted the Redwood Coast Transit Authority 1<sup>st</sup> Half Operating and Financial Summary Report as presented.

9. Consider acceptance of the FY 2013/14 Audit Financial Statements and Federal Single Audit Schedules.

Discussion was held regarding the financial statements and the single audit schedule. This was the most unusual audit the director has ever been involved in, and the auditor asked for more information than they ever had, according to Mr. Wall. This audit was much more intensive and he felt there was no clear schedule. He was surprised when there seemed to be some turmoil when submitting the single federal audit. There was concern that he was not submitting information to the State clearing house in a timely manner. Other than the one finding regarding the flow of federal funds, the audit was otherwise clean in his opinion. Mr. Wall stated that he then got a letter requiring additional work. The director asked the auditor to rescind their letter, and then the auditor was invited to come to a meeting and report out their issues; however, they are not available until next fiscal year. Mr. Wall noted that he did not have a copy of the contract for audit services from the Del Norte Local Transportation Commission staff, and he has not checked into the cost of having a separate auditor from the Local Transportation Commission. It would be possible, he explained, to use TDA funds to pay for the separate. Mr. Wall stated that one of two things needs to happen; 1) the Authority board should be involved in recruiting an auditor; or 2) have their own auditor, separate from the Commission. Mr. Wall noted that he has to ask the auditor and Ms. Leighton for information, which he feels is a communication issue. Commissioner McClure suggested that a letter to the Del Norte Local Transportation Commission staff, signed by the chair, regarding the RFP process, and requesting a copy of the audit contract, be put in writing to clarify issues. Elisabeth Burrows thanked the Authority for the 50 cent trips to the Senior Center.

On a motion by Commissioner Gitlin, seconded by Commissioner McClure, and unanimously carried, the Redwood Coast Transit Authority accepted the FY 2013/14 Audited Financial Statements and Federal Single Audit, as well as approving that a letter be sent regarding the audit RFP and contract to the Del Norte Local Transportation Commission.

10. Transit Manager Verbal Reports

- ⑤ Update: Shelter for Crescent City Apartments on Oregon Street – staff is not sure the status of the shelter at this time, will follow-up.
- ⑤ Implementation Schedule for Service Changes Recommended by TDP
  - Add mid-day Route 20 schedules twice per week after developing HTA paratransit coordination procedures for NEMT trips – staff does not think that this will take place right away as he has a full schedule, he will try to get it done in May.
  - Modify schedules for RNP operation – ditto
  - Public member – Mark Wall sent an email to the Clerk of the Board regarding posting the position.
  - Commissioner McClure asked about the effect of Uber and Lift and supporting it to be a game changer in public transit locally. She felt that folks should be aware of it coming and she would like staff to report on this new mode of transit. Staff noted that we should encourage participating in these mobile platforms, ridesharing, car sharing, etc. Mr. Wall feels that it could

reduce the cost of providing transportation in communities. He sees the down side of this would be civil rights issues for wheelchair accessible vehicles in Uber.

11. Announcements

⑤ Next Meeting is 3:30 p.m. on Wednesday, May 20, 2015

12. Adjourn

There being no further business to come before the Commission, the Chairman adjourned the meeting at 5:12 p.m. until the next scheduled meeting on May 20, 2015.

Respectfully submitted,

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Mark Wall, Executive Director  
Redwood Coast Transit Authority