

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
Wednesday, June 17, 2015

Members Present: Rich Enea (Chair), Ron Gastineau, and Roger Gitlin

Members Absent: Commissioners Martha McClure (Vice-Chair)

Also Present: Mark Wall, Autumn Luna, Bill Lonsdale, Tamera Leighton, Brian Stone, 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 Nicole Burshem

2. Approve the Minutes of the Meeting of May 20, 2015

On a motion by Commissioner Gitlin, seconded by Commissioner Gastineau, and unanimously carried, the Redwood Coast Transit Authority Board of Commissioners approved and adopted the minutes of the May 20, 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: Bill Lonsdale wanted to compliment Mr. Wall for his flexibility to meet local needs. He also wanted to state how commendable Route 20 is. With regards to the meeting schedule for next year he would like to propose that there be a telephonic meeting for times that Mr. Wall can't make it to the meetings.

4. Review applicants and consider appointment of At-Large Member of the Board of Directors

Discuss was held in regards to consider appointment of At-Large Member of the Board of Directors: Mr. Wall noted there are two applicants to review. Mr. Wall commented the applications that were received are from Joseph Aliotti and Brian Stone. Mr. Wall proposed to select one of the applicants or advertise it publicly again. Commissioner Gastineau suggested choosing one of the applicants from today and getting the position filled.

On a motion by Commissioner Gastineau, seconded by Commissioner Gitlin, and unanimously carried, on a polled vote, the Redwood Coast Transit Authority Board of Commissioners approved and adopted to appointment Joseph Aliotti as the At-Large Member of the Board of Directors, as presented.

5. Report from Autumn Luna, Associate Legal Counsel, regarding the Request for Proposals for Transit Manager Services.

Discussion was held in regards to the request for proposals for Transit Manager Services. Legal Counsel Autumn Luna commented that back in April the proposal for Transit Manager Services was discussed and there were some outstanding questions to consider. Ms. Luna stated there was discussion about hiring an independent contractor or employee. Ms. Luna requested that the Commission take the idea of hiring an independent contractor or employee to the City or County. Chairman Enea stated he took the request back to the city counsel's human resource and it was suggested to keep it County. Mr. Wall commented the timeline is based on the thorough drafting of the RFP and getting applicants for the position. Mr. Wall noted they would like to have an issue date of September 1, 2015 and have the position posted for 2 or 3 months. Mr. Wall noted that the position should be up for approval by the December or January meeting. Chairman Enea stated he was ok with that timeline. Commissioner Gitlin asked if the timeline presented by Mr. Wall is approved will there still be room for flexibility. Mr. Wall stated there could be room for flexibility. Commissioner Gitlin asked if Mr. Wall had someone in mind for the position. Mr. Wall noted he would like to look into bringing the General Manager from Petaluma State Transit or Lake Transit. Mr. Wall also asked if a manager was hired would they need to be available for a consulting basis. Commissioner Gitlin stated it would be very valuable to have him as a leader for the transitional role. Mr. Wall stated the upcoming year will be challenging due to the fact this is the operation contracts final year. The commission suggested Mr. Wall to stay around until the position is filled due to the challenges within this next year.

6. Review and Accept FY 2014/15 Third Quarter Performance Review and Financial Status Report Discussion was held in regards to fiscal year 2014/15 Third Quarter Performance Review and Financial Status Report.

Legal Counsel Autumn Luna left at 4:45

Mr. Wall commented the operation hours that were cut back in November 2012 have been restored. Mr. Wall noted that there hasn't been a big increase in ridership, but it is up 6% since last quarter. The system service level has increased slightly in 2014/15. The service level has increased 2% compared to the same period in 2013/14. The Crescent City route continues to maintain strong and cost effective growth. Ridership increases 9.2%, the cost per passenger seems to decline, and an increase of 8.5% in passenger revenue. Routes 1 and 3 have been less successful than routes 2 and 4. Mr. Wall suggested that the closing of two grocery stores may be the factor for Route 3 to be affected. Mr. Wall suggested maybe changing Route 3 to stop at Grocery Outlet to bring in more ridership and improve cost growth. Routes 2 and 4 have gained ridership and passenger revenue faster than Route 3 has lost. Mr. Wall noted the Klamath route is being reevaluated since the Klamath River College of the Redwoods has closed. This will end the free use of bus service by their students. This may impact other routes, but most of this will impact the fall of Route 10. Route 20 operating cost increase is due to higher operations contract and fuel consumption. The additional cost is offset by the increase in ridership. Commissioner Gitlin asked since last meeting is there a difference in revenue since Redwood Coast Transit Authority started providing service to Medford; was this idea welcomed by the public. Mark wall stated he can't answer that question at this time. This matter was accepted by consensus of the Commission

7. Review and consider approval of the Fiscal Year 2015/16 Budget

Discussion was held in regards to fiscal year 2015/16 budget. Mr. Wall commented there was a little more money in the new contract and a lot of minor increases. There was a decision to delete the mid-day route to Arcata two days a week to accommodate the need to the doctors for medical services. This is not included in this budget. One reason for the funds not being available to schedule mid-day bus routes is because Del Norte Local Transportation Commission asked Redwood Coast Transit Authority to not recognize the funds until the audit determines that there are unearned funds. Bill Lonsdale commented he would like to ask the board to focus on the mid day service route. Get a forecast of when the audit will be done and of what the outcome will be and then look to see if we will have to postpone for one year. Ms. Leighton stated that the resolution reads there is an up to amount and the current year wont roll forward until the audit is cleared and then after the audit is complete the leftover monies will rollover into the next year. We will not know the amount of the rollover until the audit is done. Mr. Wall noted that there might be a possibility of finding out the estimated dollar amount if the previous auditor was asked. Ms. Leighton commented Cherwell Benz & Hartwick will tell Redwood Coast Transit Authority what the remaining dollar amount is and what was added back in late February to the fund estimate.

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 fiscal year 2015/16 budget, as presented.

8. Consider Approval of Amendment No. 7 to the First Transit Operating and Maintenance Agreement to exercise the final one year option to extend the agreement.

Discussion was held in regards to Amendment No. 7 to the First Transit Operating and Maintenance Agreement. Mr. Wall commented the contract is written that Redwood Coast Transit Authority set the price rates for service. There is an allowance for increases to be negotiated for each option term up to a maximum percentage. The maximum price rate increase for 2015/16 option term is 1.8% based on the 2014 increase in the CPI-U. One of the concerns is that with the change in the minimum wage the Commission will have some employees below that minimum wage. Mr. Wall suggested bringing the matter back before January, if the Commissioners would be willing to make a change. Mr. Wall noted Caltrans generally approved the changes, unless there was a policy beyond the contractor's control. Mr. Wall suggested increasing more than the absolute minimum to attract more drivers. Chairman Enea commented this request should be built into the new bid. Staff suggested an alternative would be to consider a reasonable living wage type policy. Commissioner Gitlin asked if there was a grace period to approve this policy.

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 Amendment No. 7 to the Frist Transit Operating and Maintenance Agreement to exercise the final one year option to extend the agreement, as presented.

9. Transit Manager Verbal Reports

⑤ Advertising Contract- Mr. Wall stated in last months meeting Commissioner McClure stated she would be bringing the commission the advertising contract. The advertising contract will be expired on June 30th. Mr. Wall noted that the contract was not renewed due to the fact that the

contract did not meet Redwood Coast Transit Authorities expectations. Staff recommended to the Commission to try drafting a new Request for Proposal for new advertisement contract.

- ⑤ Implementation Schedule for Service Changes Recommended by TDP- Mr. Wall commented there was a budget issue for mid day schedule. Mr. Wall suggested to revisit this issue in 3 months after the audit is complete. Mr. Wall recommended to the Commission to Consider the operation and management agreement. Mr. Wall noted that if the new bus routes are approved, new schedules will be printed and posted by the end of July. Mr. Wall gave an update on the shelter for the elderly apartments and the apartments agreed to put in the concrete pad. Mr. Wall stated that he has been working with the city about what the pad requirements are. Mr. Wall noted that they received the bid amounts to get the pad put in and they were estimated in the amount of \$2500-\$3000. The apartments stated they didn't have enough money to support the bid and asked the City to help fund the project. Mr. Wall noted that the apartments are willing to pay for half of the project. Mr. Wall noted that this project was figured into the budget and recommended going ahead with it.
- Add mid-day Route 20 schedules twice per week after developing HTA paratransit coordination procedures for NEMT trips. -
- Modify schedules for RNP operation.
- ⑤ Update: Shelter for Crescent City Apartments on Oregon Street

10. Set Tentative Meeting Dates for 2015/16

Discussion was held regarding meeting dates and it was recommended to only have a meeting in July if one needs to be done. Next meeting set for August 19, 2015. The Commission approved by consensus the 2015/16 meeting dates.

11. Announcements-none

12. 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 August 19, 2015.

Respectfully submitted,

Mark Wall, Executive Director
Redwood Coast Transit Authority