

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY, OCTOBER 21, 2015, 3:30 P.M.

Members Present: Ron Gastineau, and Roger Gitlin, Blake Inscore, and Joe Aliotti

Members Absent: Martha McClure (Vice-Chair)

Also Present: Mark Wall, Tamera Leighton, Michelle Clark, and Nicole Burshem,
Autumn Luna, Jodi McNamer, Don Swain, Angela

1. Call Meeting to Order. Roll Call.

Acting Chair Gastineau called the meeting to order in regular session at 3:30 P.M. Nicole Burshem took roll call

2. Approve the Minutes of 9-23-2015

On a motion by Director Gitlin, seconded by Director Inscore, and unanimously carried, the Redwood Coast Transit Authority Board of Directors approved and adopted the minutes of the September 23, 2015, as presented with corrections.

3. Request for Proposals for Transit Manager Services

Review and approve RFP and direct Black & Rice, LLP staff to issue.

Discussion was held in regards to the Proposals for Transit Manger Services. Mr. Wall commented legal staff put this item on the agenda and Autumn Luna is here to discuss and answer any questions. Mr. Wall noted he is present to recruit a replacement for the Transit Manager position. Ms. Luna commented there were a couple changes made since previously distributed for review. One of the recommendations was to change the title from Transit Manger to Transit Director. Ms. Luna noted she made that change, but if the board does not like the title she would change the title to what the Board would like. Director Gitlin asked what is the significance of the change behind the name. Ms. Luna commented some people felt the position needed a name that fully described the duties and felt Transit Manger was not big enough. Ms. Luna noted she was open to other ideas. Director Gitlin commented the name should differentiate from members of the board. Director Gitlin felt the name, Transit Director, might not be appropriate and suggested changing the name of the board from Director to Commissioner. Mr. Wall commented the Board is entitled to change of the name of the Transit Manager. Ms. Luna suggested changing the name to General Manger or Executive Director. Director Gitlin suggested changing from Transit Manger to General Manger. It was consensus of the Board to change the name to General Manger. Ms. Luna commented the second discussion was to add Federal Contract Clauses and asked the Board to let her know which contracts they would like her to use. Mr. wall commented the advantage of including the Federal

Contract Clauses is to charge the General Managers time to the Federal Grants at 35% to 40%. Mr. Wall suggested to not including the Federal Contract Clauses. Acting Chair Gastineau asked if the Clauses needed to be included by Federal Law. Director Inscore commented the simpler the better. Consensus of the board was to keep the Contract the way it is.

On a motion by Director Gitlin, seconded by Director Aliotti, and unanimously carried, the Redwood Coast transit Authority Board of Directors approved and adopted the Proposals for Transit Manager Services.

4. Request for Proposals for Exterior Bus Advertising Services

Review and approve the RFP and direct the Transit Manager to issue.

Discussion was held in regards to Proposals for Exterior Bus Advertising Services. Mr. Wall commented one of the decisions was to discontinue this service. Mr. Wall commented the Redwood Coast Transit Authority had a three-year agreement with Rick Hamilton of RAH advertisement and generated revenue of \$3,000.00. Mr. Wall recommended a request for proposals on using the buses to brand our services or table this until director McClure can attend the meeting. Acting Chair Gastineau asked what would be used on the buses for advertisement. Mr. Wall commented it is a vinyl material that covers the bus with a more translucent area so you can somewhat see out of the windows. Acting Chair Gastineau asked for examples of advertisement used in the past. Mr. Wall commented the target of the advertisement was at the Casinos and Fly Crescent City campaign. Acting Chair Gastineau asked if the extra income helps the budget and what are the advantages of using the advertisement. Mr. Wall commented that the budget was in dire need of the revenue generated from the advertisement, but today there is no need or advantages for it to complete the budget. Acting Chair Gastineau asked if there was anyone to encourage advertising. Director Inscore suggested tabling the matter until next meeting so that Director McClure can be part of the discussion. Director Aliotti commented if there is a need for the advertisement, he is okay with moving forward with it. Consensus of the board is to table matter until next meeting.

5. California Transit Security Grant Program Projects

Review and approve projects and recommend to DNLTC for submittal.

Discussion was held in regards to California Transit Security Grant Program Projects. Mr. Wall commented this is a State funded program. It is simple to manage and would produce \$23,546.00 in Problem B funds. Mr. Wall noted there is a list written up as to which projects to fund first. Mr. Wall commented the two top projects are to install a backup generator and powered vehicle entry gate. The second project recommendation is an accessible mini van that can be used as a supervisor vehicle. Mr. Wall noted the vehicle would mainly be used during times of disaster; this vehicle would be able to get into places bigger vehicles can't. Mr. Wall recommended approving the projects and submitting them to the Local Transportation Commission. Director Inscore asked where the funds would come from for the other vehicle. Mr. Wall commented there are funds in a reserve to fund the other vehicle.

On a motion by Director Inscore, seconded by Director Gitlin, and unanimously carried, the Redwood Coast Transit Authority Board of Directors approved and adopted the California Transit Security Grant Program Projects and to send the recommendation for Local Transportation Commission to file and approve.

6. Redwood National and State Parks Service Authorization and Start-Up Plans
Receive report on authorization to provide service and provide input regarding start-up plans.

Discussion was held in regards to Redwood National and State parks Service Authorization and Start-Up Plans. Mr. Wall commented this is an exciting project that was completed last year. Mr. Wall noted there was a legal issue in place, but was removed due to the law never passing. Mr. Wall commented the Transit Authority submitted a review of the Transit Authorization permit process. The permit was flawed and there was discussion with Patricia Riley in regards to this. Mr. Wall commented all the permits in the packet remain the same, except for paragraph three, which states we are authorized to use Newton B Drury Parkway, and including a stop at the intersection of Newton B. Drury Parkway and Elk Prairie Campground Road. Mr. Wall commented in that area there are big redwood logs that were made into benches. The Parks will carve "BUS STOP" into the benches. Mr. Wall commented the start up date is to be January 16, 2016, but the Parks would like to start up sooner. Mr. Wall commented one of the main challenges is hiring enough drivers to make the changes. Acting Chair Gastineau asked if this would be a part of or independent from Route 20. Mr. Wall commented this would be part of Route 20 when would go through the parks. Acting Chair Gastineau asked if there would be a Fiscal impact. Mr. Wall commented there would be very little impact. Mr. Wall commented the other issue was insurance, but we got them to agree to issue insurance. Angela, member of Del Norte County commented she takes the bus to Arcata and wanted to know how will this impact the riders who need to make specific connections. Mr. Wall commented the schedule may take 5 minutes longer, but he will try to continue to have this be consistent with meeting up with the Grey Hound and other agencies. Director Aliotti asked if there were two routes. Angela noted there are three routes. Director Aliotti asked if the Transit Authority would continue with that schedule, as the sun is up later in the summer months. Mr. Wall commented the schedule would not change. Acting Chair Gastineau asked if there will be a kiosk with times and routes on it. Mr. wall commented that there would not be. Acting Chair Gastineau asked if information could be placed in the visiting center. Mr. Wall commented yes, there would be a brochure of times and routes placed in the visiting center.

On a motion by Director Aliotti, seconded by Director Inscore, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted the Redwood National and State Parks Service Authorization and Start-Up Plans.

7. Reporting of Incidents On Board Buses
Verbal report in response to question at the 9-23-15 meeting.

Discussion was held in regards to Reporting of incidents on Board Buses. Mr. Wall commented there was a question brought up about what the procedure or policy is when

an incident happens on the bus. Jodi McNamer commented the policy depends on what the severity of the incident is. Ms. McNamer commented if there is an emergency the driver is to radio a 10 code to dispatch and than law enforcement is notified for help. Director Gitlin commented when he received the call from the anonymous driver he was told there was no policy and just wanted clarification of whether there was. Buses can be seen of crime and ongoing drug activity and wanted to know the steps to take at this point. Director Gitlin commented Employee safety is the number one main concern. Ms. McNamer commented there was an instance where a driver suspected there was marijuana being passed around the bus and drug task force was called. Ms. McNamer commented the drivers are to report a 10 code and get law enforcement involved. First transit has a very intense training program they go through. Director Aliotti presented an incident report and asked if this still was being used today or if there is a more updated version. Ms. McNamer commented that as far as she knows the incident report Director Aliotti has was the most updated version. Acting Chair Gastineau asked Ms. McNamer if there could be a presentation next month of the training that is given to the drivers. Director Gitlin commented it is important for the Board to be proactive with what the proper protocol is and that the drivers know what to do in these situations. Director Aliotti commented there is a video camera on board of the buses that record all audio and visual affects of what is happening. Director Inscore suggested having a short presentation at the next meeting. Ms. McNamer commented that she could make that happen. Director Gitlin asked who the safety trainer is. Ms. McNamer commented it is Biddett Roberts, Safety Trainer. Mr. Wall commented the contract is put in detail on the safety and training program given and incident reports are required to be reported on the transit database.

8. First Transit Update: State of the Contract and Challenges Ahead

Receive an update on the First Transit operations contract from Regional Vice-President, Don Swain

Discussion was held in regards to First Transit Update: State of the Contract and Challenges Ahead. Mr. Wall introduced Don Swain, Regional vice President, First transit Inc. to inform the board of the extent of the challenges we have ahead. Mr. Swain reported there has been a third route added to Arcata and extra services to Gasquet, Smith River, and Klamath. Mr. Swain noted Grey Hound work has been implemented and is moving along very well. Mr. Swain commented Jodi and her staff have been working very closely and involved in the operational center and has designed several programs to help out with emergency situations. Mr. Swain commented there has been a dry period of hiring and keeping drivers, so a bonus of \$500.00 was offered to anyone who got hired and stayed for 180 days. There was also a \$500.00 bonus offered to any employee who brought a body through the door. Mr. Swain commented there is talk of minimum wage increasing to \$15.00 an hour in Sacramento. The State has imposed sick leave for part-time employees. Mr. Swain suggested having the possibility of a pay increase in the feature. Director Gitlin asked in regards to special requirements for Drivers. Mr. Swain commented drivers have to get a commercial drivers license and have a GPP requirement. Director Gitlin suggested marketing to those in early retirement. Mr. Swain commented there is already are recruiter in place to help get drivers. Director Inscore asked in regards to the starting wage in our area. Mr. Swain commented the wage is \$9.00 during training,

\$9.25 during probationary period, and after a year \$9.50. Director Inscore asked if the recommendation is to look at a wage scale for our area. Mr. Swain commented there would be a proposal drawn up after he has the results from the survey.

9. Transit Manager Verbal Reports

- ⑤ Status of grants- Mr. Wall reported everything has been reported on time. We have a deadline at the end of this month. Everything else is up to date within contract terms.
- ⑤ Bus stop projects- Mr. Wall commented he thought everything was worked out with Eric Wier to remove old bus stops, but something fell through the cracks and will be following up on the issue.

10. Announcements

The Director(s) commented on the following: None

11. Adjourn

There being no further business to come before the Director, the Acting Chairman adjourned the meeting at 4:40 p.m. until the next scheduled meeting on December 16, 2015.

Respectfully submitted,

Mark Wall, Executive Director
Redwood Coast Transit Authority