

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
Wednesday, December 21, 2016 3:30 p.m.

Members Present: Roger Gitlin, Darrin Short, Jake Smith, Heidi Kime

Also Present: Sabrina Valentine, Bill Lonsdale, Joseph Rye, Kevin Heckman, Eugene Rivers

1. Call Meeting to Order. Roll Call.
Chairman Gitlin called the meeting to order at 3:32pm
2. Approve the Minutes of November 16, 2016
On a motion by Commissioner Short, seconded by Commissioner Smith, and unanimously carried on a polled vote, the Redwood Coast Transit Authority approved and adopted the minutes of the November 16, 2016 meeting, as presented.
3. Public Comment
Eugene Rivers commented at the last meeting there were some items that Kevin Heckman reported were going to be purchased. For example, new buses and bus benches. Whatever money is left over we were discussing that we were requesting to put a bus shelter for the bench on 1125 Oregon Street. Chairman Gitlin asked Joe Rye for an update on the status of the wind break window. Mr. Rye responded the wind break window is going to be purchased from the same vendor used in the past, as part of the upcoming purchase of 2 new shelters, using LCTOP Cap and Trade funds. Director Smith commented we did talk about this in the last meeting. Director Smith expressed his appreciation for Mr. Rye's hard work to resolve the situation.
4. Approve Resolution 2016-17-06 Amending the Approved Fiscal Year 2016-17 Redwood Coast Transit Authority Budget to lower the operating budget and deferred revenue/reserves line items and increasing the line items for PTMISEA bus replacements and Facility Improvements. Mr. Rye explained that this is one time pot of money that was programed and created by the Schwarzenegger Prop 1D Bond Measure in 2006. It has provided capitol funds to transit agencies all over the State. There is one more allocation set up to come from it. We should apply for the last allocation sometime within the next 12 months. Out of the money only \$100,000 has been spent so we have accumulated a nice balance currently just under \$900,000. Because this money is more than needed just on bus replacements, due to continued leverage of federal funding. In November, RCTA Board approved an expenditure plan that partitioned off some funds for other projects, specifically to invest in our maintenance operations center on Williams Drive which is lacking a lot of security, pavement, roads, and paved road access. That was the expenditure plan and subsequently to RCTA approval it was approved by the Del Norte Local Transportation Commission. This item features a budget amendment because the adopted RCTAA budget for the fiscal year 16-17 was done by another Transit Manager and did not foresee exactly what we are now doing, down to the dollar. Mr. Rye reported on some of the charges that are going to be approved and those are as follows: reduced revenues by about \$105,000 because that money was lost when Caltrans rescinded the funds due to an expired

grant (project had to be delivered in FY 15-16 and was not), so that money is lost and removed from the budget. When we asked for an extension to complete the project this year, Caltrans denied the request. The current budget anticipated by \$1000 for advertising revenues, that project is delayed due to limited staffing hours and higher priorities. A \$45,000 revenue reduction in FTA 5311f that was RCTA's portion of a statewide fund shortfall. Everyone's applications were funded but not 100% this year because the state was oversubscribed. An increase of \$208,000 for the bus purchases. There's no longer a need to purchase a new supervisor van for \$50,000 so that project dropped. First Transit obtained a supervisor van that they're using now so that project no longer has a need. An increase of the Capitol expense, \$40,000 for the Facility improvements, specifically for the roadway extension project, being approved later on today's agenda. Director Short asked if the \$105,000 is no longer available. Mr. Rye responded he expects Caltrans to open future opportunities up for us to re-apply again to expand Route 20. Director Short expressed that seems like a good idea. Chairman Gitlin asked for explanation of how a \$105,000 grant was misplaced and how to prevent this from happening in the future. Mr. Rye responded he understands the concern, it was supposed to be an expansion project to develop a new schedule and implement it, there would be another route per day. Mr. Rye thinks Mark Wall said something about waiting on Greyhound. This should have been running all last fiscal year to spend the whole \$105,000 and get reimbursed. We asked for an extension, and were denied. Director Smith stated having worked at Caltrans and having given out these grants Mr. Rye is talking about; I can tell you some blame goes towards the state as well. Director Smith thinks part of the problem is there's a lot of hands that are handling these grants. Chairman Gitlin expressed his concern of course is the loss of \$105,000 for a program that effects Route 20. RCTA would have had to launch the new trip for example sometime around July, August or September of 2015 to expend these funds that fiscal year. Mr. Rye can't explain why we applied for the funds and didn't deliver the project. On a motion by Commissioner Short, seconded by Commissioner Smith, and unanimously carried, the Redwood Coast Transit Authority approved and adopted Resolution 2016-17-06 Amending the Approved Fiscal Year 2016-17 Redwood Coast Transit Authority Budget to lower the operating budget and deferred revenue/reserves line items and increasing the line items for PTMISEA bus replacements and Facility Improvements.

5. Approve Resolution 2016-17-07 Approving an expenditure of up to \$26,000 to Wimmer Excavating for the Williams Drive Access Road Improvements and Authorizing the General Manager to Issue a Purchase Order. Discussion was held in regards to resolution 2016-17-07. This is a partnership opportunity with the development of the CVS drug store and the Fairgrounds property. Both the Fairgrounds and Mr. Rye reached out to the contractor to see what it would take to extend the paved road. They are paving Cooper Street, making that the main driveway for CVS. The Fairgrounds worked an agreement with the contractor building the road for CVS to have them to pave around the corner. Mr. Rye approached the contractors to get a price to pave it all the way around to our facility so that RCTA could have the safer, more efficient egress and ingress. Right now, the drivers turn onto Hwy 101 from Williams, which is unsafe. Especially in the summer when traffic is heavy. The projects been delayed by weather, but hopefully the road way and paving is done by the first half of February. A second quote was obtained from another licensed Contractor here in town, it's a little bit higher but that's to be expected because they're not mobilized and already on-site. Director Smith stated he worked

with Mr. Heckman on this project. It's going to help for safety, make it better for the drivers, and more efficient. Director Smith knows there was discussion about when the fair is in session. He thinks there was something about a gate to control the fair traffic. Director Smith asked if that going to be part of this project. Mr. Rye replied sort of, it's related to the project but has its own grant funding source. What this project will do is pave the road all the way to our lot. Mr. Rye and Mr. Heckman have already been working on fencing the RCTA area, but allowing the road to be used by traffic, without access to our secured area. The fair uses it as a one-way exit, but it will have year-round access. Director Smith asked if standard vehicles and buses will be able to use this new ingress/egress road. Mr. Rye replied that is correct. Director Smith asked if this would we become our new main access road, easing traffic concerns of speeding traffic on Hwy 101. Mr. Rye affirmed. Bill Lonsdale commented the idea of using the signal light to access Hwy 101 is very attractive, however there are several questions that occurred to me as I was reading the staff report. It was not clear to me whether the out of area bidder who seems to have the low bid is already involved in the CVS project and is therefore able to achieve some scale which enables the lower price. Mr. Lonsdale regrets the fact that the local bidder is not going to get the contract because we could use the jobs locally. The second question has to do with the Williams Ave bus stop. That bus stop serves people who wish to come to Redwood Coast Transit Office or to go to the Probation Department or to go to Juvenile Hall. When the new route out of the fairgrounds road becomes, active there will be a natural tendency to want to put a bus stop out there. Mr. Lonsdale asked that some consideration be given to how we are going to handle that. Chairman Gitlin reported there is a 5% factor local business preference. That means local businesses are given preference to be 5% over the accepted bid. If there was one that was slightly higher the local company would prevail. Chairman Gitlin asked if Mr. Rye was satisfied with the bidding process. Was it done in a fair manner which the local company got a fair opportunity to bid. Mr. Rye replied yes the process was very fair. The CVS contractor team was already there building roads and parking lots and that's why their bid is so much lower. The locals quote was more than a 5% higher. Mr. Rye replied we approached Hemmingsen Construction personally to get the second local quote.

On a motion by Commissioner Smith, seconded by Commissioner Short, and unanimously carried, the Redwood Coast Transit Authority approved and adopted Resolution 2016-17-07 Approving an expenditure of up to \$26,000 to Wimmer Excavating for the Williams Drive Access Road Improvements and Authorizing the General Manager to Issue a Purchase Order.

6. Approve Resolution 2016-17-08 Approving an expenditure of up to \$533,000 to Creative Bus Sales for the Purchase of Four (4) Replacement Buses and Authorizing the General Manager to Issue a Purchase Order.

Discussion was held in regards to resolution 2016-17-08. Mr. Rye reported we are trying to move this quickly so we can get the buses ordered, because our fleet is very old. The price is \$30,000 higher because the graphics packages were added just after this packet went out. Chairman Gitlin asked if they are all identical? Mr. Rye answered no, the order is for four buses of three different sizes. Two large buses that would stay on the Arcata run, those are approximately \$170,000 each, one more of the Crescent City local, those are approximately \$100,000 and one vehicle that's experimental, but it's a small vehicle for Dial-A-Ride only and that's approximately \$60,000. It's a modified low floor sedan, it seems to be a better fit than the larger cut a ways for mainly Dial-A-Ride it carries one or two people at a time. We put a

little cushion in here in case there are last minute changes to the quote and that's why the increase. Chairman Gitlin asked what the compacity of each vehicle is. Mr. Rye replied Type M is the small one, type E is 32 ft., and class M can hold about 4 passengers. Director Kime asked if these new vehicles are going to increase the numbers that we currently have for passengers. Mr. Rye replied compacity wise they will keep about the same. We're going to retire buses that desperately need it. So, we are not going to increase the number of vehicles in the fleet. RCTA has enough vehicles right now, but they are just old and not in good enough shape to be reliable. Director Short asked where the increased \$33,000 is from. Mr. Rye replied part of it was the graphics package which takes the plain label and applies the Redwood Coast logo. That cost is approximately \$1,500 per bus. The original order did not have the surveillance cameras, and although RCTA will be paying for the cameras with different grants, they are procured best at the same time. RCTA has two more federally funded bus purchases in the pipeline but those will take longer due to Caltrans review. Chairman Gitlin asked what arrangements have been made for getting rid of the old buses. Mr. Rye that we haven't talked about that yet. Director Short asked about a missing page of the attached quote. Mr. Rye replied apologetically and promised to forward it to the Board. Director Short asked why the smallest vehicle has a more expensive graphics package than the class B. Director Short assumed that the largest vehicle, the class E, would have the more expensive package.

Chairman Gitlin reported there was discussion of a seasonal service with the National and State Parks Service which could consider using RCTA buses to save wear and tear on roads on Howland Hill into State Parks. Chairman Gitlin asked if any of the buses we have would be able to negotiate the road on Howland Hill Road? Mr. Heckman responded he has a large portion for his verbal report about the Howland Hill project. Mr. Heckman stated Director Smith and himself were able to go out two weeks ago, to do a dry run. Mr. Heckman replied when they did the dry run we deliberately took out the largest bus we have, that's the 35ft bus that we normally use for the route to Arcata. It was able to navigate the road.

On a motion by Commissioner Short, seconded by Commissioner Smith, and unanimously carried, the Redwood Coast Transit Authority approved and adopted Resolution 2016-17-08 Approving an expenditure of up to \$533,000 to Creative Bus Sales for the Purchase of Four (4) Replacement Buses and Authorizing the General Manager to Issue a Purchase Order.

7. Overview of Transit Planning Requirements of the Transportation Development Act (TDA)
Discussion was held in regards to Transit Planning Requirements. Mr. Rye reported this item is an educational item. Mr. Rye reported Tamera Leighton from Del Norte Local Transportation Commission requested Mr. Rye walk the Board through some of the planning process that are mandated as part of our TDA Funding. Most of the time when we are talking about our operating money, we are either talking about the TDA (Transportation Development Act) or one of these Federal Grants that we talked about a little bit earlier. The TDA is a consistent every year allocation. We get approximately half a million a year, give or take depending on the economy. It's derived from a quarter cent sales tax on durable goods that are sold in the county and it's returned to the county based on population. With RCTA being the only public transit system in Del Norte County we basically get it all after the Local Transportation Commission gets a small percentage for planning and for the designated consolidated transportation service

agency (CTSA). Mr. Rye thinks they are using that to help support the land emergency medical projects they are working on now. There's not a lot of restrictions on TDA funding, but there is a process that must be followed for all new services. Mr. Rye reported The LOCAL TRANSPORTATION COMMISSION has to do an annual unmet transit needs process, where they advertise and at a meeting passengers can come and convey their requests for transit amenities and new services. These could be shelters or all electric buses, you can ask for anything transit related. You have to conduct that public hearing, get the input from the community and then in theory those are the projects that need to be considered before you spend any of the operating money on something else. For many years in Del Norte County, the TDA money goes towards transit needs only. There is a loop hole in the process of the unmet needs that can allow a county to spend these transit dollars on road repair if no "reasonable" transit needs are brought forward that are not already being provided. Ms. Leighton and the DNLTC Commission still has to undertake that annual Unmet Needs process and ask the community if there's any transit needs that are unmet. Then a determination needs to be met if they are reasonable to meet or not. Mr. Rye commented that Ms. Leighton asked us to talk about that because she heard about the Howland Hill project and she was concerned that we will use some of this TDA money that may be in conflict with the DNLTC's TDA Unmet Needs process. Director Smith stated he wanted to add on what Mr. Rye said about the TDA Funds and the process. Director Smith said he used to administer TDA money with Caltrans and part of the beauty of this is that the committee is comprised of elderly, disabled, low income and ethnic groups, it represents a lot of people who typically ride transit. It's a good outreach program everybody is typically transit riders. The unmet needs they simply come and talk about what they need, what they don't have and what they would like to have. Then Ms. Leighton and the group weighs that and makes recommendations. It's a very good process very inclusive.

8. General Manager Verbal Reports

- Update on Amendment 6 to 2008 Contract with First Transit

Mr. Rye reported over 50% of his limited hours in December have been spent on this first bullet point. Amendment Six has been an oddity for sure, we're currently operating under a very old contract with First Transit as our main provider, they employ the drivers, they employed Mr. Heckman and the group that works for him, everyone except the Board and Mr. Rye and his partner Dan Herron (and PS Business Services). It was a three-year contract with five option years starting in 2008 and that's what we inherited back in April. There was an extension request on the table that had been submitted to Caltrans at that time last spring/last summer. There was also an Amendment Six that Mark Wall submitted for Caltrans approval after negotiating an increase in the hourly rate to pay the contractor due to primarily wage increase that took effect January 2016 state wide. This board approved that Amendment Six around November, December of 2015, then it was submitted to Caltrans for approval. That approval never materialized after months of negotiations. The original contract called for these options to be executed in extension years but only at a rate no higher than CPI (Consumer Price Index) for the state of California. The rates that the Board approved in late 2015 and Mark Wall negotiated for CY 2016 were much higher than CPI. Caltrans only would approve a CPI based rate increase and 15 month extension, which is what I have re-written to meet Caltrans demands. Will has caused RCTA to short pay First Transit all throughout 2016 while waiting on this approval that ultimately did not approve as much of a raise as RCTA granted First. Mr. Wall

also assumed Caltrans would grant a longer extension of time, but they did not. The contract with First Transit was only good through September 30, 2016. RCTAA has a new contract that starts January 1st. It is unclear if this will cost RCTA any federal money for Fiscal Year 2016-17, as our FTA allocation was lowered anyway due to statewide fund shortfalls.

The same Caltrans Procurement Branch is currently reviewing our recent RFP and new Operations and Maintenance contractor. So far they are not asking as many questions, so I'm optimistic that we're pretty close to approval on that. Chairman Gitlin stated that he is alarmed about the three-month gap. Chairman Gitlin asked how does this happen? Mr. Rye replied he thinks we're going to be ok, our operating systems allocations this year were reduced, which was approximately \$150,000 because it was reduced the nine months that we're operating our reimbursable contract basis. RCTAA should be able to achieve that reimbursement request of \$152,000 it's going to be close. Chairman Gitlin asked when will this authority know it will be ok? Mr. Rye replied we will know in probably two or three months when we get closer to the end of the fiscal year. Mr. Rye commented he will have Mr. Herron crunch the numbers on the packet. Mr. Rye replied that \$150,000 is our allocation we just got to make sure that the nine months' worth of operating expenditures are large enough that half of that is \$152,000 or more, then we're fine. Director Short asked what the worst-case scenario is. Mr. Rye replied maybe we're only reimbursable for \$130,000 or \$140,000 of that \$152,000. It will be a marginal defeat if we do lose a little of it. Chairman Gitlin asked how do we avoid these pitfalls and move forward? Chairman Gitlin noted that he doesn't want to see this impact RCTA's ability to its operations, which costs money. Mr. Gitlin wants to develop "Take the Bus and Leave the Driving to Us". If we don't have the money that would be disappointing.

Update on FY 15-16 RCTAA Financial Audit

Mr. Rye reported we are in the final draft portion of our 15-16 RCTAA Financial Audit, and it's come up clean so far. I had you just sign one of the last pending documents. That one actually goes to the Del Norte Local Transportation Commission for approval, not us. We can bring it to our next meeting just as an information so that the Board can review and accept it.

- Update on Bus Purchases

Mr. Rye reported the bus purchases, we talked about our approach. We're using 100% unleveraged money for this first 4-bus purchase, due to the current fleet emergency. For future bus purchases, RCTA will go back to try and leverage one or two federal funds for each year and it should be enough to keep our fleet fresh enough. We want to make sure we maximize RCTA's limited capital and operating funds going forward. Director Short asked about the disposal of the buses, are we already lined up on disposing those in a similar fashion? Mr. Rye replied that main thing is these vehicles are worth more because they are all still operating. So, we have more options including sending them to auction. Chairman Gitlin noted on this particular issue I think if we do an outreach to those in the community we may receive requests to donate. Maybe in our next meeting we could do an outreach to see if anybody in the community might have a need for these operating buses? Chairman Gitlin stated he's going to defer that to legal counsel. Mr. Rye responded he thinks they can because they have expanded their useful lives, they are all old enough. Chairman Gitlin asked if this is something that the Board wishes to have this on the next agenda? Director Smith stated he thinks it's worth exploring. These buses are in

rough shape so whoever gets them is probably going to have some maintenance loss. Director Kime stated she thinks it's ok to explore but her preference would be to get whatever money we could for them. Director Short stated we have some time, it's at least four months before we get the new buses and can get rid of these older ones.

9. First Transit Operations Manager Verbal Report

Mr. Heckman reported driver staffing remains unchanged from last month, we still have 14 active drivers, no turn over. Of the 13 vehicles in the fleet, currently five are out of service, and we need a minimum of seven to perform all the routes, and even that is undesirable because that means the buses are running from the moment the service starts to the end of the day. The good news is we are slated to get two buses back on Friday. We do have a new maintenance manager slated to come in. Mr. Heckman stated the new maintenance manager is an internal transfer from First Transit out of Phoenix, his start date is going to be January 9th. Kevin is excited about the new maintenance manager; he has a lot of experience and seems very eager to get here. Mr. Heckman reported he completed the transit and paratransit management program, that fulfills my First Transit/RCTA contractual obligation. Mr. Heckman reported for safety and service there's been no accidents, no incidents. We did have two complaints since the last meeting. One was resolved, the other one was a non-passenger who was not happy that our Dial-A-Ride service was going down the private road that he and his neighbor live on. Mr. Heckman stated he had to explain because it's a private road doesn't mean he can prevent his neighbor from requesting we go down there. Currently it is not resolved yet. Mr. Heckman reported for the facility, Mr. Rye has touched on the main aspect which was the road paving. Over the summer, I probably got about half a dozen complaints from various residents and tourists about the buses turning left out of Williams Dr. onto Hwy 101 South. Mr. Heckman stated he thinks being able to exit out of Cooper is going to be so much better. Mr. Heckman commented he wanted to address one thing that Mr. Lonsdale brought up that he didn't hear the Board reply to, about the Williams Dr. exit, that it might affect the stop on Williams, this is really just about the ability of our vehicles to get out in a safe fashion that doesn't endanger the public. So, there will be no change to the Williams stop. Mr. Heckman reported that we did have some other facility improvements, the main one that's coming next is a gate improvement. Everything else is kind of pending until that gets taken care of. We want to have the ability to secure our facility before we start putting things in that vandals or criminals might find valuable. That's still a couple of months out so look for it on the next couple of agendas. Mr. Heckman reported he is still going to the Emergency Planning Commission meetings since RCTAA is part of the Emergency Planning group, that's going slowly. Basically, after the 2011 Fukushima earthquake apparently, we did very well as a group and RCTA was specifically called out due to our Dial-A-Ride drivers knowing exactly where to go for many of the seniors and disabled people. Mr. Heckman reported on the radio repeater that RCTAA paid for parts and labor almost six years ago. Mr. Heckman reported he attended the Fire Protection Districts Board meeting and they voted unanimously to approve putting the repeater on the tower at the Washington Fire station. Mr. Heckman reported he has been working with Day Wireless out in Medford, they're typically the vendor that does RCTA's radio work. There's probably going to be some incidental costs on installing, even though the box itself and the labor is paid for there's still stuff like wiring and antennas and so on, that was not

covered by that. Kevin is hopeful that the repeater will be up within about a month, that will expand our radio which should cover our entire service area. Mr. Heckman reported on the Howland Hill experiment, where he and Director Smith and his wife took a 32 ft. bus and found out it would fit. The purpose of this experiment was kind of two-fold, number one to see if it was possible and number two to get a first-hand observation so that we could consider other logistical problems that the Board might have to consider if this project is to move forward. Mr. Heckman commented physically the bus fits, the road is probably in the worst condition it's going to be. The park service indicated they grade it in late April early May every year to prepare for the opening of tourist season and then it gradually deteriorates, so there were some pot holes but there were no high spots where the bus would get stranded. Logistically there are challenges he thinks are going to make it difficult, not necessarily impossible, but solutions would have to be figured out for this. Traffic would be vastly higher during the summer. Two of the cars had to stop and back up, as you know most of Howland Hill road there is forest on the left-hand side as you're going North bound and the right side is about a 12ft drop off into a gully or ravine. Small portions of it right by the Stout grove trail head had a guard rail, but most of it there's nothing protecting you from going off the edge. Mr. Heckman stated he was able to come up with three possible solutions for the Boards consideration. Mr. Heckman stated we could widen and pave if funding is available for that to be a two-lane road going through the Stout Grove area to prevent backing up. Two we could see what is needed to make the road one way. Third we just leave it as is and maybe just put up signs that Transit buses have right of way, and everyone else has to back up. If that were to happen First Transit would assume all liability. So, any accidents our insurance covers it, if we are put in a position where other people are having to yield by backing up for our buses that would significantly increase our risk and so therefore we need to purchase more insurance and therefore it would probably require an amendment to the contract to cover the increased cost of that. This could also cause a contract amendment. Mr. Heckman commented the last logistical challenge we would need to overcome is the ADA requirements, so if we are going North bound all the parking lots are on the left-hand side, the bus entrance is on the right-hand side so there is no safe way to unload the wheelchair ramp or the lift on the lift style bus so that somebody with a disability could exit or enter the bus. How much of that is probably a question for legal counsel, my understanding is that we are obligated to provide service anywhere that we provide normal fixed route service.

Mr. Heckman reported about an ADA eligibility program that Mr. Rye and his self-have been working on. In the past, there was ADA eligibility cards, seniors and disabled passengers get about 50% off the cost of riding the intown routes as well as Dial-A-Ride. Kevin's staff has brought to his attention some suspected fraud in the system in recent months. Riders claiming ADA status to use Dial-A-Ride at the cheaper (\$1.50) rate. Mr. Heckman commented this of course directly impacts RCTAA's bottom line since all the fair box funds are taken directly off the invoice that RCTAA pays First Transit. Additionally, this also has a service impact since Dial-A-Ride is primarily aimed at seniors and disabled people. If 30% of our schedule is taken up with people who are not actually disabled as suspected, that impacts our ability to get the legitimately disabled people to their doctors' appointments or shopping in a timely fashion without increasing costs. Mr. Heckman commented that he has been working with the County I.T. department to come up with an I.D. card solution, the intention is that we are going to bring

back the old program, where in order to get the discount you have to have a photo I.D. as well as an RCTA ADA card. The Procedure for that is that we are going to start handing out forms on the first business day of the year, January 2nd, and they must arrange for a doctor's appointment. There's a release on the form where we can call the doctor and confirm that they filled out the form, when they do that they then purchase the ADA card. This process was initiated by Mark Wall and Jodi years ago, and somehow dropped off in recent years. The intention of that is to eliminate the people who are not being honest about their ADA status and provide better service to the legitimately disabled and senior population.

Director Short asked Mr. Heckman what the next steps are in his professional development? Mr. Heckman stated he doesn't intend to stop learning and there's a conference in Lake Tahoe coming up in the Spring, a CalACT conference, a very common industry gathering, and opportunity to meet, greet and network. Mr. Heckman commented that he and Mr. Rye are talking about it a little to see if there's a little grant money to send him.

Director Kime asked about the Howland Hill experiment, just from personal experience driving backing up. Part of that is people are going really fast through there. So, have there been speed limit. Mr. Heckman replied there are speed limit signs posted sporadically. He knows at least at each trail head there are. Director Kime noted she is talking about when you first get up Howland Hill where it's really narrow, she didn't recall seeing any speed limits. Director Kime stated it's been her experience that people are driving through there like speed demons, that's part of the problem when you have oncoming traffic. Mr. Heckman stated he doesn't recall seeing speed limit signs and where they are posted other than the beginning and end of that road. Chairman Gitlin replied he remembers seeing a 15-mph sign. Mr. Heckman noted they can at least say that people are not paying attention to them. Perhaps if there were stop signs put in maybe at the real narrow bottle necks, that would probably help. Even with speed limits that would not address the main concern of making people back up when there's no fence next to a drop off. Chairman Gitlin commented he has a few questions about Howland Hill. He wants to let the authority know that it was the park service that approached him personally. We as a Board inquired about this idea so on a basis of Mr. Procouff and the State Parks Director Silver coming to us with the suggestion. Chairman Gitlin asked when you do plan on meeting with them again. We can do that as they can also as Yosemite Park does, prevent any private vehicle from coming in, you can only take the bus. Which is their decision to make. Chairman Gitlin stated when Mr. Rye and the Parks Service meets again. Chairman Gitlin stated he has taken some notes on the mitigation. There must have been some vehicles that have gone down the 12ft embankment, how did they get out. Chairman Gitlin thinks there is more exploration to do on the subject. Chairman Gitlin stated with respect, and he would like to go to the next meeting, he requests to be notified so he can sit in on the next meeting. Chairman Gitlin asked if there were any other Director that wishes to accompany us on the next field trip to that area, he thinks that would be very wise. Parking is an issue for ADA compliant vehicles so the people who want to see Stout Grove. Mr. Heckman commented if you have people in a wheel chair who want to ride the bus we can't deny them, but then if they demand to be let off the bus we would basically have to refuse if we don't have a safe place to do that. That would create issues and possible legal liabilities. Chairman Gitlin asked the Board if they would like to continue this discussion with National and State parks on how we can make this happen. Mr. Heckman

replied he likes the suggestion of having a meeting with the Parks officials sooner rather than later. Mr. Heckman commented he would be very happy to include Chairman Gitlin and Mr. Rye on that as well, probably sometime in January.

Director Kime noted perhaps the residents near the exit of Stout Grove, asking for their input would be a good idea. Chairman Gitlin stated there are a handful of homes past Slant Bridge, there's nothing on the South end until you get down the hill and you reach the flats. So, it's a very small area from Slant bridge, about a mile. Those people on the North end will be inconvenienced so to speak with a one-way road. Chairman Gitlin asked if they could do an outreach to those people and get their input. Director Kime thinks it is the courteous thing to do, to speak with the residents. Mr. Rye suggested having a meeting with the State Parks to see if there is even a project before going to the public and stirring up potential issue over a non-project. We will arrange a meeting and invite the Board to join to see what they have to say.

Mr. Rye commented it was not his impression that they had any funding, Mr. Rye believes Mr. Silver said he was aware of some grants they could get like Yosemite, but what's the time line, who's applying for them.? RCTA has no staff to do that, we're barely able to apply for our own grants as we found out.

Bill Longsdale commented respectfully I am going to take exception to what's been proposed relative to Dial-A-Ride, unless it is the case that your Board has already given approval to the issuance of a decree on the first of January that all members who use Dial-A-Ride must via their doctors' office to Williams Ave. to be re-enrolled as eligible. We are talking about a very vulnerable population as your colleague has pointed out. A year and a half or two ago Jody ran them all through a drill to get doctors certificates and get eligible to use Dial-A-Ride at the reduced rate. All others were to pay the full rate. Now are we saying that the same people who have already been adjudicated as eligible, have to go through a process of getting a photo I.D., a doctor's note simply to verify what they already have. I would urge your Board not to permit that to go forward to the public until we have a chance to think about it. Ms. Burrows unfortunately is not here, but she would be bouncing off the wall about this. That was a very sore point with the population that depends on Dial-A-Ride, they feel they're paying more than they can really afford to pay but they are doing it because they need the service. Now to have to go through reregistration, I urge you to be careful about that.

Mr. Longsdale commented one suggestion about the Howland Hill issue, the worst possible conditions occur in the rainy season and reoccur during the dry season. I would suggest the operations manager drive thru there when the road is choked with dust and see what that does to his bus cleaning budget, also you might want to consider something that visitors to this area should be used to by the time they get here, and that is the use of signals and make them wait while the traffic comes in the other direction.

Chairman Gitlin responded that for the February meeting let's schedule Mr. Lonsdale's comments for discussion, and possible action on the Dial-A-Ride program as per his concerns. Do we need to meet in January. Mr. Rye stated January was going to be left as possible place

holder in case we can get the other bus orders. Mr. Rye doesn't think there's a whole lot of reason to meet in January unless possibly to approve the Amendment Six that he said just got out of Caltrans with approval. So, February was more likely we will have a meeting with the parks service. Mr. Rye does want to get clear we mentioned in the verbal report the idea of reinstating the ADA eligibility doctors notice verification process that was always in place under the old contract that somehow slipped in the last few years. Mr. Rye asked if the Board says RCTA needs direction on whether to do the program. The program was what Mr. Heckman was saying, we would start giving notice to folks and put signs up in the buses and by April first they would have to resubmit their doctors' notes. Mr. Rye asked if the Board wants that suspended. Chairman Gitlin commented first if someone has an old ADA I.D. that's expired, he loath to have them jump through a bunch of hoops, especially people who are challenged to go back to their doctor. Director Smith asked if this was a one-time thing. Mr. Rye replied it's every five years, it is for a longer period of time, because peoples' conditions and disabilities do change over time. Chairman Gitlin asked if it hadn't been done in five years. Mr. Rye commented he had no idea when the program fell off. Mr. Heckman commented the impression from his staff is that it has been several years since it was enforced. Chairman Gitlin commented he sees the argument to have them reexamined, but that could come at a cost to our elderly. Director Kime replied the likely hood someone with disabilities having to make a special doctor's appointment for this, is unlikely. They're probably over a four or five-month period going to be visiting their doctor anyway. Director Kime stated if they had enough time certainly she finds it unlikely that they would have to make a special appointment and incur an additional cost. Chairman Gitlin requested that this be put on the February agenda, and offer a grace period for anyone with an expired I.D. Chairman Gitlin asked Mr. Rye to bring a list of pros and cons to the next meeting, and how many people who are effected. Mr. Rye noted they will bring it back as an action item. Director Short asked Mr. Longsdale if Jodi McNamer had them do this a couple years ago. Mr. Longsdale replied yes. Director Short asked Mr. Longsdale if he had any information about that. Mr. Longsdale replied that he was not involved with it, he only observed and talked to people who had to go through it. Chairman Gitlin stated they will discuss it in the next meeting, for now we will have a 60-day grace period for the expired I.Ds we will meet in February Wednesday the 15th.

10. Announcements
11. Adjourn

There being no further business to come before the Commission, the Chairman adjourned the meeting at 5:34 p.m. until the next scheduled meeting on February 15, 2017.

Respectfully submitted,

Joseph Rye, General Manager

Redwood Coast Transit Authority