

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**Wednesday, September 23, 2015**

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

Members Absent: Martha McClure (Vice-Chair)

Also Present: Mark Wall by telephone, Tamera Leighton, Michelle Clark, and Nicole Burshem

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1. Call Meeting to Order. Roll Call.

Acting Chair Gitlin called the meeting to order in regular session at 3:35 p.m. Nicole Burshem took roll call

2. Approve the Minutes of 8-19-2015

On a motion by Commissioner Gastineau, seconded by Commissioner Inscore, and unanimously carried, the Redwood Coast Transit Authority Board of Commissioners approved and adopted the minutes of the August 19, 2015, as presented with corrections.

3. Audit Services Contract Request for Proposals

Discussion was held in regards to the audit services contract request for proposals. Mr. Wall commented the R.J. Ricciardi, Inc. Proposal complies with the minimum requirements of the RFP and have done audits for both Del Norte Local Transportation Commission and Redwood Coast Transit Authority. Mr. Wall noted he is also familiar working with them in Lake County and confident they can do an adequate job. Mr. Wall recommends the Commission to approve the contract with R.J. Ricciardi, Inc.

On a motion by Commissioner Gastineau, and Seconded by Commissioner Inscore, and unanimously carried the Redwood Coast Transit Authority Board of Commissioners approved and adopted the Audit Services Contract Proposal for R.J. Ricciardi, Inc.

Commissioner Inscore asked Mr. Wall if the cost of the proposal that we see for this contract is that comparable to what we have seen in the past for auditors. Mr. Wall commented that this was a very reasonable proposal for the price we offered.

#### 4. Public Comment

The following person(s) addressed the commission: Michelle Clark, Public City representative commented she is happy with how things are going with public transit and how polite and courteous the service is.

#### 5. Announcements

The Commissioner(s) commented on the following: Commissioner Gitlin asked what the policy and procedure is if a driver observes a fight or illegal activity such as a drug deal and if we do not have a policy recommends being put on the agenda for the next meeting in October. Mr. Wall commented if an employee observed a fight there is an incident report to be filled out. Commissioner Gitlin asked if there was a drug deal or some sort of illegal activity does that need to be reported to the supervisor. Mr. Wall commented he would find out some more information and bring back to the October meeting after he speaks with the contractor of how that situation may be handled. Commissioner Gastineau suggested the driver call the cops. Commissioner Gitlin asked if a driver or someone calls should he inform them that if there is any illegal activity or fight observed they should file a report to have some record of what happened. Mr. Wall commented that yes and along with it have the video pulled so that there is visual of what happened as well.

#### 6. Adjourn

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:45 p.m. until the next scheduled meeting on October 21, 2015.

Respectfully submitted,

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Mark Wall, Executive Director  
Redwood Coast Transit Authority