

REVISED MINUTES
REDWOOD COAST TRANSIT AUTHORITY
FRIDAY, MARCH 4, 2016 3:30 P.M.

Members Present: Ron Gastineau (Chair), Martha McClure, Roger Gitlin (Vice-Chair)

Members Absent: Darren Short

Also Present: Mark Wall, Nicole Burshem, Jodi McNamer, Elizabeth Burrows

1. Call Meeting to Order. Roll Call.

Chair Gastineau called the meeting to order at 3:30 p.m. and Nicole Burshem took roll call.

2. Announcements

Mr. Wall commented this may complicate things and is bad news. Jodi McNamer is going to leave First Transit and is going to take a job somewhere else. Mr. Wall commented he wanted to give the board awareness of what is going on. In the mean time they will recruit a new manager and get resumes. We than will make recommendations and interview candidates. Director McClure asked how much time do we need. Mr. Wall commented as soon as possible. Director Gitlin asked what is the protocol from now until April 8th to find a replacement. Mr. Wall commented it is a recruitment by Frist Transit and provide a qualified replacement for Jody as far as a time frame shall go quickly hopefully have candidates within a couple of weeks. Director Gitlin commented the concern is the geography of the area. Mr. Wall commented they are trying to find someone locally. Director McClure asked when is the contract up. Mr. wall commented June 30th with a month-to-month provision to continue up to three months at the same rate. Director McClure asked do they anticipate they will have trouble finding someone since it is a six-month job. Mr. wall commented he does not know the answer at this time.

3. Approve the Minutes of February 17, 2016 –

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried, the Redwood Coast Transit Authority Board of Directors approved the minutes of February 17, 2016 with amended correction.

4. Approve Resolution 2015-16-2 Authorizing the Execution of the Low Carbon Transit Operations Project to Upgrade Transit Stops for \$29,162.

Mr. Wall commented this should look familiar to the Board of Directors. The reason this is coming up again today is because Caltrans would like these items in two separate Resolutions. Mr. Wall recommends they approve this Resolution and the next one.

On a motion by Director McClure, seconded by Director Gitlin, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted

Resolution 2015-16-2, authorizing the Execution of the Low Carbon Transit Operations Project to Upgrade Transit Stops for \$29,162.

Director McClure asked do we have a location. Mr. Wall commented the location was named in the plan we had a few years ago. There are two locations that have been identified and have potential for change. Director McClure commented on Pacific and Inyo needs to be a location. Mr. wall commented he is not positive, but may be one of the locations.

5. Approve Resolution 2015-16-03 Authorizing Execution Of The Certifications And Assurances And Authorized Agent Forms For The Low Carbon Transit Operations Program (LCTOP)

Mr. Wall commented this is the second Resolution and is just as it is presented. You will see that Mr. Wall name and title is on this Resolution and also on the application. When there is a replacement Transit Manager this will need to be changed. Director Gitlin asked if a new Resolution would need to be done with the new partner. Mr. Wall commented not now, but shortly you will need to.

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted Resolution 2015-16-03, authorizing execution of The Certifications And Assurances and Authorized Agent Forms For the Low Carbon Transit Operations Program (LCTOP).

6. Approve Resolution 2015-16-4 Adoption of the First Transit Drug and Alcohol Policy

Mr. wall commented First Transit has had a drug and alcohol screening in place for the entire contract and over time there regulations have changed. This year Caltrans has asked every grantee submit an updated Resolution that the Transit Agency employees go through drug and alcohol screening. Since they are employees of the contractor the Transit Authority has to adopt their policy. So there policy has already been reviewed by Caltrans consultant and meets all the requirements. The adoption of this policy by the Transit Authority is a prerequisite by Federal. Director Gitlin asked prior to hire, does someone go through drug test at our office or go through a private person to get a drug screening done. Mr. Wall commented it is a very controlled process to go through to make sure they get a clean and accurate sample. Pre-employment they go through screenings and random drug/alcohol testing. Director Gitlin asked how often does a random test happen. Mr. Wall commented there is a Transit Agent Operator has a requirement of how many people have to be screened each year. Director Gitlin commented he wants to see if there is any pull behind this because if he feels people think we are getting under the radar. Mr. Wall commented it is a strict and through a very thorough process. The trucking industries are having problems and these are serious programs that are taken seriously. Director Gitlin commented he is confident this is something that will work out.

On a motion by Director Gitlin, seconded by Director McClure, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved and adopted Resolution 2015-16-04, adoption of the First Transit Drug and Alcohol Policy.

7. “Closed Session – Personnel Exception Pursuant to Cal. Gov. Code § 54957 – Conduct Interviews; Consider Appointment of Candidates for the Position of General Manager.”

Closed session was opened at 4:50 p.m.

Mr. Wall commented we have two groups, one is from Green Dot and one is from Dan Harran Consultants. Mr. Wall reported there are a series of questions to ask to each group and then we will discuss our options and make a decision today. The Board of Directors left to conduct the interviews.

Open session started at 5:51 p.m.

Director Gastineau commented we received some strong proposals from both teams and unanimously decided to accept the TMTP proposal and thanked Green Dot for their proposals.

8. Transit Manager Verbal Reports

- ⑤ Implementation of New Route 20 Schedules – Mr. Wall reported that he had hoped to come with more information, but he is still working on implementing the new schedule for Route 20.
- ⑤ Klamath Service Plan – Mr. Wall reported Joseph James was going to contact the Transit Authority to set up a meeting, but hasn’t heard from him as of yet to go over what can be done about them working together.

Public comment – Ms. Burrows commented she wants to say the quality of life through dial ride has been a godsend for the seniors in this community, Jodi does her best and the drivers do as well. Ms. Burrows also commented Mr. Wall is too young to retire.

9. Adjourn

There being no further business to come before the Director, the Chairman adjourned the meeting at 5:53 p.m. until the next scheduled meeting on April 20, 2016 at 3:30 p.m.

Respectfully submitted,

Mark Wall, Executive Director
Redwood Coast Transit Authority