

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY, AUGUST 19, 2015

Members Present: Ron Gastineau, and Martha McClure (Vice-Chair) Joe Aliotti

Members Absent: Commissioners Rich Enea (Chair), Roger Gitlin

Also Present: Mark Wall by telephone, Autumn Luna, Tamera Leighton, Don Swain, First Transit Region Vice President, Jodi McNamar, and Nicole Burshem

1. Call Meeting to Order. Roll Call.

Vice-Chairman McClure 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 June 17, 2015

On a motion by Commissioner Gastineau, seconded by Commissioner Aliotti, and unanimously carried, the Redwood Coast Transit Authority Board of Commissioners approved and adopted the minutes of the June 17, 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: None

4. Request DNLTC to Reconsider Performance Audit Decision

Discussion was held in regards to Del Norte local Transportation Commission to reconsider decision on Performance Audit. Mr. Wall commented that the Del Norte Local Transportation Commission has always been required to perform a performance audit. Mr. Wall noted the Redwood Cost Transit Authority is not in a position to do a performance audit and recommends reconsidering its decision based on state law. Vice-Chair McClure commented the Redwood Coast Transit Authority is responsible for a

financial audit and the Del Norte Local Transportation Commission is responsible to conduct a performance audit. Vice-Chair McClure asked Tamara Leighton to attend the meeting and clarify what is going on with the audits. Ms. Leighton commented the Del Norte local Transportation Commission would provide the performance audit and not the fiscal audit. Vice-Chair McClure commented that with the information provided by Ms. Leighton the Redwood Coast Transit Authority is not required to perform a performance audit. Mr. Wall commented that, as he understands the performance audit is required and the Del Norte Local Transportation was going to provide the performance audit. Mr. Wall suggested expanding the scope of the performance audit. Mr. Wall noted that the commission should make sure the auditor chosen is qualified and feels comfortable with our performance audit. Vice-Chair McClure asked what were the qualifications of the RFP. Ms. Leighton commented there was a silent vote process and Mr. Wall chose not to participate. Ms. Leighton noted she is very comfortable with the auditor chosen. Vice-Chair McClure asked if the auditor chosen has done any audits for local transportation. Ms. Leighton commented they have not done a local transportation audit, but have done audits in comparison. Mr. Wall commented he did opt out with the understanding the audit was just for the commission not the whole Local Transit audit. Commissioner McClure commented her understanding there were joint audits and there was very little participation in the selection of the auditors. Vice-Chair McClure noted it was now requested that we select our own audits. Mr. Leighton commented she would take care of the performance audits for all the commissions. Commissioner McClure asked if it would require another RFP. Ms. Leighton commented she does not believe so. Mr. Wall noted Ms. Leighton will take care of the performance audits and in the future would like to be included in the selection process.

5. Request DNLTC to contract for RCTA financial audits and to consult with RCTA regarding selection of auditor, scope of work, schedule for completion, and role of claimant.

Discussion was held in regards to the contract for Redwood Coast Transit Authority's financial audit. Mr. Wall commented there has been a long history of the commission doing their own audits. Mr. Wall noted it is more efficient for the commission to do the fiscal audit and may cost more for the transit authority to do the audit. Ms. Leighton commented there was a three-year contract already awarded, which is the normal procedure. Mr. Wall recommended the transit authority to move onto item 6 and make the three-year contract a joint process. Vice-Chair McClure suggested having another discussion in two years from now.

6. Financial Audit Services Request for Proposals

Discussion was held in regards to financial audit services request for proposal. Vice-Chair McClure asked in regards to the dates of 2014/15 to be changed to 2015/16. Mr. Wall commented the proposal need to be submitted by March 31, 2016. Mr. Wall recommends meeting in September to review the proposal. Vice-Chair McClure asked why the commission waited until now to review the proposal. Mr. Wall commented it was received late in May to present at June meeting. Vice-Chair McClure commented that it is important to have a public meeting. Vice-Chair McClure suggested doing a special meeting on September 23, 2015 and how will the scoring process be done. Mr. Wall suggested the scoring be done by the board and to have the meeting on the 23rd of September telephonically. It was unanimously decided there be a teleconference meeting on September 23, 2015. Vice-Chair McClure asked if there was a committee appointed today and directed staff to email to commissioners to responses for discussion. Mr. Wall suggested working out the details over the phone.

7. Review and Accept FY 2014/15 Annual Report

Discussion was held in regards to reviewing and accepting the FY 2014/15 annual report. Mr. Wall commented this is the annual report for the FY 2014/15. Mr. Wall commented one of the major changes that occurred is in February some services have been restricted since shut down in 2012 to meet budget and recovery of the economy. Mr. Wall commented the system performance ridership increased to 26,793. Mr. Wall noted this has been the best ridership seen since 2011/12 and that it is a good sign the public is accepting the improvements. Mr. Wall commented Dial-a-Ride services had increased ridership and is showing improvements. Mr. Wall commented the Crescent City routes had 89,000 out of 127,000 of ridership and some routes in Crescent City are performing better than others. Mr. Wall commented there have been some difficulties with the Klamath route. There have been three specific issues. One is due the closure of the Klamath River, two the Klamath school cannot purchase year round free fairs, and three the completion with the Yurok Tribal Transit. Mr. Wall commented Route 20 is performing well and the bus fair went up 11%. Mr. Wall noted Route 20 is affiliated with Grey Hound for part of the year. Mr. Wall commented Route 199 will be going up and down, but ridership is not very good.

On a motion by Commissioner Aliotti, seconded by Commissioner Gastineau, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Commissioners approved and adopted the FY 2014/15 Annual Report.

8. Review and discuss complaints and possible modification of bus stop located at northeast corner of 2nd Street at US 101 North.

Discussion was held in regards to the complaints and possible modification of the bus stop located at northeast corner of 2nd Street at US 101 North. Mr. Wall commented there had been some complaints of the bus stop placed on 2nd Street. Mr. Wall noted First transit stated there isn't much ridership and is considered an obsolete design. Mr. Wall recommends it to be removed.

9. Report from Autumn Luna, Associate Legal Counsel, regarding the Request for Proposals for Transit Manager Services. (Invited)

Discussion was held in regards to the proposals for Transit Manager Services. Autumn Luna commented there is a plan to have a draft of the RFP ready to present to a couple of members of the board to review and have on next months agenda for approval. Vice-Chair McClure commented she would be more than willing to review the RFP and requested a couple more commissioners' review it as well. Ms. Luna asked the commission if they have any recommendations. Vice-Chair McClure suggested asking Tamara Leighton. Ms. Luna commented the RFP should be ready in the next couple of weeks. Ms. Luna suggested it would also be a good idea for the Technical Advisory Committee to review the proposals as they come in as well.

10. Transit Manager Verbal Reports

⑤ Update on Revision to Route 20 to Serve Newton B. Drury Parkway and Prairie Creek Visitors Center.- Mr. Wall commented he met with Jeff Bomkey at the parks and took a look at the bus stops to be established. Mr. Wall suggested carving Bus Stop onto the wooden benches on both sides of the road. Mr. Wall commented he has submitted an application to Redwood Nation State Park to use that area as commercial use. Mr. Wall noted Redwood National State Park is processing the application and it looks like a positive outcome. Mr. Wall commented this plan was adopted last year and the route will only be running during daylight hours.

⑤ Updated website-Mr. Wall commented on redwoodcoasttransit.org has new artwork posted and includes buttons to connect directly to Grey Hound.

⑤ Advertising Contract- Mr. Wall commented the advertising contract's RFP will be ready for next months meeting to be approved.

11. Announcements

Vice-Chair McClure commented there has been people loitering around Safeway and asking if there will be an actual bus stop put in there. Jodi McNamer suggested placing a covered shelter down the road between RideAid and Safeway. Vice-Chair McClure suggested staff to look into starting the process of getting a shelter in there. Mr. Wall commented he would work with Ms. McNamer on that process. Mr. Wall commented his only concern is the drainage on the north side of Safeway, but will look into what might work in that area. Vice-Chair McClure suggested placing the bus stop at the end of the road by the turn about.

12. Adjourn

There being no further business to come before the Commission, the Chairman adjourned the meeting at 4:45 p.m. until the next scheduled meeting on October 16, 2015.

Respectfully submitted,

Mark Wall, Executive Director
Redwood Coast Transit Authority