

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

Members Present: Ron Gastineau (Chair), Roger Gitlin (Vice-Chair), Darrin Short, Jake Smith

Members Absent: Martha McClure

Also Present: Joseph Rye Redwood Coast Transit Authority, Nicole Burshem PS Business Services, Kevin Heckman Redwood Coast Transit Authority, Elizabeth Burrows representative for the seniors, Bill Lonsdale, Public

1. Call Meeting to Order. Roll Call.

Chair Gastineau called the meeting to order at 3:35 p.m.

2. Approve the Minutes of August 17, 2016

On a motion by Director Gitlin, seconded by Director Short, and unanimously carried the Redwood Coast Transit Authority Board of Directors approved the minutes from August 17, 2016, as presented.

3. Public Comment

The following person(s) addressed the Board: Bill Lonsdale was impressed how the agency is being run. Mr. Lonsdale spoke in regards to visitors and how he encouraged them to ride the bus to see where it goes. They spent most of their day on a transit bus and were impressed with the destinations. They were excited that the bus could take you anywhere and everywhere you want to go.

4. Operations and Maintenance Services Request for Proposals – Authorization to Release (Rye)

Discussion was held in regards to Operation and Maintenance Service Request for Proposals. Mr. Rye reported the current contract expires on December 31, 2016. There was an extension request submitted to Caltrans for the existing contract, but the request was denied. The staff and Board will now have to condense the procurement schedule, including an advance release of the RFP of no later than September 23, 2016. There will be no negative impact to conduct a competitive procurement. The overall approach of the RFP remains the same. Mr. Rye presented the new condensed RFP schedule. Mr. Rye recommends the Board approve the release of the RFP.

On a motion by Director Smith, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Operations and Maintenance Services Request for Proposals to be released.

5. Adopt Official RCTA Bid Protest Procedures (Rye)

Discussion was held in regards to adopt official RCTA bid request procedures. Mr. Rye asked for two volunteers from the Board to be on the Selection Committee. What this involves reviewing/scoring the proposals and interviewing the candidates on November 4, 2016. Director Smith and Director Short volunteered to be on the committee. Mr. Rye reported Federal Transit Administration requires each transit agency adopt official protest procedures for major procurements. Mr. Rye recommends the RCTA Board of Directors adopt the attached protest procedures.

On a motion by Director Short, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved and adopted Official RCTA Bid Protest Procedures.

6. Authorizing Resolution Accepting \$138,800 in FTA Section 5339 Funding for Bus Replacement (Rye)

Discussion was held in regards to authorizing Resolution Accepting \$138,800 in FTA Section 5339 Funding for Bus Replacement. Mr. Rye reported the attached Resolution is required to receive the funding to replace one of the larger regional buses. The Resolution also delegates authority to execute all grant documents and reporting requirements to the General Manager.

On a motion by Director short, seconded by Director smith, and unanimously carried on a polled vote the Redwood Coast transit Authority Board of Directors approved and adopted Resolution No. 2016-17 01 Resolution Authorizing Federal Funding Under FTA Section 5339 (49 U.S.C. Section 5339) with the California Department of Transportation in the Amount of \$138,800 for a Bus Replacement Project and Authorizing the General Manager to Execute all Grant Documents.

7. Surplus Buses – Authorization to Dispose of Retired Buses (Rye)

Discussion was held in regards to surplus buses. Mr. Rye reported there is an interested buyer for the retired buses. Legal Counsel, Autumn Luna, felt it was better to declare the buses surplus and authorize the disposal of them. Mr. Rye is excited that they found someone to buy the buses and not to have to pay to expose of them. Director Short thanked them for finding a buyer and asked what the buyer is doing with them. Kevin Heckman responded he has two projects in mind. One is to convert them to transport agricultural workers or convert the vans to assist in Roadside Assistance. Director Gitlin suggested to hold off on selling to the buyer until there was a public announcement the buses are for sell. That way there is opportunity for everyone to have the same chance to bid on the buses. Chairman Gastineau asked if the buses were listed for public notice. Mr. Heckman responded no formal announcement was made. Mr. Heckman expressed his concern in regards to delaying the buyer. Mr. Heckman was concerned the buyer would deem the deal not worth it. Director Gitlin commented he sees the dilemma, but also doesn't want to see any retribution from the public for there being no exposure. Director Smith asked if having an ad in the newspaper would cover the public exposure. Mr. Rye responded we could amend the motion. Director Short agreed with Director Gitlin and felt there should be an announcement made. Mr. Heckman reported the buyer has already bought three of the buses and asked if a

public announcement for the remaining seven would be ok. Director Gitlin responded as long as the public was notified and asked Mr. Rye to place an ad in the paper for Saturday. Mr. Rye responded he would do that. Chairman Gastineau suggested placing in the ad the buses do not run, have black mold, the outsides are rotting, and make the add truthful. Mr. Heckman asked once there is a buyer, who has the authority to sign the titles. Chairman Gastineau responded the General Manger would have authority. Unanimously carried the Redwood Coast Transit Authority Board of Directors gave the General Manager authority to sign the tittle of the vehicles over to the new buyer. Elizabeth Burrows suggested using the money raised form selling the buses to have a lower program for children to ride the bus.

On a motion by Director Gitlin, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved and adopted Resolution No. 2016-17-02 Resolution Declaring Ten RCTA Retired Buses as Surplus and Authorizing the General Manager to Dispose of Surplus Buses, with the public notice for no more then 10 days or less on direction of council.

8. First Transit Oral Report (Heckman)

Mr. Heckman reported things continue to move forward in the yard and there are currently 14 active drivers. There is a strong backbench of interested candidates. Mr. Heckman reported himself and a couple other staff received a two-day training on Safety Compliance. Mr. Heckman reported he has completed three out of nine certified management programs required by his contract. Mr. Heckman reported two of the vehicles are out of service. There is now a staff car provided by First Transit. Mr. Heckman reported there have been two complaints in regards to ADA compliance. Mr. Rye and himself spoke and came up with solutions for both complaints. Mr. Heckman reported there have been no major or minor accidents. Mr. Heckman thanked everyone for coming out to the facility. One thing that has changed since the tour is there is now fencing along the South Boundary and part of the Western Boundary. Mr. Heckman reported most of the lighting was replaced and Mr. Rye is taking care of the paving issue. Mr. Heckman worked out an arrangement with the Fairgrounds to use the gravel road to exit on Cooper. Mr. Heckman's only concern is it is a gravel road and it wont be a permanent solution. Mr. Heckman reported they are continuing to arrange a partnership with the Yurok Tribal Transit Service. Mr. Heckman reported the Find Your Park Event on Labor Day Weekend went very well. Mr. Heckman reported the pigeons are back and has sent a request to Terminex for a variety of solutions. Director Gitlin asked Mr. Heckman if he has filled out the survey online for the Find Your Park Event. Mr. Heckman responded that he has.

9. RCTA General Manager Verbal Report (Rye)

- **Route 20 – Minor Timetable Adjustments** - Mr. Rye reported there was a new brochure for Route 20 that modified some times. The minor time adjustments should keep the bus moving and will be affective October 1, 2016.
- **Route 10/20 Integration Concept – Update** – Mr. Rye reported he is continuing to work on the integration of Route 10/20. The new thought is having an even earlier morning route for students or commuters using Grey Hound.

- **Miscellaneous Updates** – Mr. Rye reported they are looking forward on plans and don't plan on another meeting until November for approval of a purchase order for five new buses.

10. Announcements

The following Directors reported: Director Gitlin would like to have a discussion in regards to advertising for feature revenue, would like vacation buses with the theme "Take the Bus and Leave the Driving to Us", and would like to get an update on any additional request to be dropped off in McKinleyville. Director Gitlin asked Mr. Rye to place these on the agenda in November as discussion items.

11. Adjourn

There being no further business to come before the Director, the Chairman Gastineau adjourned the meeting at 4:21 p.m. until the next scheduled meeting on November 16, 2016 at 3:30 p.m.

Respectfully submitted,

Joseph Rye, General Manager
Redwood Coast Transit Authority