

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**WEDNESDAY, NOVEMBER 16, 2016 AT 3:30 P.M.**

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

Members Absent: Martha McClure, Ron Gastineau (Chair)

Also Present: Joseph Rye Redwood Coast Transit Authority, Nicole Burshem PS Business Services, Kevin Heckman Redwood Coast Transit Authority, Eugene River, Public Rod Neilson, Public, Tamera Leighton, DNLTC, Jeff Palmer, Chamber of Commerce

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**1. Call Meeting to Order. Roll Call.**

Vice Chairman Gitlin called the meeting to order at 3:35 p.m. Nicole Burshem conducted roll call.

**2. Approve the Minutes of September 21, 2016**

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 the Minutes of September 21, 2016, as presented.

**3. Approve Resolution 2016-17-03 Authorizing the General Manager to Execute Grant Documents for Various State and Federal Funding Projects.**

Discussion was held in regards to Resolution 2016-17-03. Mr. Rye reported the Board to delegate signature authority to the General Manager since there has been a change in names and title. The Board needs to approve Resolution 2016-17-03. Mr. Rye handed out an updated version of the Resolution to the Board. Vice Chairman Gitlin read aloud Resolution 2016-17-03.

On a motion by Director Smith, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors, approved and adopted Resolution 2016-17-03 Authorizing the General Manager to Execute Grant Documents for Various State and federal Funding Projects.

**4. Approve Resolution 2016-17-04 Authorizing a Revised Expenditure Plan for Proposition 1B Public Transportation (PTMISEA) Funds Programmed to Redwood Coast Transit**

Discussion was held in regards to Resolution 2016-17-04. Mr. Rye reported the Public Transit Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) has allocated \$3.6 billion dollars for transit operators over the last ten-years. PTMISEA could be used for transit rehabilitation, safety or modernization improvements, capital projects, bus rapid transit improvements, or rolling bus procurement, and rehabilitation or replacement. Mr. Rye reported the Redwood Coast Transit Authority has always planned to use the funds towards bus replacements, but only has spent \$100,000 so far. With accruing interest and project remaining balance Redwood Coast Transit Authority will be able to use approximately \$1,350,000 in PTMISEA funds for a wide variety of capital project needs.

Mr. Rye suggested that in the future, after using the funds for bus replacement to also use them for Bus Stop improvements and Redwood Coast Transit Authority facility improvements. Mr. Rye reported the revised expenditure set aside approximately \$297,000 to continue operations and maintain the Facility on Williams Drive. In this proposed Revised PTMISEA Expenditure Plan there is approximately \$159,000 set aside for bus stop improvements. The bus stop improvements are a high priority, but it all depends on how much it will cost for bus replacements. If it cost more to replace the buses there will be less for bus stop improvements and if it cost less to replace the buses then there will be more left over for bus stop improvements.

Mr. Rye reported Caltrans requires this plan be reflected in the Short Range Plan/Transit Development Plan or have a resolution adopted. Mr. Rye recommended the Board approve and adopt Resolution 2016-17-04. Director Smith asked Mr. Rye if he was confident the Transit Authority would be able to spend the money we have based on a plan. Mr. Rye responded yes, the Transit Authority has a period of 3-4 years to spend the money. Vice-Chairman Gitlin asked if a weather bearer could be placed on Oregon Street for the bus stop and if the money could be used for that. Mr. Rye responded that the funds could be used for that. Vice-Chairman Gitlin asked how much funds are in the account. Mr. Rye responded there is \$1.35 million in the account. Eugene Rivers wanted to thank the Board for getting the bus stop they have on Oregon Street. Mr. Rivers reported he is the only one who cleans the bus stop and asked the Board if a wind guard could be placed on the bus stop because there are elderly, women, and children who are not shielded from the wind while waiting for a bus. Mr. Rivers reported the bus stop on Harding by Bes Maxwell School has no glass and asked if it could be replaced. Mr. Rivers reported the bus stop on Pacific and E also has a section of glass missing. Vice Chairman Gitlin reported when he met Mr. rivers he informed him the Board would be listening to every issue even if it were bad. Vice-Chairman Gitlin thanked Mr. Rivers for being aware of what maintenance needs to be done and coming forward to let the Board know. Director Smith reported he has seen some of the stops mentioned and asked if there were anymore that need to be looked at. Mr. Rye responded that it is not unique to this particular bus stop. This has been an issue more than once. Mr. Rye reported that with an enclosed stop there is more crime and illegal activity. Director Smith asked if he saw a situation for security cameras at those stops. Mr. Rye responded that it is possible but that wireless surveillance cameras deployed at widely dispersed locations (a network of bus shelters is not common and could be expensive or technically difficult).

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 2016-17-04 Authorizing A Revised Expenditure Plan For Proposition 1B Public Transportation (PTMISEA) Funds Programmed To Redwood Coast Transit.

**5. Approve Resolution 2016-17-05 Awarding a 5-Year Contract to First Transit for Operations and Maintenance Services for Redwood Coast Transit Authority**

Discussion was held in regards to 2016-17-05. Mr. Rye reported the contract with First Transit for Management, Operations, and Maintenance of Redwood Coast Transit Authority has been extended as far as it can and expires on December 31<sup>st</sup>. Mr. Rye reported there was an amendment request to extend the existing contract with First Transit until June 30<sup>th</sup>. Mr. Rye reported Caltrans denied the request.

The Board of Directors approved the release of the RFP at their September 2016 meeting, and two Board Members volunteered to participate on the Selection Committee. There were three proposing firms that submitted proposals, and the Selection Committee read and scored all three proposals. Due to the competitiveness of all the proposals, all three firms were invited to an interview on November 4<sup>th</sup>. After the interviews were conducted the Selection Committee came to a consensus of the top ranked proposal for First Transit/First Group. The General Manager was directed to finalize details with First Transit and to forward their recommendation to the entire RCTA Board for award of contract. Due to no transition being recommended to a new contractor very little will remain to be done before the beginning of the new contract.

On a motion by Director Smith, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Board of Directors, approved and adopted Resolution 2016-17-05 Awarding A 5 Year Contract To First Transit For Operations And Maintenance Services For Redwood Coast Transit Authority.

Public Comment: Brett Silver, State Parks, reported he met up with Kevin Heckman and bounced around some ideas for traffic relief for Jedediah State Smith Park. There was approximately 17,000 cars visit Holland Hill road this summer. Mr. Silver suggested having a Transit Bus for tourist purposes go from Stout Grove to Hiouchi. The issue is trying to figure out if a bus will be able to drive the road to Stout Grove. Mr. Silver asked if there was a way to advertise getting families on vacation out of their cars and on a bus to explore our parks. Vice Chairman Gitlin reported he shared this exact idea with Jeff Palmer, Chamber of Commerce. It would save a lot of wear and tear on the roads and get families out of their vehicles. This service would be all-inclusive and face value has great potential. Sounds like something that needs to be explored and we need to prepare for. There should be exploration of the feasibility of this concept performed between now and the January or February Board Meeting.

Mr. Silver asked what was the price from Crescent City to the Prairie Creek State Park? Would like to have that information for when the public asks how much it would cost to ride the bus out that way. Kevin Heckman presented what their fees are. Director Smith asked in regards to ridership to those locations in Prairie Creek State Park. Mr. Heckman responded he doesn't know off the top of his head, but can email that information at a later time. Director Smith asked if the service remained steady. Mr. Heckman reported that is was for the most part steady service. Mr. Rye reported Mr. Silver would be our point of contact going forward on all parks issues, including road closure dynamics at Prairie Creek. Director Short and Vice Chairman Gitlin instructed staff to continue the discussion regarding this idea with RCTA buses to the Park. Vice Chairman Gitlin is hopeful a proposal can be drafted with what kind of service needs to be provided. Jeff Palmer, Chamber of Commerce, reported that he loved the idea for local and visitors. Mr. Palmer suggested maybe having a more guided tour through the Redwoods rather than a plain bus ride. There would be an opportunity for a start up business. That type of thing could bring for a better way of utilizing the service. Vice Chairman Gitlin asked in regards to the students who use the bus service. Mr. Rye responded he sat down and met with Rory at the College of the Redwoods and he feels it is a good idea to get transportation for the students, and the concept of the College purchasing discounted bus passes for a segment of their students is emerging. Mr. Rye reported that a new fee schedule for Route 20 is needed in order to get Route 20 to where it attracts

students and tourists. Vice Chairman Gitlin read Bill Lonsdale comments aloud to the public. There was a handout of the email sent with his questions and concerns.

## 6. Transit Manager Verbal Reports

- **New Route 20 Schedules** – Mr. Rye reported there was a minor schedule change conducted. There were some minutes moved around, in an attempt to ensure connections but nothing major. The minor schedule tweaks have been successful and well received. Mr. Rye reported there would be more schedule changes conducted later this winter or in the spring.
- **Update on Bus Purchase** – Mr. Rye reported he has to get the procurement approved and options granted from the CalACT/MBTA Purchasing Cooperative, which has great pricing. There also needs to be some more look into a seating plan and he was not able to get it ready for this meeting, but will have one for the December meeting.
- **Update on Access Roadway Improvement Project** – Mr. Rye reported the Board approved the advised expenditure plan. It's a unique opportunity to partner with the Fairgrounds and utilize the contractor who is working on the CVS project now. Mr. Rye reported there was some talk and pricing. We are going to save a lot of money and expect they will be a lot cheaper. Staff is ready to do the roadway over the winter and may need the Board to approve the money for the pavement at the next meeting.

Vice Chairman Gitlin asked if any of the possible bus purchases would deal with prior concerns. Mr. Rye responded as of right now there are two large buses, two medium buses, and one small sedan. Vice Chairman Gitlin asked if the vehicle would be for 15 to 20 people. Director Short reported that one of the buses we have now would be able to make the trip to Holland Hill. There are potholes, but not that bad. One of the medium size buses could negotiate that road. Vice Chairman Gitlin commented RCTA should be thinking how many people do we envision using this service in the summer months. Mr. Rye responded it can be adjusted this particular order is overdue. If one of the medium buses will work we can use one of the older one to provide that service.

## 7. First Transit Operations Manager Verbal Report

Discussion was held in regards to the Manager Report. Mr. Heckman reported staffing has currently 14 active drivers. There is a new trainee starting next week. We are adequate on staffing levels. Mr. Heckman reported the Maintenance Manager is leaving at the end of next week. It is a big loss and will be sorry to see him go. There are two bits of good news. We already have a replacement ready to go for the Maintenance Manager and his name is Troy Jackson.

Mr. Heckman reported he has completed 7 out of 9 of the transit management training sessions he is required to do. Mr. Heckman reported there are two vehicles out of service that is unchanged from last month. It's getting to the point it might be cheaper to not repair them. Mr. Heckman reported there was one customer complaint, involving a caretaker of a disabled rider. The caretakers preferred method of the staff. We came up with a solution to focus on the needs

of the disable rider. Mr. Heckman reported there have been no major or minor accidents and the exterior lighting needs to be replaced.

Mr. Heckman reported Vice Chairman Gitlin suggestions to advertise the auctioning of the retired buses and the gentlemen who originally purchased them won and will be picking them up soon.

Mr. Heckman reported RCTA is still waiting to hear from Tribal Transit Service to see if they still want our services to train their drivers.

Mr. Heckman reported the proposal for the radio receiver has been submitted to Vanessa Johnson the receptionist to have it placed on their December Agenda. Mr. Heckman reported the repair of shelters with no glass are underway. It took some time to find the manufacturer, but the information has been located and he has it set up to replace the glass. Director Smith asked if Plexiglas is an option. Mr. Rye responded the glass has a monument engraved on them and doesn't know how that would work on Plexiglas. Director Smith asked how often does the glass need to be replaced. Mr. Heckman responded it is not a frequent occurrence.

Mr. Heckman would like to thank the Board for their support. Director Smith asked about the shop doors. Mr. Heckman responded we are leaving the bay doors open 24 hours a day 7 days a week. The actual shop door will stay closed during business hours. The one door that was completely malfunctioning has been removed. Asked the attention is to eave the doors open. Vice Chairman Gitlin commented Mr. Heckman has had a good year for you and that it will be interesting next year. There is a vision of this agency moving forward with an expanded role. Not just for transportation needs but ridership growth.

## **8. Announcements**

The following Directors addressed the following: Mr. Rye asked for ideas of a December meeting? The board came to consensus the December meeting will be held on December 21, 2016.

## **9. Adjourn**

There being no further business to come before the Director, the Vice Chairman Gitlin adjourned the meeting at 5:16 p.m. until the next scheduled meeting on December 21, 2016 at 3:30 p.m.

Respectfully submitted,

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Joseph Rye, General Manager  
Redwood Coast Transit Authority