

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY, NOVEMBER 15, 2017 AT 3:30 P.M.**

PRESENT: ROGER GITLIN (CHAIR), HEIDI KIME, LORI COWEN, JAKE SMITH

ABSENT: DARRIN SHORT (VICE CHAIR)

ALSO PRESENT: JOSEPH RYE, NICOLE BURSHAM, CHUCK CLARKSON, BILL LONSDALE

1. CALL MEETING TO ORDER. ROLL CALL

Chairman Gitlin called the meeting to order at 3:30 p.m. Nicole Burschem called roll

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Director Kime

3. APPROVE THE MINUTES OF SEPTEMBER 20, 2017

On a motion by Director Smith, seconded by Director Kime, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of September 20, 2017.

4. PUBLIC COMMENT

The following person(s) addressed the Board: None

5. CONSENT AGENDA

5A. NONE

6. UPDATE ON IMPLEMENTATION OF NEW BUS STOP ON 5TH STREET NEAR SAFEWAY

Discussion was held regarding the bus stop on 5th Street. Mr. Rye reported On October 31, 2017 progress was made with the Safeway Property Manager. We are getting a new quote from the contractor for the slight adjustment of moving the stop. We have full support from the City and the City has offered to do the relocation of the shelter itself. Bill Lonsdale asked what does the public do in the meantime, while the bus stop is being moved? Mr. Lonsdale stated riders are getting soaked waiting for the bus and recommends the Board return the bus stop back to what it was. Director Cowen asked why the route couldn't remain the same until the changes are made. Mr. Rye responded the change was made to reduce running time and reduce risk of hitting a pedestrian. Director Cowen asked how many accidents have happened in that area? Mr. Rye responded that he is not aware of any. Director Smith asked Mr. Rye what the approximate date is the shelter will be completed? Mr. Rye responded it should be done within a month. Director Smith asked if it was possible for the shelter to be in place before completion of the construction? Mr. Rye responded no. Director Smith asked if it would be possible for the bus to pull around the North side of Safeway. Mr. Rye responded It is possible, but we would have to test the turning radius of the bus.

Director Cowen recommends the Board keep the pick-up area by Safeway in front of the door or on the north end instead of at the street until the new bus stop is constructed. By a 3-1 vote, with Chairman Gitlin dissenting, the consensus of the Board is to keep the pick-up area in front of the store, in the parking lot, until construction is complete.

7. PRESENTATION OF FISCAL YEAR 2016/17 ANNUAL REPORT – PERFORMANCE MEASURES

Discussion was held regarding Fiscal Year 2016/17 Annual Report. Mr. Rye reported on Fares, Routes, Greyhound Partnership, Ridership, Annual Revenue, Productivity, Revenue service hours, and Dial-A-Ride. Director Smith is puzzled by how ridership went down and asked if there was an increase in taxi services. Mr. Rye responded there is a competing service with Yurok Transit Service and also the population might have gone down as well. Bill Lonsdale commented it's unfortunate this was dropped on us the last minute, but the fare box recovery is figures that most transit systems would envy. RCTA is turning in recordable documents. Mr. Lonsdale suggested bringing back the line by line analysis and comparison. Chairman Gitlin stated the ridership seems to decrease each year. Mr. Rye responded it is a concern but the trend is nationwide, not limited to Del Norte. Consensus of the Board is to receive a more detailed report at next regular meeting.

8. UPDATE ON MARKET RESEARCH PROJECT

Discussion was held in regard to the Market Research Project. Mr. Rye reported We awarded the contract and kicked off right away with the outreach on riders. The data is not available yet, but should be available by December. The second phase is to meet with the stakeholders group and the community. We have met with the Parks Service and with College of the Redwoods. Hopefully we can meet with the Visitors Center on Friday. Bill Lonsdale asked if the Board approved the survey instrument. Mr. Rye responded that the Board provided policy direction, and does not approve such detailed items such as the wording of a survey, or the timing of a route. Those are staff responsibilities generally. Mr. Lonsdale stated his opinion that the survey was structured to obtain rider approval of staff projects. Director Cowen has concern the survey doesn't show the demographics of who is being surveyed. Mr. Rye responded they did get some general demographics such as age, gender, family income, and school attendance.

9. INTRODUCTION OF CHUCK CLARKSON, FIRST TRANSIT'S NEW CRESCENT CITY GENERAL MANAGER

Mr. Rye introduced Chuck Clarkson. Chuck Clarkson was identified by First Transit for the best fit to replace Kevin Heckman. Mr. Clarkson came from First Transit operations in Portland and has been here for four weeks. Mr. Clarkson commented he is glad to be here and he has been in transportation for eight years. He is working on getting to know the staff and the routes and is excited about working with First Transit as the new Project Manager.

10. GENERAL MANAGER VERBAL REPORT

- **UPDATE ON NEW BUSES AND SECURING OF ONE “ADOPTED BUS” THROUGH CALTRANS** – Mr. Rye introduced Nick West the Mechanic. Mr. Rye reported two of the smaller buses went into service quickly while the two larger buses were delayed due to build issues. Nick West reported he is waiting on parts for the two new larger buses. Chairman Gitlin asked regarding the little bus (MV-1)? Mr. West responded it is doing great and is reducing the pressure on him. We are currently two buses down. Mr. Rye explained that we have obtained an adopted bus, purchased by another agency for a service no longer active, and transferred by Caltrans to RCTA. The adopted bus will arrive in town next week.
- **UPDATE ON COMPLETED TRANSIT FACILITY SECURITY AND BUS CAMERA PROJECTS** – Mr. Rye reported the electronic gates are installed and we have equipped the surveillance cameras on all buses.
- **UPDATE ON FTA 5311(f) FUNDS THROUGH CALTRANS – STATEWAIDE STUDY UPDATE** – Mr. Rye reported he attended a statewide meeting about having a restoration of funding for 5311(f). At the conference, they had a session of where they are at and did a survey. With the Survey results it seems they will be going in a direction that is good for us to at least retain some 5311f operating funding into the future. One of the strategies being strongly considered is to restrict the funds for operating services only. Chairman Gitlin asked about the status of the Prop 1B PTMISEA funds. Mr. Rye responded that about \$300k of the older PTMISEA funding is still held for future bus replacements and the new (and final) allocation of another \$317,987 is pending and should arrive in the next few months. This new money is targeted for facility and bus stop improvements.

11. FIRST TRANSIT (OPERATIONS) VERBAL REPORT

None

12. ANNOUNCEMENTS

Chairman Gitlin asked if the December meeting would be necessary. Mr. Rye responded there is nothing for December and would like to cancel if possible. Chairman Gitlin stated we will not have a meeting in December.

13. ADJOURN

Redwood Coast Board of Directors adjourned the meeting at 5:36 p.m. The next scheduled meeting is on January 17, 2017 at 3:30 p.m.

Respectfully Submitted,

Joseph Rye, General Manger
Redwood Coast Transit/ TMTTP Consulting