

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY, SEPTEMBER 20, 2017 AT 3:30 P.M.**

PRESENT: Roger Gitlin (Chair), Heidi Kime, Lori Cowen, Jake Smith, Darrin Short (Vice Chair), Lori Cowen, Alternate

ABSENT:

ALSO PRESENT: Joseph Rye, Nicole Burshem, Kevin Heckman, Bill Lonsdale, Vanessa Blodgett, Elizabeth Cable, Dan Herron

1 CALL MEETING TO ORDER. ROLL CALL.

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

2 PLEDGE OF ALLEGIANCE

Mr. Rye led the Pledge of Allegiance.

3 APPROVE THE MINUTES OF AUGUST 16, 2017

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 the minutes of August 16, 2017.

4 PUBLIC COMMENT

The following person(s) addressed the Board: None

5 CONSENT AGENDA

5A. ADOPT RESOLUTION 2017-18-03 APPROVING RCTA'S 2017 UPDATE OF ITS TITLE VI (CIVIL RIGHTS) PLAN

5B. ADOPT RESOLUTION 2017-18-04 APPROVING REDWOOD COAST TRANSIT'S CODE OF CONDUCT AND AUTHORIZING THE GENERAL MANAGER AND OPERATIONS CONTRACTOR TO IMPLEMENT.

On a motion by Director Short, seconded by Director Smith, on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Consent Agenda Items 5A and 5B.

6 UPDATE ON OCTOBER 1, 2017 IMPLEMENTATION OF INCREASE IN ADULT CASH FARES AND NEW DISCOUNTED CASH AND PASS CATEGORIES FOR SENIORS, DISABLED, AND YOUTH/STUDENTS AND ZONAL FARE STRUCTURE.

Mr. Rye reported in the past year we have discussed the fare structure. The Board approved many changes in that time and all should be implemented by October 1, 2017. Mr. Rye reported in the short run the fare box recovery percentages may decrease, but in the long run there will be an increase in ridership and farebox levels will come back to normal. Director Smith asked regarding the awareness of changes for the riders. Mr. Rye responded the feedback has been positive and the alert will go out on September 21, 2017. Richard

Teagan, Crescent City Resident, Driver for RCTA, asked how drivers are supposed to know who is disabled or a senior? Mr. Rye responded there will be a list posted of acceptable identification for disabled and seniors. Mr. Teagan stated this process could slow down the drivers. Director Kime stated in the advertisement it states you must show proof to drivers.

7 PRESENTATION OF FISCAL YEAR 2016/17 ANNUAL REPORT AND BUDGET RECAP.

Mr. Herron reported RCTA ended Fiscal Year 2016-17 just under budget. Staff is assembling the FY 2016-17 Request for Reimbursement (RFR) for RCTA's 5311 and 5311(f) funds for Caltrans review. Staff is positioning the RFR to seek to claim the entire annual allocation of 5311 and 5311(f) even though Caltrans has determined that RCTA is ineligible for reimbursement for expenditures incurred during the months of October, November, and December 2016, due to a technical lapse in the operations contract term. If staff is successful in submitting the RFR for the full allocation amount, RCTA will actually add to its ongoing operating reserves funding by approximately \$91,000. However, Mr. Herron reported if Caltrans identifies that RCTA's operating expenses during the remaining 9 months of the fiscal year are too low, the reimbursement amount will be lowered and thus the amount of excess funding that will go to the reserve account will be less than \$91,000. In any case staff will petition Caltrans to carry over funding for this fiscal year if we cannot claim enough expenses to receive our programmed allocation. Director Smith asked if Caltrans has improved their service in recent months. Mr. Herron responded yes, they have. Director Short asked regarding match funding. Mr. Herron responded the local match is recognized and full payment was honored.

8 APPROVAL OF AWARD AND CONTRACT TO DR. JON SHAPIRO FOR MARKET RESEARCH SERVICES IN RESPONSE TO 2017 TRANSIT MARKET RESEARCH AND ON-BOARD SURVEY PLANNING PROJECT RFP.

Mr. Rye reported RCTA has received some funding to conduct market research in preparation for planning funds programmed to update RCTA's Transit Development Plan in FY 2018-19. This market research work will be completed in FY 2017-18 to gain a better understanding of the dynamic transit needs of the community. The project consists of a three-day survey followed up by focus groups and stakeholder interviews. RCTA issued an RFP for consulting work on this project received one response to the RFP from Dr. Jon Shapiro. Dr. Shapiro has done this kind of work in the past in California. Staff is excited to be working with Dr. Shapiro and is fully confident that a great project will happen. Director Smith asked how they intend to recruit tourists to be a part of the focus group. Mr. Rye responded we are going to go through local tourist-oriented businesses and the parks. President Gitlin asked regarding the cost. Mr. Rye responded the total cost for Dr. Shapiro is not to exceed the amount of \$33,900. Mr. Rye recommends the Board of Directors approve those expenditures at this time.

On a motion by Director Smith, seconded by Director Shot, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved to award Dr. Jon Shapiro for Market Research Services, not to exceed the amount of \$33,900.

9 DISCUSSION OF BUS STOP OPTIONS ON 5TH STREET NEAR SAFEWAY.

Mr. Rye reported all bus routes were running late daily in recent years, causing stress to both riders and bus drivers, and compromising service reliability. Staff implemented a batch of minor changes to the local Crescent City routes effective July 1, 2017 to alleviate these on-time performance challenges to an extent. These changes included the consolidation of service to Safeway and Rite-Aid into a single stop on 5th Street. Results of the change has shown the routes are running more on time. Mr. Rye reported the Blue route still has their problems. Mr. Rye reported RCTA has contacted a contractor to get a quote on establishing a full bus stop including a bus shelter on the Safeway side of the road. Mr. Rye stated a letter from Bill Lonsdale has been included in the packet. Mr. Herron noted RCTA has one of the best systems in a small community and Mr. Lonsdale makes good points in his letter that could be used in the survey. Bill Lonsdale commented one of the options in his correspondence is to use the Fire lane and Driveway between Safeway and 5th Street. Mr. Lonsdale appreciates the willingness of the Board to move the shelter closer to Safeway. Director Smith stated Mr. Rye's recommendation goes a long way to try and solve the problem. Director Smith suggested leaving it the way it is until the sheltered bus stop on the Safeway side is completed. The Board of Directors were in consensus for Mr. Rye to talk to Safeway and the City and develop the project in time for an update to the Board at the next meeting.

10 PRESENTATION AND UPDATE ON YUROK TRIBAL TRANSIT SYSTEM (YTTS) ACTIVITIES

Mr. Gibson reported the Transit service in Klamath is a Dial-A-Ride based service. The Yurok Tribe is looking to expand some of that with tourism. YTTS is not opposed to working with the RCTA. President Gitlin asked if there is anywhere we can address to improve this service. Mr. Gibson responded we only have heard from two residents who utilize the early morning route. Director Smith asked how is that gap filled. Mr. Gibson responded that YTTS can fill this need as they service locally in Klamath, however there must be a minimum of three riders reserving a trip in order for it to be delivered between Klamath and Crescent City. President Gitlin asked how they accommodate riders who utilize medical services. Mr. Gibson responded that YTTS has a service that partners with CRIB and we are providing 50% reimbursement to transport people to distant medical appointments. Director Short asked if people use the Dial-A-Ride to access the RCTA bus stop at Pem-Mey? Mr. Gibson responded they are using that. We would like to develop a MOU to have people come in.

11 ADOPT RESOLUTION 2017-18-05 RECOGNIZING THE SERVICE OF KEVIN HECKMAN OF FIRST TRANSIT

President Gitlin presented and read the Resolution. Kevin Heckman stated it has been an absolute honor. It's been a long strange trip and a lot of credit for his success goes to Don Swain and Joe Rye. Mr. Heckman thanked the Board and stated it has been a real honor and privilege.

On a motion by Director Short, seconded by Director Kime, and unanimously carried on a polled vote the Redwood Coast Transit Authority Approved Resolution 2017-18-05 recognizing the service of Kevin Heckman of First Transit.

12 GENERAL MANAGER VERBAL REPORT

- **UPDATE ON ARRIVAL OF NEW BUSES AND SECURING OF ONE “ADOPTED BUS” THROUGH CALTRANS.**

Mr. Rye reported RCTA has received four new vehicles and there are some issues with the doors and fare boxes. These vehicles came with new sets of cameras.

- **UPDATE ON TRANSIT FACILITY SECURITY AND BUS CAMERA PROJECTS.**

Mr. Rye reported RCTA spent its long-held CalOES Prop 1B Transit Security Grant money to install working camera systems. It was approved to enforce the code of conduct. This CalOES money is also funding the new gates that are under construction this week and slated for completion next week. Director Short asked what is the estimated time to fix the back door. Mr. Rye reported Unit 220 is scheduled to be in service tomorrow, Unit 295 and 294 has safety issues with the back door and no alarm. There hasn't been confirmation of when they will be doing those repairs. Director Smith asked how the new small vehicle is working for the public. Nick West reported it has been working well.

13 FIRST TRANSIT (OPERATIONS) VERBAL REPORT

Kevin Heckman expressed appreciation for the board. Mr. Heckman reported staffing is unchanged. There are two vehicles out of service, one vehicle has been retired. We have the new buses slowly coming on line. There have been two complaints. Mr. Heckman reported the facility has gotten a dozen loads of gravel to fill in a large area west of the office. The fencing project will probably be finished next week. Kevin and Joe had a meeting with the work ability program at the high school. First Transit agreed to host a student that will help clean buses and shelters.

14 ANNOUNCEMENTS

The following Directors addressed the following: President Gitlin met with manager at surf apartments. He asked to be able to sell passes at the apartments. In the past months, this authority has entertained discussions with State and National Parks. Director Kime stated the market research study can investigate this. Director Kime asked if a trial drive through had been done. Mr. Heckman responded we did do one and it was bumpy and difficult. Director Smith would like to invite someone from the parks and get the results from the focus group. Director Short asked Mr. Heckman for his input. Mr. Heckman responded this is a very logistically problematic for RCTA to do. We would have to have the parks provide full funding for the project. If the parks could come up with the money it would still cause logistical problems. Mr. Rye responded he thinks it is a good idea.

15 ADJOURN

Redwood Coast Board of Directors adjourned the meeting at 5:36 p.m. The next scheduled meeting is on November 15, 2017 at 3:30 p.m.

Respectfully Submitted,

Joseph Rye, General Manager
Redwood Coast Transit/TMTP Consulting