

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY, JANUARY 17, 2018 AT 3:30 P.M.**

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

ABSENT:

ALSO PRESENT: JOSEPH RYE, DAN HERRON, BILL LONSDALE, CHUCK CLARKSON, TAMERA LEIGHTON

1. CALL MEETING TO ORDER. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Gitlin.

3. ELECTION OF OFFICERS – SELECT CHAIR AND VICE-CHAIR FOR CALENDAR YEAR 2018

Director Smith nominated Heidi Kime as Chair, seconded by Director Cowen, and unanimously carried by the Board of Directors. Director Smith nominated Director Cowen for Vice Chair, seconded by Director Short, and unanimously carried by the Board of Directors.

4. APPROVE THE MINUTES OF NOVEMBER 15, 2017.

On a motion by Director Cowen, seconded by Director Smith, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of November 15, 2017, as presented.

5. PUBLIC COMMENT

The following person(s) addressed the Board: None

6. CONSENT AGENDA

6A. TRANSIT ASSET MANAGEMENT (TAM) PLAN – PROJECT OVERVIEW AND ASSET LIFECYCLE TARGETS

On a motion by Director Cowen, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the Transit Asset Management (TAM) Plan.

6B. APPROVE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN REDWOOD COAST TRANSIT AUTHORITY AND CRESCENT FIRE PROTECTION DISTRICT FOR PLACEMENT OF AN RCTA-OWNED REPEATER SYSTEM ON CFPD PROPERTY

Mr. Rye reported the MOU with the Fire District has been pulled to allow last minute changes requested by the Fire District. It is hoped that the MOU will return for approval soon.

7. UPDATE ON CONSTRUCTION OF NEW BUS STOP ON 5TH STREET NEAR SAFEWAY

Mr. Rye reported the bid was awarded to low-bidder Hemmingsen Construction on December 15th. The project has been delayed for four weeks, but with the weather permitting the work will

start soon. Mr. Rye reported the project should be completed by the end of the month. Director Smith asked how parking in front of Safeway is working out for the passengers. Mr. Rye reported its working good and there haven't been any complaints. Director Cowen suggested calling Hemmingsen Construction more frequently for updates. Director Gitlin asked if Investment Properties is up to date on the delay. Mr. Rye responded he will get a hold of them and let them know as soon as possible. Bill Lonsdale congratulated the Board and thanked Mr. Rye and staff for pursuing this. Mr. Lonsdale appreciates the fact Redwood Coast Transit Authority is continuing to use the old stop (front door in parking lot) until construction is complete.

8. PRESENTATION & ACCEPTANCE OF FISCAL YEAR 2016/17 RCTA FINANCIAL AUDIT

Mr. Rye reported the audit was routine and there were no findings. Director Gitlin asked if there needs to be a new RFP for the auditors. Mr. Rye responded he is going to check with the Attorney to see if Redwood Coast Transit Authority can extend the contract with R.J. Ricciardi. Dan Herron reported they have done a very good audit and it was clean.

On a motion by Director Short, seconded by Madame Chair Kime, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the Fiscal Year 2016/17 RCTA Financial Audit.

9. PRESENTATION OF FISCAL YEAR 2016/17 ANNUAL REPORT – ROUTE LEVEL PERFORMANCE STATISTICS

Mr. Rye reported ridership continued a negative trend. Mr. Rye reported Fiscal Year 16/17 featured declining ridership and it may have been due in part to route problems and poor on-time performance. Route 10 dropped in ridership by 25%, Route 199 dropped by 11%, Route 20 dropped by 4%, and Local Crescent City routes dropped by 2%. Mr. Rye reported among the local routes Route 1 gained 13% ridership, Route 2 lost 9% ridership, Route 3 gained 1% ridership, and Route 4 lost 4% ridership. Mr. Rye reported some of the recent ridership losses could be mirroring national trends and blamed on low gasoline prices. There may also be a factor in Del Norte County of population decline. Director Cowen would like to see ideas and costs for upgrading RCTA to electronic fareboxes and other modern transit technologies. Director Smith stated he is puzzled why the ridership is down and asked if the taxi service might be a factor? Mr. Rye responded he is not sure he would have to do some more research, but is for certain the Yurok Tribal Transit Service is a factor. Director Smith asked how the tourism has been working at Prairie Creek. Mr. Rye responded there was a lot of positive feedback about that stop. Director Cowen stated it would be great to attract more tourists and do more outreach to the students who go to and from school. Mr. Rye responded he agrees and he has more information on that in a different agenda item. Bill Lonsdale commented he likes the report it allows comparison with past performances and where we are going in the future. Mr. Lonsdale stated Route 3 lost some ridership due to cutting off the route too soon. Mr. Lonsdale recommended the buses turn around at Old Mill Road like they used to. Tamera Leighton, Del Norte Local Transportation Commission, commented Hiouchi and Gasquet are important to the community and she also believes plans to increase ridership on that route by actively perusing the ridership to Jed Smith State Park. Ms. Leighton stated it is encouraging to hear the Prairie Creek route is expectable by the public.

On a motion by Director Short, seconded by Director Cowen, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved Mr. Rye bring back the protocol of how the counts are placed.

10. PRESENTATION OF BOARD RIDER SURVEY RESULTS – UPDATE ON MARKET RESEARCH PROJECT

Mr. Rye reported this is the first product of the onboard survey and market research project. This is the survey the crew conducted in September. The range of answers spanned from strongly disagree to strongly agree. Following the Survey the second phase of the project did a series of stakeholder interviews and focus groups. There were 149 completed surveys. Mr. Rye reported the subjects that were surveyed were Route vs. Ridership, RCTA transit needs, what can be improved, better look for information, Safety, Clock face Scheduling, \$30.00 cash fare, Oregon Route, Data deficiencies, More reliable transfers, More shelters, Staff at the Cultural Center, Friendly Dispatcher, Most common route, Service information, Gender, Age, Family Annual level, Income, and Desired improvements. Director Gitlin is disappointed with the Medford/Grantspass comments. Director Smith asked if the Focus group participants had to ride the bus to qualify. Mr. Rye responded no, they did not but that groups of riders and drivers were conducted.

11. DISCUSSION OF POTENTIAL GRANT FUNDING – 101 CORRIDOR TCIRP PROJECT AND REQUEST FOR BOARD AUTHORIZATION TO APPLY FOR TCIRP FUNDING AND SIMILAR GRANT FUNDING IN THE FUTURE THAT ALIGNS WITH RCTA BOARD POLICY

Dan Herron reported RCTA did get a chance to go after money from an emergent source in recent weeks, the 101 Corridor Transit Improvement Program. The program is part of SB1, AB 398, and projects to 2.4 billion statewide for the upcoming 5 years. Mr. Herron reported on the Key elements proposed, Equip RCTA with on-board WiFi, provide free rides for the students, and plan with other transit operators for better end trip connections. Mr. Herron stated staff is asking for ratification and for signature authority to get documents in by certain deadlines. Director Cowen asked if the grant application already went in without letters of support. Mr. Herron responded the letters of support were not required or requested for now. Director Cowen feels it is important to provide letters of support and in the future staff should let the directors know of these grants so they can help with that. Director Cowen asked when will the grant be awarded. Mr. Herron responded it will be within six months to a year. Ms. Leighton doesn't think there is any risk to the Board or Community if Mr. Rye had signing abilities. Ms. Leighton stated she does have mixed feelings about it, but there should be an option to get money if the opportunity presents itself. Mr. Lonsdale commented he is not objecting to what is being proposed, but the Board should be cautious when delegating their authority to make these decisions.

On a motion by Director Smith, seconded by Director Cowen, and unanimously carried on a polled vote the Redwood Coast Transit Authority agreed to move forward with authorization for TCIRP funding.

On a motion by Director Smith, seconded by Director Gitlin to approve signing for future grant funding without Board approval. The motion did not pass with a 2-2 vote.

12. GENERAL MANAGER VERBAL REPORT

- **UPDATE ON NEW BUSES AND SECURING OF ON “ADOPTED BUS” THROUGH CALTRANS** – Mr. Rye reported all four of the new buses are in service, plus a fifth, the “Adopted Bus” is being prepared for service. RCTA is in the process of getting the paperwork changed, bus changed, and rebranded. Mr. Rye stated it should be in service by February or March. Director Gitlin asked how many passengers does the bus hold. Mr. Rye responded it will hold 25.
- **DISCUSSION OF ESTABLISHMENT OF CRESCENT CITY PHYSICAL OFFICE FOR CONTRACT GM** – Mr. Rye reported there might be an opportunity to share an office with the Del Norte Local Transportation Commission when he is here in town. RCTA contract management staff is interested in doing this and received a good

offer from DNLTC of \$250.00 per month which includes all utilities including internet. . However, in order for these new expenses to pencil out, the cost would be offset by reduced lodging expenses. Director Cowen asked if Mr. Rye will be sleeping in the office. Mr. Rye responded that yes, he would be. The Board directed staff to bring back and have a discussion regarding this opportunity at the board workshop later this spring.

13. FIRST TRANSIT (OPERATIONS) VERBAL REPORT

Chuck Clarkson reported the new buses are online and he is pleased/impressed with the staff. There is one bus down and staff is working on getting the Plexi-glass fixed on the shelters that need them. Staffing is adequate, but we are looking to hire a couple more people. We did have a bus break down on Highway 199 recently, but was fixed quickly and efficiently. There were two complaints. Someone was upset that there are no schedules in shelters and that Dial-A-Ride has driven onto the grass of the neighbors. This next weekend he will be attending the CERT training and further training. Director Kime asked how he is going to get to San Jose for his training. Mr. Clarkson responded he is going to rent a car and hotel room.

14. ANNOUNCEMENTS

Director Gitlin would like to have further discussion regarding seasonal service into the State and National Parks. Director Gitlin would also like to consider the advertising again. Mr. Rye responded RCTA did an RFP created but no interest was shown by either the local radio or newspaper. They did not want to work with us, but there is interest with the sign company in town. Mr. Rye stated he might be able to come up with more information by the next meeting.

15. ADJOURN

Redwood Coast Board of Directors adjourned the meeting at 5:20 p.m. The next regular scheduled meeting is on February 21, 2017 at 3:30 p.m.

Respectfully submitted,

Joseph Rye, General Manager
Redwood Coast Transit/ TMTP Consulting