

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY, AUGUST 15, 2018 AT 3:30 P.M.**

RCTA meeting our live and recorded. You can view the meeting at any time by going to <https://www.youtube.com>. Please look up by name and date of meeting. Example: Redwood Coast Transit Authority 8/15/18

PRESENT: HEIDI KIME (CHAIR), LORI COWEN (VICE CHAIR), ROGER GITLIN, DARRIN SHORT, VIDETTE ROBERTS

ABSENT: NONE

ALSO PRESENT: JOSEPH RYE, CHUCK CLARKSON, TERRI ABASOLO, RONNIE CRAFT, CLIFF CHAMBERS, TAMERA LEIGHTON

1. CALL MEETING TO ORDER. ROLL CALL

Madame Chair Kime called the meeting to order at 3:30 p.m. Terri Abasolo conducted roll.

2. PLEDGE OF ALLEGIANCE

Madame Chair Kime led the Pledge of Allegiance

3. APPROVE THE MINUTES OF JULY 18, 2018

On a motion by Director Short, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the minutes from July 18, 2018, as presented.

4. PUBLIC COMMENT

The following person(s) commented on the following: None

5. CONSENT AGENDA

5A. ADOPT RESOLUTION 2018-19-02 AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF FISCAL YEAR 2018-19 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 FUNDING.

5B. ADOPT RESOLUTION 2018-19-03 APPROVING RCTA'S FISCAL YEAR 2018-19 PROJECT LIST FOR \$37,968 IN SENATE BILL 1 STATE OF GOOD REPAIR FUNDING.

On a motion by Director Gitlin, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the Consent Agenda item 5, 5A-5B, as presented.

6. SELECTION OF AT-LARGE MEMBER OF REDWOOD COAST TRANSIT AUTHORITY BOARD OF DIRECTORS

Discussion was held regarding the selection of the At-Large Member. Mr. Rye reported the recruitment was up throughout the summer and received a qualified application from Ms. Vidette Roberts. Ms. Roberts has transit experience having worked for First Transit at the RCTA location for several years, ending in 2016. Mr. Rye introduced Ms. Roberts.

On a motion by Director Gitlin, seconded by Director Short, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved Vidette Roberts as the At-Large Member of the Redwood Coast Transit Authority Board of Directors.

7. SHORT RANGE TRANSIT PLAN WORKSHOP – RCTA MISSION, GOALS, AND PRIORITIES DISCUSSION AND OVERALL PROJECT UPDATE – RONNY KRAFT CONSULTING/MOBILITY PLANNERS LLC.

Discussion was held as a Short Range Transit Plan Workshop. Mr. Rye introduced RCTA's SRTP consultant team, Ronnie Craft and Cliff Chambers. Cliff Chambers introduced himself. Mr. Chambers stated they conducted two community forums to get their input on what attendees would like to see happen with the Transit system. Mr. Chambers discussed the concept of Board Priority Improvements, Mission Statement, and Sample Goals and Performance Standards. Mr. Chambers reported that general priority setting is important as RCTA's financial resources are very important and is limited. If there is going to be revenue enhancements will require partnerships. Mr. Chambers reported on Management and Operations staffing resources and the time frame for implementation. Mr. Chambers reported the Candidate Priority Buckets/Actions are as follows: Retention of important Services, Tourism partnership initiative, Build increased school ridership, enhanced technology applications, Improve bus stops, Initiate CTSA, Increased Marketing and Education, and asked if any others the Board might think is a priority? Director Cowen asked where the workshops were held and advertised. Mr. Chambers responded the workshops were held at the Wild Rivers Foundation and advertised on the buses, SSTAC members emailed copies out, and the Founder of the Wild Rivers Foundation emailed this to all his contacts as well. Director Cowen commented she is disappointed that it didn't get advertised at local businesses and wasn't held at the College as well. Ronnie Craft responded the focus was more for the Senior Center, Health and Human Services, and Open-Door Community Clinic, places that were not involved directly in last years SRTP Market Research project. Director Cowen asked how many riders on the bus the consultants spoke with? Mr. Chambers responded riders varied on each route. May have spoken with approximately 20 riders. Ms. Cowen asked how can we communicate with the riders in Klamath to let them know there are alternate routes to ride into Crescent City? Mr. Chambers responded that Klamath riders seem to be aware of the Yurok Tribal Transportation but perceive that they can't rely on services because they don't have 3 or more people to ride. Director Gitlin suggested that maybe we should develop some sayings, so people know they can call to ride the bus. Mr. Chambers walked the Board through a selection of Priority Tiers. Tier 1 talked about Sustaining Existing Services, Tier 2 talked about the highest priority improvements, and Tier 3 talked about projects that RCTA with extremely limited staffing

may not have time to fully implement over the next five years. Mr. Chambers presented the Board with a list and asked them to agree upon a “Tier” for each potential project category. Mr. Chambers went through line by line and the Board of Directors agreed Improved Bus Stops and Facilities, Increased Marketing and Education, and Build School Ridership were Tier 2 priorities. Initiate CTSA and Tourism Partnership Initiative are Tier 3 priorities. Enhanced Technology Applications is a Tier 1 priority and would like to see it get going within the next year. The Board of Directors would like more information on Retention of important services. Director Gitlin exited the meeting at 4:30 p.m. Mr. Chambers presented some examples of Mission Statements. Madame Chair Kime does not want a Mission Statement that only focus on disadvantaged individuals. We want to serve everyone in a broader sense. Mr. Chambers presented some goals and performance standards.

8. GENERAL MANAGER VERBAL REPORT

Mr. Rye reported SB1 came and saved RCTA from further service cuts this year, with SB-1 adding over \$100,000 in new annual operating funds to RCTA, as well as a steady \$30k/year allocation for capital out of the SB-1 State of Good Repair program. Ms. Cowen commented to staff to keep up with the good work in showing the Board the benefits of this SB-1 money. Mr. Rye passed out a flyer to show the free ridership for the Colleges. College of The Redwoods and HSU student ID’s will be accepted on all RCTA fixed routes to ride for free. Ms. Cowen would like to see the Flyers posted at the High School so they know of this program as well.

9. FIRST TRANSIT (OPERATIONS) VERBAL REPORT

Chuck Clarkson reported there was a on the road call and service disruption on Route 20. The bus was fixed and back at the shop. There are two buses broke down and being worked on. Nick is invited to qualify for Blue Seal Certification, a high honor for him and the First Transit RCTA maintenance program. Fernando is down south getting the Smith System (defensive driving training) Certified. Fernando will be going to become a Gold Training Certificate holder. Mr. Clarkson will be continuing with his training to receive his certification in transit management through the Univ. of Pacific CalACT program.

10. ANNOUNCEMENTS

The following Director(s) commented:

11. ADJOURN

Redwood Coast Board of Directors adjourned the meeting at 5:14 p.m. The next regular scheduled meeting is on October 17, 2018 at 3:30 p.m. at the Board of Supervisors Room.

Joseph Rye, General Manager
Redwood Coast Transit/ TMTTP Consulting