

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MONDAY, JUNE 24, 2019 AT 1:30 P.M.

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PRESENT: Robert Berkowitz (Chairman), Alex Fallman (Vice Chairman), Vidette Roberts, Roger Gitlin

ABSENT: Heidi Kime

ALSO PRESENT: Joseph Rye, Nicole Burshem, Chuck Clarkson, Tamara Leighton

1. CALL MEETING TO ORDER. ROLL CALL.

Chairman Berkowitz called the meeting to order at 1:30 p.m. Nicole Burshem called Roll.

2. PLEDGE OF ALLEGIANCE

Chairman Berkowitz led the Pledge of Allegiance.

3. PUBLIC COMMENT

The following person(s) addressed the Board: None

4. CONSENT CALENDAR

4A. ADOPT RESOLUTION 2018-19-09 APPROVING AMENDMENT #3 TO RCTA FY 2018-19-BUDGET.

On a motion by Director Fallman, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority Approved Resolution 2018-19-09 approving amendment #3 to RCTA FY 2018-19 Budget.

5. APPROVE THE MINUTES OF MAY 31, 2019

On a motion by Director Gitlin, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the minutes of May 31, 2019, as presented.

6. DISCUSS AND ADOPT RESOLUTION 2018-19-10 APPROVING 2018-19 RCTA SHORT RANGE TRANSIT PLAN

Discussion was held regarding Resolution 2018-19-10. Mr. Rye reported out on the 2018-19 Short Range Transit Plan. Mr. Rye reported out a brief description on some of the highlighted areas of each Chapter. Topics that were discussed are as follows, System Overview, Public Involvement, Mission Statement, Goals, Performance Standards/Data Collection & Management, Management Model & Peer Analysis, Service Alternative & Recommendations, CTSA, and the Marketing & Financial Plan. Mr. Rye reported the system is meeting the needs of the public but shows some low productivity, especially

on the regional routes. Chairman Berkowitz asked if any of our Klamath Route (20) trips could be modified to avoid conflict with services provided by the Tribe (YTTS). Mr. Rye responded he hasn't been able to complete an analysis of potential gaps in service and conflicting trips, but will look into this as soon as workload allows.

On a motion by Director Gitlin, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2018-19-10 approving 2018-19 RCTA Short Range Transit Plan.

7. DISCUSS AND APPROVE AUGUST 2019 SERVICE CHANGES AND IMPLEMENTATION DATE

Discussion was held regarding August 2019 Service Changes and implementation date. Mr. Rye reported the services changes for the past 3 years are as follows: July 2016 routes modified, stops moved per performance problems, July 2017 cut route 10, reduced hours on all routes, and July 2018 moved late night Arcata trip to mid-day and re-routed regional routes to serve schools in Crescent City. Mr. Rye reported the services changes that they would like to have done this year are extension of schedule service on Route 3 to Pine Grove Elementary and beyond (eliminating the need to call and request a special deviation in this area) and School-oriented Services to High School students. Director Fallman asked if there was a minimum of ridership for the new routes. Mr. Rye responded it was projected as an increase of 12 riders/hr. in the Short-Range Plan. If it does not do well, he will bring updates to the Board. Director Gitlin asked what the financial impact of the changes would be. Mr. Rye responded what will be spent is \$16,200 annually, not allowing for fares collected, which depends on how many students ride the buses. With the synergistic implementation of the LCTOP grant to provide "free" rides to all students, the changes stand a good chance of success. Director Gitlin asked what the low end of financials would be. Mr. Rye responded if we didn't get at least 100 boarding's per day after a few months it would be a disappointment. Chairman Berkowitz asked how the changes will be promoted. Mr. Rye responded there is banners for the 4th of July parade, Signs posted on open spaces on vehicles, Facebook Advertising, getting on the radio, Electronic signs on buses, and try the back to school nights. Chairman Berkowitz suggested the daily bulletin at the schools. Director Fallman suggested KPOD, KCRE, and KFUG to advertise on. Mr. Rye asked the Board for some direction on Saturday Service. Mr. Rye doesn't recommend implementing this service restoration this year. Director Roberts asked if there was much a difference in ridership for Saturday Service in the past. Director Gitlin would also like to know what the ridership would be for Saturday Service and is in support of the School-oriented service (trippers). Tamera Leighton, Executive Director of DNLTTC, is unclear of staff recommendation and is concerned with the dipping into the reserve funds, especially with the unstable transit funding. What ends up happening is Transit will cut services and causes a yo-yo effect of yes and no. The folks in our County/City need to count on the services provided and in the long run will show the system is unreliable. Director Fallman stated his motion was based on the service changes

presented in the Resolution and not on Saturday Service or Spending any reserve funding.

On a motion by Director Fallman, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2018-19-11 approving 2019-10 RCTA budget and RCTA CTSA budget.

8. DISCUSS AND ADOPT AUGUST 2019 SERVICE CHANGES AND IMPLEMENTATION DATE ADOPT RESOLUTION 2018-19-11 APPROVING 2019-20 RCTA BUDGET AND RCTA CTSA BUDGET.

Discussion was held regarding Resolution 2018-19-11. Mr. Rye reported this has been discussed in previous meetings and is now time to adopt. Highlights of the budgets are as follows: Increased funding for First Transit to cover labor costs, fares are projected to increase modestly, buses are to be replaced using at least \$20,000 PTMSEA money, Small amount of contingency with the First Transit Operations and Maintenance, Increase in the Transit Manager line item, and Contains contingency funds for rising fuel costs. The budget includes a projected increase in RCTA reserves assuming funds come in at levels projected today.

On a motion by Director Gitlin, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2018-19-11 approving 2019-10 RCTA budget and RCTA CTSA budget.

9. APPROVE RESOLUTION 2018-19-12 APPROVING AND AUTHORIZING SUBMITTAL OF FY 2019-20 RCTA TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM

Discussion was held regarding Resolution 2018-19-12. Mr. Rye reported out on the TDA funding and presented the background. This item is a routine Item that allows us to receive TDA and STA funding for the next year.

On a motion by Director Fallman, seconded by Director Gitlin, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2018-19-12 approving and authorizing submittal of FY 2019-20 RCTA Transportation Development Act (TDA) claim.

10. OPERATIONS REPORT – FIRST TRANSIT

Mr. Clarkson reported the Double Map system to be up and running by next Monday. Should help with tracking and let our riders know where the buses are at. The system will be promoted to the public after an initial period of testing to ensure that accurate data is being generated. First Transit has also implemented the Drive Cam Safety Mechanism. First had another road call outside of town on Last Chance Grade. First had an accident where a car hit the mirror on the bus and that will be replaced. As far as employment goes, First Transit could use a couple more drivers and hoping to generate

some more interest soon, and is working to get the word out that we are hiring. Mr. Clarkson went to training in Cincinnati. Director Fallman asked regarding storage on the website for the Drive Cam. Mr. Clarkson responded that he doesn't know what the capacity is, but content can download onto a flash drive. Director Roberts asked if drivers were encouraged to attend any RCTA Board meetings? Mr. Clarkson responded no; First Transit has not discussed drivers attending RCTA meetings. Since RCTA meets during the afternoon, while buses are in service, its not likely RCTA drivers will be able to attend easily. Director Fallman asked if the agenda packets are left in house to read. Mr. Clarkson responded no we haven't done that, but it can be done, and mentioned that Joe posts the agendas and minutes online for all to review on the RCTA website.

11. TRANSIT TECHNOLOGY UPDATE

Mr. Rye reported that the two projects that have been launched in the past few months is the Double Map and Token Transit. There are still other projects that may be implemented in the near future.

12. ANNOUNCEMENTS

The following Directors reported: None

13. ADJOURN

Redwood Coast Board of Directors Adjourned the meeting at 2:43 p.m. The next regular meeting is on August 26, 2019 at 1:30 p.m.

Joseph Rye, General Manager
Redwood Coast Transit/TMTP/Herron Consulting