

**MINUTES  
REDWOOD COAST TRANSIT AUTHORITY  
MAY 31, 2019 AT 1:30 P.M.**

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**PRESENT: ALEX FALLMAN (VICE CHAIR), ROGER GITLIN, VIDETTE ROBERTS, HEIDI KIME**

**ABSENT: ROBERT BERKOWITZ (CHAIR)**

**ALSO PRESENT: JOSEPH RYE, MICHELLE ALFARO, CHUCK CLARKSON, RONNIE CRAFT, CLIFF CHAMBERS**

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**1. CALL MEETING TO ORDER. ROLL CALL.**

Vice Chairman Fallman called the meeting to order at 1:30 p.m. Michelle Alfaro called roll.

**2. PLEDGE OF ALLEGIANCE**

Vice Chairman Fallman led the Pledge of Allegiance

**3. PUBLIC COMMENT**

The following person(s) addressed the Board: None

**4. CONSENT CALENDAR**

**4A. APPROVE AMENDMENT #3 TO HERRON/TMTP CONTRACT TO EXPAND SCOPE TO INCLUDE ADVERTISING REVENUE PROGRAM AND EXTEND CONTRACT BY 2 YEARS AT THE TERMS APPROVED BY THE BOARD OF DIRECTORS AT THE FEBRUARY 22, 2019 MEETING.**

**4B. ADOPT RESOLUTION 2018-19-08 AUTHORIZING REVISED APPLICATION TO CALTRANS FOR RCTA'S FY 2018-19 ALLOCATION OF LCTOP FUNDS & AUTHORIZING THE GENERAL MANAGER TO EXECUTE GRANT DOCUMENTS.**

On a motion by Director Gitlin, seconded by Director Kime, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Consent Agenda Items 4A. and 4B., as presented.

**5. APPROVE MINUTES OF APRIL 22, 2019**

On a motion by Director Gitlin, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of April 22, 2019, as presented.

**6. APPROVE REMAINDER OF CY 2019 RCTA BOARD MEETING CALENDAR**

Discussion was held regarding remainder of CY 2019 RCTA Board Meeting Calendar. Mr. Rye presented the background. Director Gitlin agreed that the 4<sup>th</sup> Monday at 1:30 would be a good fit. Vice Chairman Fallman asked why staff recommended Monday instead of Friday. Mr. Rye responded it made sense since two of the board members of RCTA are also a part of the LAFCO Board that begins at 4:00 on that same day. Vice Chairman Fallman asked what day would be best for the organization. Mr. Rye responded that either day would be ok for him.

On a motion by Director Gitlin, seconded by Vice Chairman Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the CY 2019 RCTA Board meeting calendar be on the 4<sup>th</sup> Monday of each month at 1:30-3:30 for the remainder of the Calendar year.

**7. 2018-19 RCTA SHORT RANGE TRANSIT PLAN – PRESENTATION AND DISCUSSION**

Discussion was held regarding the 2018-19 Short Range Transit Plan. Mr. Rye introduced Ronnie Craft and Cliff Chambers to discuss and present the 2018-19 RCTA Short Range Transit Plan. Ronnie Craft, Transportation Planner, presented Phase I – the Transit needs, which has been previously discussed in the February meeting of this year. The topics that were discussed are as follows: System Overview, Public Involvement, Market Research, and Transit Needs Assessment, Mission Statement, Goals, and Performance Standards, Performance Data Collection and Management, Management Model and Peer analysis, Service Alternative and Recommendations for Service Changes, CTSA (Consolidated Transportation Service Agency) Implementation Plan, Marketing Plan, and Financial Plan. The staff would like the Board to provide feedback on the draft of the Short-Range Transit Plan. Vice Chair Fallman asked regarding the fuel costs declining over the next few years. Mr. Chambers responded it's a difference between budgeted and actual costs. Mr. Rye added that he always projects high on fuel cost so to prepare the agency for the worst scenarios, and if prices stay lower, this line item provides a buffer against other line items that might over. Director Gitlin asked if the consultant team felt that the RCTA drivers were being overworked and underpaid. Mr. Chambers responded a detailed wage analysis has been done for other agencies but was not in our scope of work that we have done here. Mr. Chambers noted that RCTA's cost per hour are among the lowest in the industry, and part of that is lower labor costs.

**8. DISCUSS AUGUST 2019 SERVICE CHANGES AND IMPLEMENTATION DATE**

Discussion was held regarding August 2019 service changes and implementation date. Mr. Rye reported this year because of the timing of the plan we are going to shoot for a mid-August implementation date. Mr. Rye would like the Board to consider implementing restoration of Saturday Service and a package of school related changes including a new tripper route and a deviation of Routes 1,2, and 3 at bell times to better serve the high school. Mr. Rye would like direction on which projects the Board supports for implementation later in the summer. This will be brought back in June for approvals. Director Kime likes the student ID criteria and reported there has been mention of large groups of students on the buses to the river in the summer time. Would like to see if

that could be a way to create ridership. Director Gitlin asked if the staffing for the Saturday services will put existing strain on drivers. Mr. Clarkson responded we currently staff three drivers and if we add the Saturday service, we will staff two additional drivers. Director Gitlin does not see that it is the time to implement a Saturday service, but to use the positive financials to support wage increases for the drivers. Director Roberts would like to see the numbers of ridership for those routes to see if adding it will be cost effective. Mr. Rye responded that is a good suggestion and they will look at that. Vice Chairman Fallman suggested bringing in some options that do not exceed the \$16,500.

#### **9. DISCUSS THE DRAFT 2019-20 RCTA BUDGET**

Discussion was held regarding the Draft 2019-20 RCTA Budget. Mr. Rye presented the budget to the board. The following was discussed at the present meeting and at last months Board Workshop meeting: Impacts of increased labor costs already set in motion by and contained in the 2017 Operations and Maintenance Contract, projected capital project expenditures, projections for advertising revenue, and contingency funds for rising fuel costs. Vice Chairman Fallman asked if there was a Board-adopted reserve policy that will allocate so much money to the reserves. Mr. Rye responded there is not. Vice Chairman Fallman asked if there was room in the budget for a wages and benefits study. Mr. Rye responded yes, RCTA might be able to do that, and that there FY 2019-20 would be a decent year to perform that study, after the SRTP is done.

#### **10. ANNOUNCEMENTS**

Chuck Clarkson reported that First Transit in Crescent City is doing good and in a better place for staffing. There was a road call and the bus got towed in. Director Gitlin would like Mr. Clarkson to address the concern of the wages. Mr. Clarkson responded we are underpaid compared to every other organization out there. With minimum wage increasing our drivers are being paid less over time, as the compaction between their wages and the state minimum wage shrinks. Chuck said we ask a lot of our drivers for little wages and it is not right or fair. We are doing well right now with drivers, but that could change if a driver leaves to go elsewhere to make more money. Director Gitlin asked if overtime hours have diminished since last meeting. Mr. Clarkson responded yes, but still not as low as he would like to see. Mr. Rye asked regarding the increases First Transit gave to RCTA-based First Transit employees as part of the contractual bid model. Mr. Clarkson responded that the drivers did receive a 10-12% increase, but the supervisory and support staff did not, including maintenance.

#### **11. ADJOURN**

Redwood Coast Board of Directors adjourned the meeting at 4:08 p.m. The next regular meeting is on June 24, 2019 at 1:30 p.m.

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