

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**FRIDAY FEBRUARY 22, 2019 AT 10:00 A.M.**

RCTA meetings are live and recorded. You can view the meeting at any time by going to <https://www.youtube.com>. Please look up by the name and date of meeting. Example: Redwood Coast Transit Authority 02/22/19.

**Present:** Robert Berkowitz (Chair), Alex Fallman (Vice Chair), Heidi Kime, Roger Gitlin, Vidette Roberts

**Absent:** None

**Also Present:** Joseph Rye, Nicole Burshem, Chuck Clarkson, Autumn Luna, Kent Faure

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

Madame Chair Kime called the meeting to order at 10:00 A.M. Nicole Burshem took roll.

**2. PLEDGE OF ALLEGIANCE**

Madame Chair Kime led the pledge of allegiance

**3. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION (PURSUANT TO GOVERNMENT CODE 54957) TITLE: GENERAL MANAGER(S) – JOSEPH RYE AND DAN HERRON**

The Board of Directors went into closed session at 10:02 A.M. and returned to regular business at 10:24 A.M. Autumn Luna stated there was nothing to report out of closed session.

**4. DISCUSS AND DIRECT RCTA LEGAL COUNSEL REGARDING THE GENERAL MANAGER CONTRACT**

Discussion was held in regards to directing legal counsel to draft an extension contract. Ms. Luna reported there are at least two options. The first option is to issue an RFP to get proposals from other potential General Managers or keep the current managers on for another two years via an extension of the existing contract. Mr. Rye reported if Mr. Herron and himself were to stay on as General Manager they ask for 5% increase on the base contract for the first year and 3% increase for the next year (2020-21). Mr. Rye stated he would like to continue his services as General Manager. Director Berkowitz asked if there was a reserve at all. Mr. Rye responded yes, approximately \$300,000. Director Berkowitz asked if that was increasing or decreasing. Mr. Rye responded it is increasing. Director Gitlin asked Mr. Rye what challenges he expects going forward. Mr. Rye responded the challenges are the flat funding and rising costs to deliver services forcing RCTA into a quality versus quantity situation.

On a motion by Director Gitlin, seconded by Director Berkowitz, and unanimously carried, the Redwood Coast Transit Authority Board of Directors approved an extension of the current contract for an additional two-year term with increase in salaries as per the Herron/TMTP proposal elements contained in the staff report and described generally above.

**5. ELECTION OF OFFICERS – CHAIR AND VICE CHAIR**

Director Fallman nominated Director Berkowitz for Chair of the Redwood Coast Transit Authority Board of Directors.

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 Director Berkowitz as Chair for the Redwood Coast Transit Authority Board of Directors for the next year. Chairman Berkowitz nominated Director Fallman for Vice Chair of the Redwood Coast Transit Authority Board of Directors.

On a motion by Chairman Berkowitz, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Director Fallman as Vice Chair for the Redwood Cost Transit Authority Board of Directors for the next year.

**6. APPROVE THE MINUTES OF DECEMBER 19, 2018**

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 the minutes of December 19, 2018, as presented.

**7. DISCUSS AND APPROVE 2019 RCTA BOARD OF DIRECTORS MEETING CALENDAR**

Discussion was held to approve 2019 meeting calendar. Director Gitlin motioned to change meeting dates to the fourth Monday at 1:30 P.M. Motion was not seconded and denied. Kent Faure, resident of Gasquet, commented riding the bus is his only mode of transportation. Mr. Ray suggested having an express bus instead of using a local Route bus. Chairman Berkowitz suggested considering the rest of the meeting dates at the next meeting. The Redwood Coast Transit Authority Board of Directors unanimously approved to consider future meeting dates at next regular meeting.

**8. ADOPT RESOLUTION 2018-19-07 AUTHORIZING APPLICATION TO CALTRANS FOR RCTA'S FY 2018-19 ALLOCATION OF LCTOP FUNDS & DESIGNATING THE GENERAL MANAGER AS AUTHORIZED AGENT TO EXECUTE GRANT DOCUMENTS.**

Discussion was held to adopt Resolution 2018-19-07. Mr. Rye presented the background of Resolution 2018-19-07. Mr. Rye suggested splitting up the funds to support free ridership for students and to reinstate Saturday services. Chairman Berkowitz asked when will the service be effective? Mr. Rye responded service should be implanted by July 1<sup>st</sup> or perhaps no later than August. Chairman Berkowitz asked how it will be promoted. Mr. Rye responded with some advertisement. Kent Faure asked if the free ridership for students could be extended to veterans as well? Mr. Rye responded yes, we can look into that if the Board desires. Chairman Berkowitz stated some veterans don't have a veteran card, but they do have a copy of their DD214.

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 Resolution 2018-19-07. Authorizing Application to Caltrans for RCTA's FY 2018-19 Allocation of LCTOP Funds & Designating the General Manager as Authorized Agent to Execute Grant Documents.

**9. PRESENTATION AND DISCUSSION OF 2019 SRTP TECHNICAL MEMO #2**

Discussion was held in regards to 2019 SRTP Technical Memo #2. Mr. Rye reported Tech Memo #2 contains system overview, recap of public outreach, mission statements, goals and performance measures, introduction of potential service changes, and new capital projects. Director Gitlin stated the bottom-line issue is ridership. Mr. Rye responded it is more about the administrative structure. Chairman Berkowitz asked where the Arcata Route goes. Chuck Clarkson responded it goes to the transportation center right in Arcata. Chairman Berkowitz

asked what the attractions that induce ridership. Mr. Clarkson responded school, family shopping, airline connections, and more. Director Gitlin asked what type of vehicle will the new one be. Mr. Rye responded MV1 Mobility Venture. Director Fallman asked what the life span of the vehicles is. Mr. Rye responded 7-8 years total, but diesels would get more like 8-9 years. Chairman Berkowitz asked if it was possible to run a survey on the Tribal Transit Bus to find out how to change the schedule to help them? Mr. Rye responded we can ask the Tribe if we can do an on-board survey. Director Roberts stated that the buses used to leave at 6:00 A.M. and did the loop in the Glenn. That route produced pretty full buses. Mr. Rye responded they will take a look at the old records and see what can be changed in that area.

#### **10. UPDATE ON TRANSIT TECHNOLOGY PROJECTS AND STATUS OF DEPLOYMENTS**

Discussion was held in regards to Transit Technology Projects and Status of Deployments. Mr. Rye reported out on projects in progress and what is coming up. Director Kime asked in regard to the WiFi and if Mr. Rye was able to speak with the gentleman at U.S. Cellular. Mr. Rye responded no he hasn't been able to speak with him, but still working on research for the WiFi.

#### **11. GENERAL MANAGER VERBAL REPORT**

TMTF ADMINISTRATION CONTRACT/BUDGET ADHERENCE – YEAR-TO-DATE STATUS MAIN AND AD REVENUE BUDGETS

MARKETING PROJECTS – RECAP OF JANUARY MARKETING EVENTS – NEXT STEPS

RCTA BOARD WORKSHOP SCHEDULED FOR APRIL MEETING – SRTP AND FY 19-20 PRELIMINARY BUDGET

Mr. Rye reported out on each item previously in the meeting.

#### **12. FIRST TRANSIT (OPERATIONS) VERBAL REPORT**

Chuck Clarkson reported staffing is doing fine. RCTA lost one driver but hired another. RCTA is looking for one more to keep routes populated. There are no buses broke down. There were two road calls since the last meeting and were taken care of in a timely manner. On the 4<sup>th</sup> there was an issue with the weather and RCTA had to cancel the last route to Klamath.

#### **13. ANNOUNCEMENTS**

Director Fallman suggested including public comment in future meeting agendas. Mr. Rye responded that he would and that Public Comment had been in previous agendas but somehow was missing in this one.

#### **14. ADJOURN**

Redwood Coast Board of Directors Adjourned the meeting at 11:53 A.M. The next regular meeting is on April 22, 2019 at 1:30 P.M. at the Redwood Coast Transit Authority Station.

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