

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY ANNUAL WORKSHOP**  
**FRIDAY, MAY 29, 2020 AT 4:30 P.M.**

**PRESENT: Alex Fallman (Chairman), Roger Gitlin (Vice Chairman), Bob Berkowitz, Vidette Roberts, Heidi Kime**

**ABSENT:**

**ALSO PRESENT: Joseph Rye, Chuck Clarkson, Tamera Leighton (Executive Director of Del Norte Local Transportation Commission), Nicole Burshem**

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

Chairman Fallman called the meeting to order at 4:30 p.m. and Nicole Burshem conducted Roll.

**2. PLEDGE OF ALLEGIANCE**

Chairman Fallman led the Pledge of Allegiance

**3. PUBLIC COMMENT**

The following person(s) addressed the Board: None

**4. APPROVE THE MINUTES OF APRIL 8, 2020**

On a motion by Director Gitlin, seconded by Director Berkowitz, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of April 8, 2020, as presented.

**5. COVID-19 VIRUS UPDATE – RIDERSHIP, DRIVERS, FUNDING, INCLUDES FIRST TRANSIT OPERATIONS REPORT**

Chuck Clarkson reported things have been going smooth with reduced services. He has not had a lot of push back on the April 6<sup>th</sup> service cuts. First Transit is in need of a couple more drivers even as one driver returns to duty on the 8<sup>th</sup>. The new contract with the bus disinfecting process has been going well. The sneeze barriers developed and installed “in-house” are in all the buses and have been well received and may become a new part of standard procedure. Director Gitlin asked if Chuck is satisfied with the contract with Palm Industries who is doing the bus cleanings. Mr. Clarkson responded yes; we are very satisfied, their check list ensures that they clean each bus every night.

**6. ANNUAL WORKSHOP –**

**-COVID-19 LONG RANGE ISSUES, EFFECTS ON TRANSIT GENERALLY AND LOCALLY.**

Mr. Rye presented a video from Dan Herron concerning the update for Covid-19 Virus. Mr. Herron reported on the long-range impacts from COVID-19, and Service and Program Impacts, both locally and nationally.

### **-PRE-COVID-19 RCTA FINANCIAL CONSTRAINTS – LABOR COSTS AND CAPITAL SHORTFALLS**

Mr. Rye reported on the RCTA Pre-COVID-19 Financial Challenges, reminding the board how RCTA was facing institutional challenges meeting its capital project funding needs and evaluating how to increase wages with stagnant funding.

### **-POST – COVID 2020-21 SERVICE PLAN, BALANCING SERVICE RESTRAINTS WITH UNCERTAIN FUNDING**

Mr. Rye introduced the topic and described how difficult it is entering FY 2020-21 not knowing how fast and how fully the economy, and RCTA's funding will recover to pre-COVID-19 levels. Mr. Rye led a discussion about optimal driver wages for RCTA. Director Gitlin suggested incentivizing our drivers and personnel; asked if we have the money in the reserves to incentivize drivers and mechanics to work for RCTA. Mr. Rye answered that the projected reserves should be in the range of \$500,000 at the end of FY 2019-20. Director Berkowitz asked how the crisis pay in place now is going to affect the wage we are going to have in 2022. Mr. Rye responded if we are going to extend the crisis pay through to when bidders are bidding the next contract in late 2021 then that would be the pay scale everyone would bid and then all wage scales would go from there, effectively reaching one of the Board's main goals. Chairman Fallman asked what portion of the 6000+ hours cut on April 6<sup>th</sup> were specifically Saturday service hours. Mr. Rye responded it's in the range of 2000 annual hours lost by cutting Saturday. Directors Gitlin and Berkowitz recommend a cautious approach due to the uncertainties of the pandemic. Tamera Leighton commented the cutting and restoring and then cutting again of services can be more damaging than keeping the cuts until we have more stability. Getting those customers back is difficult and likely will not happen in a brief amount of time so don't reinstate service too quickly. Director Roberts agrees with Ms. Leighton. Chairman Fallman is concerned with the second wave of the pandemic that may or may not be coming and asked what is going on regionally with their services to the south and north of us. Mr. Rye responded that Humboldt had cut at least 30% of their service and not yet reinstated much, Trinity had cut closer to half their service, while Curry (OR) had not cut. Chairman Fallman agrees with the cautious approach.

### **-UPCOMING FY 2020-21 PROJECT PREVIEWS – OPERATIONS AND ADMIN PROCUREMENTS**

Mr. Rye described two major procurements that RCTA faces in the next year plus, a new operations and maintenance contract (currently First Transit) and a new Administration and General Manager contract (Mr. Rye and Dan Herron currently). The Admin/GM contract comes up first, with the RFP needing to be on the street by early 2021 in order to have a new contract in place by July 1, 2021. The operations and maintenance contract will follow that, being on the street by early fall 2021 for a January 1, 2022 start date. Chairman Fallman asked if they feel there needs to be more management time in the Admin/GM contract? Mr. Rye responded he thinks it has improved greatly since RCTA added both the CTSA and Advertising Revenue programs. These programs allow

the Admin/GM contract to bill CTSA work and Ad Revenue program work (including marketing activities) to separate line items, in effect increasing the value and amount of hours available in the contract. Mr. Rye does think that effectively running RCTA could benefit from a few more hours, but we are making it work. To avoid any perception of conflict of interest, Mr. Rye will be working closely with RCTA's attorney, Autumn Luna on the crafting and managing of the RFP process, starting this fall.

**-RCTA EMBRACES TECHNOLOGY; HOW PROJECTS ARE WORKING AND WHAT MAY LIE AHEAD**

Mr. Rye gave a brief update on the deployment of new technology projects in recent years. This has been a major focus of RCTA since 2016. RCTA has added computerized scheduling systems for both fixed route (DoubleMap AVL/CAD) and paratransit (CTS) as well as outfitting every bus with camera systems. Director Gitlin suggested having an electronic exterior advertising board mounted on all buses and capable of cycling multiple ads, like at sports stadiums. Instead of having physical signs we program one board to show all the advertisements. Mr. Rye responded that is a good idea and will investigate it. Director Kime wants to see the Wi-Fi onboard all buses to help attract ridership and stated that the manager at US Cellular would like to talk to Mr. Rye about getting that set up. Mr. Rye promised to contact US Cellular and get pricing. Mr. Rye reminded the Board that the shortage of capital funds slows and alters how RCTA goes about delivering these technology projects. For example, RCTA is forced to require its operations contractor to provide the equipment as part of the operations and maintenance contract. This is not ideal as RCTA loses control of vendor communication and will lose the systems themselves if First Transit does not get selected for the next contract. With no funding to buy any capital project equipment, RCTA had no choice but to operationalize these projects or just defer them indefinitely.

**7. DISCUSSION OF FY 2019-20 YEAR TO DATE BUDGET AND DRAFT FY 2020-21 RCTA BUDGET**

Mr. Rye reviewed went over the current FY 2019-20 Budget and presented the preliminary Budget for FY 2020-21.

**8. ANNOUNCEMENTS**

The following Directors addressed the following: None

**9. ADJOURN – NEXT RCTA BOARD MEETING WILL BE MONDAY, JUNE 22, 2020 AT 5:00 P.M.**

Redwood Coast Board of Directors adjourned the meeting at 6:15 P.M.

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