

**MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MONDAY OCTOBER 25, 2021 AT 5:15 P.M.**

PRESENT: Darrin Short (Chairman), Bob Berkowitz (Vice Chairman), Ray Altman, Beau Smith, Vidette Roberts

ABSENT:

ALSO PRESENT: Joseph Rye, Tamera Leighton, Fernando Hernandez, Nicole Burshem

1. CALL MEETING TO ORDER. ROLL CALL.

Chairman Short called the meeting to order at 5:18 P.M. Nicole Burshem took Roll call.

2. PLEDGE OF ALLEGIANCE

Chairman Short led the Pledge of Allegiance.

3. PUBLIC COMMENT

The following person(s) addressed the Board: none

4. CONSENT CALENDAR

4A. NONE

5. APPROVE THE MINUTES OF THE SEPTEMBER 27, 2021 RCTA BOARD MEETING

On a motion by Director Berkowitz, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of September 27, 2021, as presented.

6. TRANSIT MAINTENANCE AND OPERATION REQUEST FOR PROPOSALS – UPDATE ON PROCUREMENT

Discussion was held regarding the Transit Maintenance and Operations Request for Proposals. Mr. Rye reported that RCTA received one proposal today from First Transit. RCTA will still go through the process as planned, using a Selection Committee to review the proposal. There will need to be two volunteers from the Board appointed to participate in the RFP Selection Committee. Chairman Short asked if there is anything to be concerned about when we only got one response and if there is a requirement to release another RFP to get another competitor. Mr. Rye responded he will review with Autumn Luna, but as far as he knows, multiple proposals are not required. However, the Selection Committee will review the proposal and if its determined not to be a responsive proposal, RCTA can choose to go through the process again.

Ray Altman and Darrin Short volunteered to be a part of the RFP proposal Selection Committee from the Redwood Coast Transit Board.

7. 2021 MINI SRTP UPDATE – AWARD PROJECT TO RONNY KRAFT CONSULTING

Discussion was held regarding Award the Mini SRTP Update Project to Ronny Kraft Consulting. Mr. Rye reported the Board is recommended to approve an agreement with Ronny Kraft Consulting to develop the 2021 Mini SRTP Update. This isn't a normal process for RCTA. We don't usually conduct a Mini SRTP Update between SRTP cycles, but due to the pandemic and its far flung impacts it will be helpful to update some aspects of the 2 year old SRTP, especially the financial elements. This will bridge the gap between now and when we have the full SRTP update. Mr. Rye reported staff requested consultant proposals to update Chapter 3 – Evaluation of RCTA Services Against Adopted Performance Standards, Chapter 6 – Service Plan, including evaluating potential new routes/ services, Chapter 7 – CTSA Chapter, and Chapter 9 – Financial Plan, including a deep dive into the COVID-19 impacts to RCTA funding. Mr. Rye recommends the Board to approve an agreement with Ronny Kraft Consulting in the amount of \$18,880 for to update to be done. Tamera Leighton thanked Joe for getting this contracted and moving along.

On a motion by Director Altman, seconded by Director Berkowitz, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors awarded 2021 Mini SRTP Update project to Ronny Kraft Consulting.

8. APPROVE TERMINATION OF CONTRACT FOR BUS DEEP CLEANING – TRANSITION TO IN-HOUSE DUTIES

Discussion was held regarding termination of RCTA's 18 month old contract with Palm Industries for bus deep cleaning. Mr. Rye reported RCTA originally hired Palm Industries to come in and do Bus Deep Cleaning nightly during the COVID-19 pandemic. However, with the duration of this pandemic dragging on, RCTA would like to optimize its cleaning efforts and hire someone for a Full-Time position. Since the time we have worked with Palm Industries we have installed in each bus air purification equipment and plexiglass barriers to protect drivers and passenger Mr. Rye recommends the Board to approve First Transit to terminate its agreement with Palm Industries effective November 1, 2021. Director Smith likes the idea of hiring local, but will they need any certs through sanitation? Fernando Hernandez responded we are putting the hire through the certification so he can conduct the sanitation process. Director Smith asked with each Cert he gets will his pay increase. Fernando responded at this time we are paying for the certs so it would be a question for Mr. Rye. Director Altman asked if we could get reimbursement for this position from the federal government (CARES Act)? Mr. Rye responded yes, we will be able to ask for reimbursement. Director Roberts asked if we received the funds to cover the cleanings. Mr. Rye responded no we must spend the money and then submit for reimbursement, much like our bus replacement funds.

On a motion by Director Smith, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved termination of contract for Bus Deep Cleaning and Transition to In-House Duties.

9. OPERATION REPORT – FIRST TRANSIT

Fernando Hernandez reported we are doing great. First Transit is fully staffed with no accidents or incidents. One driver begins training tomorrow.

10. GENERAL MANAGER’S REPORT

Mr. Rye reported he spoke with an engineering firm to go over the scope of the project to get a kiosk placed downtown for riders. This will help with getting them the tickets and information they need.

11. ANNOUNCEMENTS

The following Directors commented on the following: Director Smith commented Daphne from Outreach reached out to him to purchase a used bus. She is looking for a bus to do a mobile clinic for vaccines for the homeless. Mr. Rye responded we got the request as well and wants to run it through Nick West, RCTA’s mechanic to make sure the bus is decent and might be a good fit for Daphne. If it does work then we would come back to you guys with the request to surplus the bus. Director Altman asked when will the RFP proposals be ready for pickup. Mr. Rye commented they will be available with Fernando at the RCTA Yard at the fairgrounds immediately. Director Roberts would like to discuss an in-person meeting for November. Chairman Short we should schedule our next meeting November 22 to be in person.

12. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:01 P.M. The next meeting will be on Monday, November 22, 2021 at 5:15 P.M.

Joseph Rye, General Manager
Redwood Coast Transit