

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**Wednesday, February 17, 2016, 3:30 p.m.**

Members Present: Ron Gastineau (Chair) , Martha McClure, Darren Short, Roger Gitlin (Vice-Chair)

Members Absent: None

Also Present: Mark Wall, Nicole Burshem, Autumn Luna, Jodi McNamer, Joseph James

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**1. Call Meeting to Order. Roll Call.**

Vice Chair McClure Called the meeting to order at 3:30 p.m. and Nicole Burshem called roll.

The following person(s) addressed the Commission: Joseph James, Yurok Tribe Transportation Manager, commented he believed there is a good opportunity to collaborate with themselves and RCTA program. Mr. James commented the Tribe is very active and appreciative of existing service there. If the Tribe were going to change service there would be a community involvement. Mr. James noted the Tribe would like to provide continual service in the Klamath area. The Tribe is here as a partner and would like to see how we can help. Bill Lonsdale commented he would like to compliment the preparer of the meeting minutes in December. Mr. Lonsdale commented on the quarterly report and how once again the system is maintaining a fair box. Mr. Lonsdale is concerned about the plan for Route 20. Mr. Lonsdale noted unless we can separate out what the borders are we may not be serving the people who originally used Route 20. Mr. Lonsdale stated Route 20 should not suffer due to increased competition. Mr. Lonsdale commented Routes one and two are doing fine, but would like to see what will be done about the other routes there.

**2. Approve the Minutes of December 16, 2015**

On a motion by Director Gastineau, seconded by Director Short, and unanimously carried, with Director Gitlin abstained, the Redwood Coast Transit Authority Board of Directors approved and adopted the minutes of December 16, 2015.

**3. Approve the Minutes of January 4, 2016**

On a motion by Director Gastineau, seconded by Director Short, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted the minutes of January 4, 2016.

**4. Resignation of At-Large RCTA Board Member**

*Accept resignation of Joseph Aliotti, and direct staff to advertise for potential appointees to the vacancy. The at-large member cannot be a member of a governing board of a member entity to the joint powers authority. The at-large member is appointed by vote of the member agency representatives to the RCTA board.*

There was a discussion in regards to the resignation of At-Large RCTA Board Member. By Consensus of the Board the direction is to move forward and start the process to fill the position.

## 5. Election of Officers

*A Chairman and Vice-Chairman are to be elected by the board of directors.*

Vice-Chairman McClure nominated Ron Gastineau for Chair.

On a motion by Director Short, seconded by Director Gitlin, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted Ron Gastineau for Chair of the Redwood Coast Transit Authority Board of Directors.

Chairman Gastineau nominated Roger Gitlin for Vice-Chair.

On a motion by Director Short, seconded by Director McClure, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted Roger Gitlin for Vice-Chair of the Redwood Coast Transit Authority Board of Directors.

## 6. Request for Proposals for RCTA General Manager

*Review Committee Report and Recommendation*

Discussion was held in regards to proposals for RCTA General Manager. Ms. Luna commented this is a continuation taken out of context. We received four timely proposals and there is a recommendation in the packet to interview the top two candidates. Ms. Luna noted there is a special meeting set to have the candidates come to the area for an interview. Director McClure commented the top two were Green Dot and Dan Harrin. Director Gitlin asked would these interviews be face-to-face or telephonic. Ms. Luna commented she would prefer face to face. Ms. Luna commented she spoke with one of the top two candidates and they will be here, but had to leave a message with the other to make sure they can make it to the interview. Director Gitlin asked if this is a co-director position. Ms. Luna commented this is one of the reasons to do interviews with the top two candidates so that these questions can be answered. Director McClure commented she feels it is important for everyone to review these again. Ms. Luna suggested the whole board interview the candidates in closed session. Director McClure suggested if there is a question to contact Ms. Luna or Mr. Wall instead of the candidates themselves. Ms. Luna commented the two that are not selected for interviews would receive a formal letter thanking them for their submission. Mr. Wall commented the number one purpose of the interviews is if the candidates have more than one person involved to have them bring there key people in for the interviews. Director McClure asked what is the time frame. Ms. Luna commented the first week of March. Director McClure asked Mr. Wall what he was thinking. Mr. Wall commented he wasn't sure if he was to be involved and if so he would have to check his schedule. Ms. Luna commented she hasn't had a chance to address this question, but since Mr. Wall was involved in the selection process than he should not be involved in the interview process. Ms. Luna would also like time to process that question to see if it was appropriate for Mr. Wall to be involved in the interview process. Director Gitlin concurs with Director McClure that Mr. Wall be a part of this process. Mr. Wall commented it would need to be scheduled for March 4, 2016 at 3:30 p.m. Ms. Luna commented it makes sense to set the meeting when Mr. Wall is available. Bill Lonsdale commented he thinks Director Gitlin's comment was well taken and to keep that under consideration when you make your decision. Mr. Wall asked if the Board would like some sample questions. Director Gitlin commented that he would like that.

On a motion by Director Short, seconded by Director Gitlin, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted to accept the General Manager Proposals, conduct interviews in closed session on March 4, 2016 at 3:30 p.m., and move forward on this.

**7. Approve Resolution 2015-16-1 Authorizing the Execution of the Low Carbon Transit Operations Project to Upgrade Transit Stops for \$29,162.**

Mr. Wall commented the Low Carbon Transit Operations Program is actually money that comes from CAP and Trade funds. The major requirement is they have to find your project will reduce gas issues. Mr. Wall commented this year he was not able to get this to the Board. We don't break over the minimum criteria, but sure it will be accepted. Mr. Wall commented its important for this particular grant has been done in the past or so. The money that has been allocated has been dropped to the Transportation Commission. The Transportation Commission is the only entity that got funds. In the past we did not generate enough fair revenue to qualify for the second spot. Mr. Wall reported now when that money is allocated all the money will go to the commission and the revenue formula goes to the Transit Authority. It becomes a project lead and a project sponsor. Mr. Wall commented when LCTOP came along Caltrans took a more direct authority and said it doesn't make sense the reporting agency isn't the one spending the money. Redwood Coast Transit Authority should be the project lead and the commission is the sponsor. Mr. Wall recommends approving the Resolution. Director Gitlin commented he appreciates the explanation and for clarity on how the money is collected and dispersed. The only issue is your name is on there and wondered if it should be designated to the General Manager to execute this protocol.

On a motion by Director Gitlin, seconded by Director Short, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted Resolution 2015-16-1 authorizing the execution of the Low Carbon Transit Operations Project to Upgrade Transit stops for \$29,162.

**8. Discussion Regarding the Discussion of protocol for communications by RCTA Manager to Directors.**

Discussion was held in regards to the protocol for communications. Mr. Wall commented this was placed on the agenda by request of Director Gitlin to clarify the protocol of communication. Director Gitlin commented he felt there might have been some missing clarifications. Director Gitlin stated he wasn't sure if that was appropriate to ask the General Manager or go to the Chair if there is a question regarding an issue. Director Gitlin asked the Board if there was an issue with how he was doing things. Chair Gastineau commented he felt it was appropriate for him to call the General Manager to get the clarification for any Director that may have a question. Mr. Wall commented he is ok with getting calls directly. Mr. Wall commented he thinks that is a good discussion to have with the new manager. Director Gitlin commented where this came up is he personally was at the tail end of a discussion he knew nothing about. Finding things out at the last minute and not knowing what happened before is distracting. Director McClure commented the last round of communication that was going on she was at the tail end of it as well. Mr. Wall commented there was a history of lack of productive discussion. Director McClure commented in the past we worked through our issues and known conflicts. Director Gitlin commented his

concern was how do we avoid that situation again. Chair Gastineau commented that would be a great question between the interviewers of how they will communicate with the Board.

9. **Redwood Coast Transit Authority 2015/16 Second Quarter Operating Statistics and Financial Status Report. Review and accept the report. (Hand out).**

Discussion was held regarding Redwood Coast Transit Authority 2015/16 second quarter operating statistics and financial status report. Mr. Wall commented he would like to thank Bill Lonsdale for reviewing this for them. Mr. Wall reported this is the second quarter report involving the operating statistics of financial authority through October and December. This was quite an alarm when operating costs were down 3% and the ridership declined 8%. These performance majors are those that are in the transit development act that we not only tract and record. Mr. Wall commented he went through the various services and routes. Mr. Wall reported the Dial-Ride operating cost were down. Mr. Wall reported that he was thinking the City Routes were doing well so he did some research and found out that ridership was down 5%-17%. He was confused due to the fact that they added an evening path. Mr. Wall stated he had a couple of theories; one is that there has been a lot of rain. He sat down with Jodi McNamer and found out that because of all the frequent turnovers on contract, new drivers, and new dispatchers they haven't been reporting the data correctly. Mr. Wall stated it did not affect the cash but did affect the ridership. Mr. Wall is hoping it comes back up in the next quarterly report. The overall cost is down and hopefully ridership goes up.

On a motion by Director McClure, seconded by Director Short, and unanimously carried on a polled vote, the Redwood Coast Transit Authority Board of Directors approved and adopted the Redwood Coast Transit Authority 2016/16 Second Quarter Operating Statistics and Financial Status Report.

10. **Transit Manager Verbal Reports**

- ⑤ **Implementation of New Route 20 Schedules** – Mr. Wall commented it took us a couple of years to get the operating permit and this needs to move forward in the next month or so.
- ⑤ **Schedule for Request for Proposals for the Transit Operations and Maintenance Contract** – Mr. Wall commented this is important for the new manager to be intimately involved in. Director McClure asked if we have to do month by month. Mr. Wall commented we continue month to month for up to three months and they are perfectly happy with that being extended three more months. Director McClure asked how do we apply for the second extension. Mr. Wall commented he already asked, it was accepted, and they understood the situation.
- ⑤ **Klamath Service Plan** – Mr. Wall commented what we have seen, not just in this quarter, is a gradual decline on both the Klamath Route and Route 20, but mostly Klamath. There were a couple of things that happened. The College of Redwoods is no longer there and buying passes for their students who attend and the second thing is the situation where the Yurok Tribe is bringing people in early in the morning and in the afternoon 30 minutes before our Route schedule. Mr. Wall reported it is fine they are using the Route in a better way. There is a lot of service between Klamath and Crescent City. Mr. Wall noted part of the problem is there is more service than needed to be for ridership. When we look at this one of the things we also know is Route 20 is going to add service. It will be meeting early

in the morning to meet up with Grey Hound. Mr. Wall commented we would like to have a meeting with the Tribe to discuss what the schedules should look like for both Transit Authorities. Our understanding is people would go from the Glenn to Klamath to catch our bus. Mr. Wall suggests setting up a meeting with the Tribe. Mr. James commented it is a more solid bridge of what we do in the community and what RCTA does and the Tribe wants to partner with RCTA to discuss the transportation issue. Mr. James noted the Tribe changes our money amount to ridership count. Chair Gastineau commented the first thing is to exchange emails to see what they have to offer and than distribute to the rest of the Directors. Director McClure asked who needs to meet up first. Mr. James commented he would like the whole staff to attend and meet. McClure directed staff to meet with the Tribe to have a little meeting before our march 4<sup>th</sup> meeting. Chair Gitlin asked the Tribe if they have two round trips plus one that impacts Klamath. Mr. James commented we are talking about four trips. Director Short asked why would we add to Route 20. Mr. Wall commented it is because we are connecting the Oregon border to Arcata. Mr. Wall reported the Grey Hound is starting a new round trip. They applied for a grant to pay for an additional round trip.

- ⑤ RFP Advertising Services – Mr. Wall reported this is all prepared and is ready to go. This just needs to be managed.

11. Announcements

Staff was directed to fly the At-Large Public Member position on the Board.

12. Adjourn

There being no further business to come before the Director, the Acting Chairman adjourned the meeting at 4:52 p.m. until the next scheduled meeting on March 4, 2016 at 3:30 p.m.

Respectfully submitted,

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Mark Wall, Executive Director  
Redwood Coast Transit Authority