

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
WEDNESDAY DECEMBER 19, 2018 AT 3:30 P.M.

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PRESENT: HEIDI KIME (CHAIR), LORI COWEN (VICE CHAIR), ALEX FALLMAN

ABSENT: VIDETTE ROBERTS, ROGER GITLIN

ALSO PRESENT: JOSEPH RYE, CHUCK CLARKSON, NICOLE BURSHAM

1. CALL MEETING TO ORDER. ROLL CALL.

Madame Chair Kime called the meeting to order at 3:30 p.m. Nicole Bursham took roll.

2. PLEDGE OF ALLEGIANCE

Madame Chair Kime led the Pledge of Allegiance

3. APPROVE THE MINUTES OF OCTOBER 17, 2018

On a motion by Director Cowen, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the minutes of October 17, 2018, as presented.

4. PUBLIC COMMENT

The following person(s) addressed the Board: None

5. CONSENT AGENDA

5A. ACCEPT FISCAL YEAR 2017-18 RCTA FINANAICAL AUDIT FROM RJ RICCIARDI.

On a motion by Director Cowen, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved the Fiscal Year 2017-18 RCTA Financial Audit from RJ Ricciardi. Continue until next meeting to get more information on item.

6. PRESENTATION AND DISCUSSION OF FY 2017-18 ANNUAL RCTA ANNUAL REPORT PERFORMANCE DATA.

Mr. Rye reported that Fiscal Year 17-18 service hours were reduced by 12%, but ridership dropped by 19%. Director Cowen asked why this happened. Mr. Rye responded it's a combination of things, but most likely because of the existence and expansion of Yurok Tribal Transit. Director Cowen asked in regard to the ridership for the college students. Mr. Rye responded RCTA is waiting until the end of this year for the results. Director Cowen asked for frequent updates on the ridership. Mr. Rye reported out on the performance of each Route for RCTA. Mr. Rye reported out on recent changes, system summaries, and facility projects. Madame Chair Kime asked if

there was any instances of vandalism? Mr. Rye responded there has been none since the gate and fence upgrade projects built in the last 2 years. Director Cowen asked how the Safeway stop was working? Mr. Rye responded it is was working well and that multiple routes go through there every hour. Director Cowen asked about the old shelter outside the Flynn Center. Mr. Rye responded that no current service utilizes that shelter and that there are plans to relocate it. Madame Chair Kime asked if a notice could be placed on the shelter that it is non-operational. Mr. Rye responded yes, we can do that. Mr. Rye reported out on system and individual performance activity. Director Cowen asked what the Board could do to help. Mr. Clarkson responded help with marketing and getting the word out. Volunteers to go to the Senior Centers and do a presentation of the buses. Director Cowen suggested setting up a meeting in January to discuss how to make it happen.

7. APPROVE RESOLUTION 2018-19-05 APPROVING RCTA FISCAL YEAR 2018-19 BUDGET AMENDMENT #1 ADJUSTING EXACT BUS PURCHASE REVENUES AND EXPENDITURES AND COMMITTING ADDITIONAL PTMISEA TO BUS PURCHASE.

Mr. Rye reported this amendment is required so we can buy a couple new buses for the system. This will replace two of the low-floor buses we have for more accessibility to elderly and disabled on the Crescent City local routes.

On a motion by Director Cowen, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved Resolution 2018-19-05 approving RCTA Fiscal Year 2018-19 Budget Amendment #1 Adjusting Exact Bus Purchase Revenues and Expenditures and Committing Additional PTMISEA To Bus Purchase.

8. APPROVE RESOLUTION 2018-19-06 APPROVING PURCHASE ORDER 2018-19-06 IN THE NOT-TO-EXCEED AMOUNT OF \$322,000 TO CREATIVE BUS SALES FOR THE PURCHASE OF TWO LOW-FLOOR BUSES FOR THE RCTA CRESCENT CITY LOCAL ROUTE FLEET AND AUTHORIZING THE GENERAL MANAGER TO COMPLETE THE PURCHASE AND EXECUTE ALL DOCUMENTS.

On a motion by Director Cowen, seconded by Director Fallman, and unanimously carried on a polled vote the Redwood Coast Transit Authority approved Resolution 2018-19-06 Approving Purchase Order 2018-19-06 in the Not-To-Exceed Amount of \$322,000 to Creative Bus Sales for the Purchase of Two Low-Floor Buses for the RCTA Crescent City Local Route Fleet and Authorizing the General Manager to Complete the Purchase and Execute All Documents.

9. UPDATES ON TRANSIT TECHNOLOGY PROJECTS AND STATUS OF DEPLOYMENTS.

Mr. Rye reported on an update on which projects that were in place and ones that will be planned for.

10. GENERAL MANAGER VERBAL REPORT

TMTF RCTA ADMINISTRATION CONTRACT/BUDGET ADHERENCE – YEAR TO DATE STATUS, PROJECTIONS

Mr. Rye reported Autumn Luna is planning for a closed session at the February meeting to talk managerial contract with the Board. Good news is that so far we project to remain at or under budget for the managerial contract for FY 18-19.

CAPITAL PROJECTS – BUS STOP MOU W/CITY AND COUNTY APPROACH – BUS SHELTERS & OTHER BUS STOP PROJECTS

Mr. Rye reported he met with Heidi from the County and she is no longer open to entering into a formal (MOU) partnership to help with putting in shelters. This idea was formulated during the Short Range Transit Plan to streamline the delivery of bus stop improvements by setting up a manner to have the City and County be able to simply construct the projects for RCTA upon request. However, the County doesn't feel it has enough staff to commit at this time. Madame Chair Kime asked if there is a requirement to get three bids before carrying out a bus stop project. Mr. Rye responded yes for projects over a certain value threshold, and that an MOU with the local jurisdictions would enable RCTA to bypass that process. However, if neither City or County is interested, it's a moot point.

11. FIRST TRANSIT (OPERATIONS) VERBAL REPORT

Chuck Clarkson reported out on the ridership for the college. Mr. Clarkson reported there is one bus down that needs breaks. RCTA lost one driver but is in the process of having two drivers trained. RCTA transported 27 people to the Thanksgiving dinner. Mr. Clarkson reported due to the hotel police activity recently we did lose one trip on the Orange (Route 4) route. We also lost one trip on another route when the power line was down on Washington. There was some shelter damage last weekend. Director Cowen asked if RCTA is doing anything special for New Year's Eve?. Mr. Clarkson responded we are doing are regular routes. Director Cowen asked if we should offer free rides and extended hours and promote this to the public? Mr. Rye responded we can look into it in the future to see if that is possible. Mr. Rye asked if meeting days could be moved from Wednesday to a Monday or Friday going forward. The Board agreed this is possible and decided to tentatively change the standing meeting date to Fridays at 4:00 p.m.

12. ANNOUNCEMENTS

The following Directors commented on the following: None

13. ADJOURN

Redwood Coast Board of Directors adjourned the meeting at 4:58 p.m. The next regular scheduled meeting is on February 22, 2019 at 4:00 p.m. at the Board of Supervisors Room.

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