

BOARD OF DIRECTORS MEETING MINUTES

REDWOOD COAST TRANSIT AUTHORITY

AUGUST 26, 2019 AT 1:30 PM

1. CALL MEETING TO ORDER. ROLL CALL. PLEDGE OF ALLEGIANCE

Chairman Berkowitz called the meeting to order at 1:39 p.m. Nicole Burshem conducted roll call. Directed Gitlin led the Pledge of Allegiance.

2. PUBLIC COMMENT – There was no public comment at this time

3. CONSENT AGENDA

3A. ADOPT RESOLUTION 2019-20-01 AUTHORIZING FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING FOR REPLACEMENT DIAL-A-RIDE BUSES.

3B. ADOPT RESOLUTION 2019-20-02 MODIFYING EXPENDITURE PLAN, DESIGNATING AN AUTHORIZED AGENT AND ACKNOWLEDGING CERTIFICATIONS AND ASSURANCES FOR PROP 1B PTMISEA FUNDING

3C. ADOPT RESOLUTION 2019-20-03 AUTHORIZING BUS STOP IMPROVEMENTS AS RCTA PROJECT TO SUBMIT TO CALTRANS VIA DEL NORTE LOCAL TRANSPORTATION COMMISSION FOR FY 2019-20-SB-1 STATE TRANSIT ASSISTANCE - STATE OF GOOD REPAIR FUNDING

Eileen Cooper, a member of the public, commented she is disappointed in the Transit Authority for not making the effort to get hybrid or electric buses in the fleet. It is just not acceptable to keep fossil fuel buses operational. Miss Cooper does recognize the important role Transit plays when it comes to climate change. The more we can get people to use public transportation the more we can take advantage of every Green opportunity. Miss Cooper also suggested having a bus stop close to Highway 101 so the public could get back and forth. Director Gitlin asked if there has been a cost analysis done to see if we can make the switch to electric or hybrid buses. Mr. Rye responded no we have not specifically done that, but hybrid vehicles don't require any additional structure in the yard, so just the higher purchase price must be funded. Electric buses will require design, purchase and installation of charging station infrastructure. Director Gitlin asked Mr. Rye to bring more information for possibilities of having hybrid and electric vehicles in the fleet to a future meeting.

On a motion by Director Gitlin, seconded by Director Fallman on a polled vote the Redwood Coast Transit Authority Board of Directors approved the consent agenda, items 3A to 3C, as presented.

4. APPROVE MINUTES OF JUNE 24, 2019

On a motion by Director Fallman, seconded By Director Gitlin, and on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of June 24, 2019, as presented

5. DISCUSSION OF STAFF WAGES WITHIN EXISTING 2017 RCTA CONTRACT WITH FIRST TRANSIT FOR OPERATIONS AND MAINTENANCE AND AVAILABLE OPTIONS TO AUGMENT LOCAL FIRST TRANSIT STAFF WAGES MID-CONTRACT

Lora Mallory, Regional Director of Operations for the Northwest for First Transit presented a proposal to augment Local First Transit staff wages mid-contract. Director Gitlin asked Mr. Rye what capacity the RCTA budget might have in terms of flexibility to exceed the current contract's bid wages to attract drivers. Mr. Rye responded that current salaries already exceed the minimum wage by approximately 10% but in our opinion it is not enough and he would like to see increases over time. Director Kime asked if the proposed increase was going to be all at once or over time. Miss Mallory responded that their suggestion is to give the increase out all at once. Director Fallman asked if there were any incentives such as paying for training for drivers. Miss Mallory responded not right now. Mr. Rye asked if there is any kind of signing bonus. Mr. Clarkson responded yes there is a \$500 sign on bonus for new drivers. Director Gitlin would like to see what our budget can withstand and that Mr. Rye come back with proposals above the current model and show us what the ultimate impact on the budget will be.

6. DISCUSSION OF CONSOLIDATED TRANSPORTATION SERVICES AGENCY (CTSA) PROGRAM SCHEDULE & TASKS

Mr. Rye presented the background to the Consolidated Transportation Services Agency program. Mr. Rye reported back in May of 2018 that the board had already approved RCTA to accept the CTSA designation for Del Norte County and directed that RCTA develop two CTSA programs, Travel Training and ADA Eligibility Determination. Both programs are conducting outreach and ramping up for January 2020 implementation.

7. ADOPT RESOLUTION 2019-20-04 APPROVING AMENDMENT #1 TO THE 2017 CONTRACT BETWEEN RCTA AND FIRST TRANSIT FOR OPERATIONS AND MAINTENANCE SERVICES TO ADD CTSA-SUPPORTIVE TASKS TO SCOPE OF WORK

Mr. Rye explained that this resolution is to obtain the local support for the new RCTA CTSA programs. Herron/TMTP and First Transit staff will both take on extra work to deliver and manage the two CTSA programs. First Transit staff will have more tasks to do such as mailing out letters, handling phone calls, and clerical work such as issuing ID cards, as well as taking the lead role on the Travel Training Program.

A motion by Director Gitlin, seconded by Director Kime, and on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2019-20-04 approving amendment #1 to the 2017 contract between RCTA and First Transit for operations and maintenance services to add CTSA support services to scope of work.

8. ADOPT RESOLUTION 2019-20-05 APPROVING AMENDMENT #4 TO 2016 RCTA GENERAL MANAGER CONTRACT TO ADD CTSA-SUPPORT TASKS TO SCOPE OF WORK

Mr. Rye explained this amendment is to approve the extra time that it will take Mr. Rye and Mr. Herron to carry out the tasks of the CTSA programs.

On a motion by Director Fallman, seconded by Director Roberts, and on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2019-20-05 approving amendment #4 to 2016 RCTA general manager contract to add CTSA supportive tasks to scope of work.

9. APPROVE PURCHASE ORDER 2019-20-06 TO GETGOING SOFTWARE/JIGSAW ANALYTICS FOR ELIGIBILITY/TRAVEL TRAINING SOFTWARE AND HOSTING FOR USE IN RCTA'S CTSA TRANSIT TRAVEL TRAINING AND ADA ELIGIBILITY DETERMINATION PROGRAMS

Mr. Rye explained this amendment is to pay for the annual licenses and training for the custom software that will be needed to carry out the CTSA programs.

On a motion by Director Gitlin, seconded by Director Roberts, and on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2019-20-06 approving the purchase order to GetGoing software Jigsaw/Analytics for Eligibility/Travel training software and hosting for use in RCTA'S CTSA Transit Travel Training and ADA Eligibility Determination Programs.

10. DISCUSSION OF LCTOP FREE BUS PROGRAM-APPROVE EXPANSION OF GRANT FUNDED PILOT PROGRAM TO INCLUDE COLLEGE, HIGH SCHOOL, MIDDLE SCHOOL STUDENTS, AND VETERENS EFFECTIVE JULY 1, 2019

Mr. Rye presented that over time the projects being funded by LCTOP have evolved. The first year RCTA chose purchase and install of two new bus shelters as the project. The second year RCTA began spending the funds on a discount bus pass program for students at College of the Redwoods. In year three this morphed into a program that allowed students at the college to ride for free with their student ID (and added HSU students). RCTA uses the LCTOP funds to offset its lost fares cost. This year RCTA proposes to continue those services with the colleges and now open them up to high school, middle schools as well as veterans with ID. A concern with the program is it may not be a permanent thing. In spite of those concerns, Mr. Rye suggests that the Board approve the expansion of the free rides program at this time and should funding need to be reduced or eliminated in the future the agency will deal with that scenario at that time. Director Gitlin asked if they would have the veterans show their DoD card. Mr. Rye responded that he didn't know. Director Berkowitz commented that veterans should have an ID card and asked what kind of outreach was taken for high school because some of the students didn't know about this program. Mr. Rye responded that he did not have much luck reaching out to the school district, beyond the collaborative planning meetings with the District's Transportation Director. Bus headsigns were programmed to promote the program, and a large buy was placed on the exterior of the RCTA fleet to raise awareness. The website was revamped to place this program on the front page. Director Kime asked if she could have a stack of the brochures to take to the schools. Director Roberts asked if there will be tracking of program ridership in order to evaluate the cost. Mr. Rye responded yes there RCTA tracks all ridership from this program separately. Director Kime commented she sees the benefit to the veterans themselves and would like to see more progress on Outreach.

On a motion by Director Gitlin, seconded by Director Fallman, and on a polled vote the Redwood Coast Transit Authority Board of Directors approved the expansion of Grant funds for the pilot program to include College, High School, Middle School students and Veterans effective July 1, 2019.

11. DISCUSSION AND ACCEPTANCE OF TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDIT BY MICHAEL BAKER INTERNATIONAL FOR THE DEL NORTE LOCAL TRANSPORTATION COMMISSION.

Mr. Rye presented the background and led discussion of the triennial performance audit.

On a motion by Director Fallman, seconded by Director Roberts, and on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Transportation Development Act (TDA) Triennial Performance Audit by Michael Baker International for the Del Norte Local Transportation Commission.

12. OPERATIONS REPORT – FIRST TRANSIT, GENERAL MANAGERS REPORT,-HERRON/TMTP

Mr. Rye reported that they're waiting on two new low-floor buses for use on Crescent City Local Routes, and these Champion buses should arrive soon. Mr. Rye reported that if there is to be a meeting in October, he will have to call in. Chuck Clarkson wanted to thank the board for being open to wage augmentation consideration. Mr. Clarkson reported that last week on Wednesday there was a situation. Someone took up residence at the Walmart shelter. Three or four calls were made with law enforcement but they were unable to help. Mr. Clarkson reported that the resident did move on but there was concerns with the citizens and the negative impact these encounters with homeless at bus stops may have on RCTA ridership. Mr. Rye commented it was scary and unfortunate and if we can't protect those shelters maybe we shouldn't continue to add them to the system? Mr. Rye suggested the RCTA get a meeting with the City and County to see if we can get law enforcement support with this situation. Director Gitlin commented that Walmart has full-time security in their parking lot currently. Mr. Clarkson reported that there was a fender bender down by the Veteran Center but the situation was addressed quickly and no routes were missed because of it. Mr. Clarkson reported that First Transit's partnership project with RCTA to integrate DoubleMap AVL/CAD into the system is progressing. The system has been deployed for all of FY 2018-19, and shows where the buses are at all times. Mr. Clarkson reported that they did have a chance to take part in the transportation fair with the schools and he did have a chance to talk with the kids about the program that they are going to offer to them. Mr. Clarkson reported that he will be out the second week of September for a First Transit GM meeting.

13. ADJOURN

Redwood Coast board of directors adjourn the meeting at 2:52 p.m. the next regular meeting is on December 16th 2019 at 1:30 p.m. at the Board of Supervisors Room.

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