

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
FRIDAY, JUNE 29, 2020 AT 5:15 P.M.
Zoom Meeting

PRESENT: ALEX FALLMAN (CHAIRMAN), ROGER GITLIN (VICE CHAIRMAN), BOB BERKOWITZ,
VIDETTE ROBERTS

ABSENT: HEIDI KIME

ALSO PRESENT: JOSEPH RYE, CHUCK CLARKSON, DAN HERRON, NICOLE BURSHEM

1. CALL MEETING TO ORDER. ROLL CALL

Chairman Fallman called the meeting to order at 5:15 p.m. and Nicole Burshem took roll.

2. PLEDGE OF ALLEGIANCE

Chairman Fallman led the Pledge of Allegiance.

3. PUBLIC COMMENT

The following person(s) commented on the following: None

4. CONSENT CALENDAR

4A. ADOPT RESOLUTION 2019-20-13 APPROVING AMENDMENT #1 TO AGREEMENT WITH FIRST TRANSIT FOR OPERATIONS AND MAINTENANCE SERVICES TO ALLOW UTILIZATION OF CARES ACT FTA FUNDING ASSISTANCE

4B. APPROVE RELEASE OF REQUEST FOR PROPOSALS FOR FINANCIAL AUDIT SERVICES

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 Consent Agenda items 4A-4B.

5. APPROVE THE MINUTES OF MAY 29TH, 2020 RCTA BOARD WORKSHOP

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 from May 29th, 2020, as shown.

6. DISCUSSION OF RCTA FREE RIDES PROGRAM AND REQUEST TO EXTEND PROGRAM THROUGH FY 2020-21

Discussion was held regarding the free rides program. Mr. Rye reported in March of 2017 RCTA established the Free Bus program to introduce college students to transit. The fare lost to RCTA was reimbursed by annual LCTOP grant funds. The charts attached to the packet show the increase in student ridership and as LCTOP grants funds grew so did our program. RCTA expanded the program to free ridership to CR, then CR to HSU, then added the Del Norte USD secondary schools and Veterans with ID. The program was popular even without a robust marketing campaign.

The Redwood Coast Transit Authority Board of Directors by Consensus approved to extend the program through FY 2020-21.

7. DISCUSSION OF AUGUST 2020 SERVICE CHANGES

Discussion was held regarding August 2020 Service Changes. Mr. Rye reported the proposed service changes are as follows 1). to deploy an AM version of Route 300 to increase main bell-time options to both DNHS and CEMS; 2) Realign Routes 1 to serve Crescent Elk Middle School and establish new stop on G Street at School; 3) Eliminate 6:50-7:00 service on Route 2. Mr. Rye reported that staff recommends only the one service addition of Route 300 AM trip. Chairman Fallman asked if we have met with the superintendent for the DNUSD. Mr. Rye responded they did about one time three years ago and are working directly with DNUSD Transportation again this summer.

8. APPROVE EXTENSION OF COVID-19 OPERATIONAL EXPENSES – HAZARD PAY AND BUS DISINFECTING CONTRACT – THROUGH AUGUST 31, 2020 TO CONTINUE SALE OPERATIONS DURING COVID -19 RE-OPENING PHASES

Discussion was held regarding approval of extension of operational expenses. Mr. Rye reported in March 2020 the Board approved cuts of service which was implemented on April 6, 2020. In April 2020 the Board was presented with options to elevate bus cleaning and augment operations staff pay. These two things were important to maintaining service as available drivers had quickly become a problem at the initial start of COVID-19. Earlier on March 25, 2020 the Senate implemented a \$25 Billion public rescue/stimulus package known as the Cares Act to help fund transit agencies to help pay for lost sales tax funding, lost fare revenues, and increase operations cost to deliver service during the pandemic. Mr. Rye reported that staff recommends the Board approve extending the COVID-19 operational expenditures through August 31, 2020. Director Gitlin asked how ridership is holding up; are the numbers good or is it low. Mr. Rye responded we have about half the riders since COVID-19 started. Director Gitlin asked are we bleeding money because we are going through all these hoops cleaning buses and its expensive, has there been any financial pitfalls. Mr. Rye responded yes we

are spending some money to do this. The good news is the one-time money through the Cares Act is adequate to reimburse us for any of these expenses that are COVID related.

Redwood Coast Transit Authority Board of Directors by Consensus approved extending the COVID-19 operation expenditures through August 31, 2020.

9. ADOPT RESOLUTION 2019-20 APPROVING FISCAL YEAR 2020-21 RCTA BUDGET

Discussion was held regarding Fiscal year 2020-21 RCTA Budget. Dan Herron and Mr. Rye presented the budget to the Board and discussed the upcoming projections and presumptions for the upcoming Fiscal Year. Director Gitlin excused himself from the meeting at 5:58 P.M.

On a motion by Chairman Fallman, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2019-20-14, Approving Fiscal year 2020-21 RCTA Budget.

10. APPROVAL OF RESOLUTION 2019-20-15 AUTHORIZING THE SUBMITTAL OF THE RCTA FISCAL YEAR 2020-21 TRANSPORTATION DEVELOPMENT ACT CLAIM PACKET TO THE DEL NORTE LOCAL TRANSPORTATION COMMISSION

Discussion was held regarding Resolution 2019-20-15. Mr. Rye reported this is the TDA claim packet for RCTA to claim our finds for the coming year.

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 Resolution 2019-20-15 Authorizing the submittal of the RCTA Fiscal Year 2020-21 Transportation Development Act Claim Packet to the Del Norte Local Transportation Commission.

11. DISCUSS 2020 BUS STOP IMPROVEMENT PROJECTS AND APPROVE PURCHASE ORDERS(S) PROCURING 2020 BUS STOP IMPROVEMENT AMENITIES (SHELTERS, BENCHES, SIGNS AND SIGNPOSTS) USING SB-1 STATE OF GOOD REPAIR FUNDS

Discussion was held regarding Bus Stop Improvements. Mr. Rye reported it is a high priority of the board to improve RCTA bus stops. Chairman Fallman asked what direction needs to come from the board regarding the projects. Mr. Herron responded we would like direction on the recommended approach and direction for the General Manager to deliver project. Director Roberts asked in regard to ada compliance for a pad with wheel chair access. Will that be considered in the feature?. Mr. Herron responded yes that will be included in these projects and a big part of the plan and a major site selection factor.

The Redwood Coast Transit Authority Board of Directors by Consensus approved the General Manager to deliver the projects for the Bus Stop Improvement Projects and

purchase order(s) procuring 2020 Bus Stop Improvement amenities using SB-1 State of Good Repair Funds.

12. OPERATION REPORT – FIRST TRANSIT

Chuck Clarkson reported that ridership has been on the low side of 170 and the high side of 250 but has stabilized. We are running a little under 200 people less per day than before COVID. We are having maintenance challenges with some of our buses and there was an incident reported last week. Some kids shot pellets at the bus and took out the back window. Thankfully the bus was empty at the time and will be back in-service tomorrow. Director Berkowitz asked if RCTA has lost many drivers due to the COVID.

13. GENERAL MANAGERS REPORT – Nothing to report at this time.

14. ANNOUNCEMENTS

The following Directors commented on the following: None

15. ADJOURN – NEXT RCTA BOARD MEETING WILL BE MONDAY AUGUST 24, 2020 AT 5:15 P.M.

Redwood Coast Board of Directors adjourned at 6:22 P.M.

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