

AGENDA

South Coast Business Employment Corporation
93781 Newport Lane, Coos Bay, OR 97420
February 8, 2021 8:00 a.m.

This meeting will be accessible to the public via zoom. <https://zoom.us/j/667827645>
Or Dial: +1 346 248 7799 or +1 929 205 6099; Webinar ID: 667 827 645

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CHANGES TO AGENDA**
- 4. CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**
- 5. APPROVAL OF BOARD OF DIRECTORS MEETING MINUTES**

Proposed Motion: Approve the minutes as presented.

Document: [Minutes from January 11, 2021](#)

- 6. FINANCIAL REPORTS**

Background: The financial report provides information about how the budget was implemented for CCATD for FY2020. The Balance Sheet CCATD provides a comprehensive picture of the assets and requirements.

Proposed Motion: Approve the financial reports as presented.

Documents: [Financial Reports December 30](#); [Balance Sheet December 30](#)

- 7. OLD BUSINESS**

- a. Transit Master Plan, Susan Wright**

Background: The Transit Master Plan is a compass document for the District for the next 10 years which identifies short-, mid- and long-range opportunities and includes guidance to enhance services, facilities, and coordination with other transit services. Attached is the final plan document. The document has been available for public review.

Proposed Motion: To adopt the Transit Master Plan.

Document: [Transit Master Plan](#)

- b. Electronic Fare Collection System Update**

Background: On January 11, 2021 the Board of Directors approved the selection of OpenMove as the vendor for the electronic fare collection system. The Board requested additional due diligence to be conducted around the risk and liability associated with the payment card industry in connection with the District vs the vendor associated with the implementation of the electronic fare system.

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Document: [Draft Contract from OpenMove](#)

c. STF and 5310 Plan for Distribution

Background: At the recommendation of the Advisory Committee, the CCATD Board of Directors to approved the STF/5310 Solicitation on December 14, 2020 for posting. A single application was received from GM Hope in response to the solicitation.

On January 25, 2021, the GM Hope walked the CCATD AC through his response to the solicitation and answered any questions that the members of the CCATD AC. Metz then reviewed the proposed distribution of STF and 5310 Funds in support of the day-to-day operations of the existing lines of service which were identified as core and secondary essential.

The solicitation response and the funding distribution was found to be consistent with the previously identified priorities and the plan either maintains or improves services and programs that meet the needs of seniors and persons with disabilities; therefore, the CCATD Advisory Committee recommends the CCATD Board of Directors accept the STF/5310 plan and the proposed fund distribution to services and programs as presented.

Proposed Motion: Move to accept the STF/5310 plan and the proposed fund distribution to services and programs as presented and authorize submission of the grant proposals.

Document: [Grant Applications and Fund Distribution](#)

8. NEW BUSINESS

a. Grant Applications for 5311 and 5304

Background: Per the CCATD Fiscal Policy Manual, the Board of Directors will approve any grant application that is greater than \$100,000.

Section 5311 Formula Grants for Rural Areas. This program supports rural public transportation providers operating in areas with populations of fewer than 50,000 by financing operations, capital, project administration, preventive maintenance, planning, and mobility management projects. This is one of the primary funding streams for the district. The application is for \$526,565 of which \$54,079 is match from STIF.

Section 5304 Statewide Transportation Planning Grant Program. This federal fund periodically provides grants for planning projects that lead to improved mobility and transit access for citizens, more livable and economically vibrant communities, and more efficient and well-coordinated public transportation

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systems. CCATD is planning on partnering with the Coquille Tribe to secure a consultant to coordinate efforts to update the plans for both agencies supporting human services transportation across the greater Coos County Area. This concerted effort in coordination will help to reduce costs by combining data collection and travel of the consultant for economies of scale as well as facilitating planning which meet the overlapping needs of populations in our rural area of Oregon. This application is for \$100,000 of which \$20,000 is match from STF.

Proposed Motion: Move to authorize management to submit the application for funding under FTA Section 5311.

Proposed Motion: Move to authorize management to submit the application for funding under FTA Section 5304 pending any necessary adjustments to reflect the participation level of the Coquille Tribe.

Document: [5311 Application](#) & [5304 Application](#)

b. Disinfecting Equipment

Background: On December 2, 2020 the District requested quotes from qualified vendors to furnish a portable comprehensive vehicle decontamination system. No proposals were submitted by the deadline of December 31, 2020. The RFQ was reposted on January 6, 2021.

Proposed Motion: Move to approve the purchase from Creative Bus Sales.

Document: [Summary of RFQ Results](#)

c. New Federal Mask Requirements Update

Background: The Centers for Disease Control and Prevention (CDC) issued an Order imposing a mask requirement applicable to public transportation systems, rail, and van, bus and motorcoach service providers to mitigate the risk of COVID-19. The CDC Order implements President Biden's Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, "to save lives and allow all Americans, including the millions of people employed in the transportation industry, to travel and work safely."

Science-based measures are critical to preventing the spread of COVID-19. Mask-wearing is one of several proven life-saving measures including physical distancing, appropriate ventilation and timely testing that can reduce the transmission of COVID-19. Requiring masks will protect America's transportation workers and passengers, help control the transmission of COVID-19, and aid in re-opening America's economy.

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Proposed Motion: Move to adopt the Mask Policy.

Documents: [Why and What are the Requirements](#); [EO on Promoting COVID-19 Safety](#); [CDC Mask Order](#); [TSA Security Directive](#); [Proposed Mask Policy](#)

d. Application for Dial-A-Ride

With the changes in services staff and adoption of the Transit Master Plan, staff recommends the revised application to make it easier for potential passengers to be classified as eligible.

Proposed Motion: Move to adopt the revised application for Dial-A-Ride.

Document: [revised application with tracked changes](#)

e. APD Request to Contract for Non-Medical Rides

Document: [Contract with GM comments](#); [NEMT Questions](#)

f. Seeking Board Approval on Purchases Exceeding \$10K

Background: The General Manager has spending authority up to \$10,000. All other purchases and contractual commitments which exceed \$10,000 shall be approved by the Board.

Kittelson & Associates invoice for the development of the Coos County Transit Master Plan for which there is a grant and CCATD has a 10% match requirement.

Proposed Motion: Move to authorize payment to Kittelson.

Document: [Kittelson Invoice](#)

9. GENERAL MANAGER REPORT

Document: [DR Metrics](#); [Fixed Rt Metrics](#); [NTD](#); [Passenger Trips](#); [Charts](#)

10. CITIZEN COMMENTS ON NON AGENDA ITEMS (Limited to three minutes/person)

11. NEXT MEETING

March 8, 2021 Board of Directors, 8AM

12. ADJOURN

BOARD RESOURCES

[Election Information](#)

[STIF Plan](#)

Coos County Area Transportation District (CCATD)

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This agenda does not limit the ability of the Directors to consider additional subjects. The CCATD Board reserves the right to place a time limit on public testimony on any matter. The meeting place is accessible to those with disabilities. If a special accommodation is needed, please contact the office at least 24 hours prior to the meeting (541.267.7111).