

AGENDA

South Coast Business Employment Corporation
93781 Newport Lane, Coos Bay, OR 97420
October 12, 2020 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 JOINT BOARD & ADVISORY COMMITTEE MEETING MINUTES**

Proposed Motion: Approve the minutes as presented.

Document: Minutes from [October 12, 2020](#)

- 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 September 30](#); [Balance Sheet September 30](#)

- 7. OLD BUSINESS**

- a. Monthly review of the public health risk and necessity to continue hazard pay**

Background: CCATD waived fare collection 3/27/2020; furthermore, CCATD received the CARES 5311 Grant Agreement 34194 which has a balance as of August 31, 2020 of \$149,913 which has been earmarked for the e-fare system for the safety of the CCATD Operators.

CCATD has been awarded but not yet received an agreement from ODOT that will cover \$21,620 in Hazard pay; \$34,560 Contracted Sanitation Service; \$21,089 Temporary Staffing for Sanitation; \$22,620 Administration related to COVID.

A typical accrued month for hazard pay expense is \$4,685 and for bus sanitation is \$4,000 so the new award will cover September – December with extra cushion for a one month spike.

AGENDA

South Coast Business Employment Corporation
93781 Newport Lane, Coos Bay, OR 97420
October 12, 2020 8:00 a.m.

Proposed Motion by the Board: To continue compensating hourly CCATD staff hazard pay through December 31, 2020.

8. NEW BUSINESS

a. CCATD Advisory Committee Reviews STF/5310 Solicitation

Background: The purpose of the Special Transportation Fund (STF) is to 1) maintain and expand transportation programs and services for seniors and individuals with disabilities; 2) create new services for seniors and those with disabilities; and 3) plan and develop transportation services for those not currently served.

The purpose of 5310 formula grants is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available.

Per Article IV Section B, the CCATD Advisory Committee: 1) Advises CCATD regarding the opportunities to coordinate STF Funds and STF-funded projects with other transportation programs and services to avoid duplication and gaps in service; 2) Reviews the proposed distribution of STF Formula Funds and makes recommendations to CCATD; and 3) Participates in the developing and updating of the STF plan.

Per the ODOT State Management Plan, and approved by the Oregon Transportation Commission, Section 5310 small urban funds are distributed by formula to STF Agencies, who then conduct a local solicitation process and select projects for funding from their allocated amount.

To that end the CCATD Advisory Committee is reviewing the draft solicitation that communicates local priorities and eligibility criteria to be used in support of a public process for agencies to respond for consideration in the provisioning of the identified core services and supplemental critical services which are consistent with the Coordinated Plan for funding with STF and 5310 funds.

Proposed Motion by CCATD Advisory Committee: To recommend to the CCATD Board of Directors to approve the draft STF/5310 Solicitation with the provision that if changes need to be made following the ODOT training on December 10, 2020 for compliance, staff has the latitude to make those adjustments.

Additional Information: The solicitation will lay over for a month and the CCATD Board of Directors will take action on the STF/5310 Solicitation at the December 14th Board Meeting. The solicitation will be posted December 15th, applications will be due January 12th, applications will be reviewed January 25th by the

AGENDA

South Coast Business Employment Corporation
93781 Newport Lane, Coos Bay, OR 97420
October 12, 2020 8:00 a.m.

CCATD Advisory Committee with opportunity for public comment, CCATD Advisory Committee recommendations will be posted for public comment January 26th, comments will be review by the CCATD Board of Directors February 8 with final approval of STF/5310 funding recommendations.

Document: [Draft Solicitation Document](#)

b. CCATD Advisory Committee Deliberates on the STIF Local Priorities

Background: This is the first deliberation on the STIF Local Priorities.

Staff will incorporate input from public comment and CCATD Advisory Committee in preparation for the December 15 where the STIF Plan will come to the floor for the CCATD Advisory Committee to take formal action in recommending to the Board of Directors to approve the STIF Plan.

Document: [Draft STIF Projects 2021-23](#)

c. 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.

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

Proposed Motion by the Board: To approve payment on the invoice presented.

Documents: [Kittelson Transit Master Plan Invoice](#)

d. E-Fare System Bids

Documents: [Historical timeline of the RFQ](#)

e. Resolution 2020-53 Loss Prevention

Background: For insurance purposes it is necessary to document and communicate the shared goal of the importance of safety and health for all and the expectations of identifying and mitigating risk.

Proposed Motion by the Board: To approve resolution 2020-53 encouraging workers and supervisors to be safety conscious and provide tools to do so.

Documents: [Resolution 2020-53](#)

f. Advertising

Coos County Area Transportation District (CCATD)
& CCATD Advisory Committee

AGENDA

South Coast Business Employment Corporation
93781 Newport Lane, Coos Bay, OR 97420
October 12, 2020 8:00 a.m.

9. GENERAL MANAGER REPORT

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

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

11. NEXT MEETING – Joint Meeting of the Board and Advisory Committee
December 15, 2020 8am

12. ADJOURN