

AGENDA

South Coast Business Employment Corporation 93781
Newport Lane, Coos Bay, OR 97420
May 11, 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. REPORT OF THE INDEPENDENT AUDITOR

Paul Nielson, Isler CPA

Document: [2019 CCAT Financial Statements, Presentation Slides](#)

5. APPROVAL OF BOARD MEETING MINUTES

Proposed Motion: Approve the minutes as presented.

Document: Minutes from [April 13, 2020](#) and [April 23, 2020](#)

Side note: On April 23rd no one made a motion on the award of contract to BAE for sanitation; however, it was voted upon unanimously by all present.

6. FINANCIAL REPORTS

Background: The financial report provides information about how the budget was implemented for CCATD for FY2019. The Balance Sheet is combined for CCAT and CCATD providing a comprehensive picture of the assets and requirements.

Proposed Motion: Approve the financial reports as presented.

Document: CCATD [Financial Rept. March 31, 2020](#), [Combined Balance Sheet](#)

7. OLD BUSINESS

a. Update on Warranty Deed for Ocean Blvd property

b. Monthly review of the public health risk and necessity to continue fare waiver

Proposed Motion: To continue waiving fare collection to mitigate community spread of COVID-19 while protecting CCAT operators.

c. Memorandum of Agreement (MOA) with the Coquille Indian Tribe

Document: [MOA](#)

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8. NEW BUSINESS

a. Enroll in a Credit Card Program

Background: Credit cards are mechanisms for purchasing goods and services for Coos County Area Transportation District. Currently CCATD does not have their own corporate credit card, which is creating an issue with the General Manager having to use his personal credit card to purchase specific items needed for the office. If approved by the Board, CCATD would be able to purchase items on the corporate credit card that are necessary for the office and reduce administrative time in reimbursements. Through Umpqua Bank and the CommUNITY Card program there is no annual fee and 3% in fees if not paid off monthly. Staff recommends establishing a line of credit for \$9,000 with a card for the General Manager of \$5,000 and a card for the Operations Manager in the amount of \$4,000. The District already has a credit card use policy.

Proposed Motion: Authorize the General Manager to execute any necessary agreements to participate with the Umpqua Bank CommUNITY Card program that will establish a \$9,000 line of credit with the General Manager and Operations Manager acting as the two card custodians.

b. Hazard Differential Pay Plan

Proposed Motion: To approve the \$2.00 hazard pay as outlined in the FTA Section 5311 grant application for all hourly staff effective 3/1/20 and that it be reviewed every Board Meeting to determine if it is still necessary.

c. On-Call Standby Time Policy

Background: As the General Manager is using on-call and standby time as a staffing strategy, it is necessary to have a policy to discern compensatory versus non-compensatory time.

Proposed Motion: To approve the On-Call Standby Time Policy

Document: [Policy](#)

d. Fares Ordinance

Document: [Ordinance](#)

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e. Title VI

Proposed Motion: To approve a public hearing for June 8, 2020 at 8:00 am to consider Bus Service Improvements, Changes, and new fares proposed for July 1, 2020.

Document: [Slides](#)

9. GENERAL MANAGER REPORT

Document: [Slides](#)

10. NEXT MEETING – June 8, 2020 8am

11. ADJOURN