

**AGENDA**

South Coast Business Employment Corporation  
93781 Newport Lane, Coos Bay, OR 97420  
December 14, 2020 8:00 a.m.

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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 [November 9, 2020](#)

- 6. APPROVAL OF BOARD OF DIRECTORS MEETING MINUTES**

Proposed Motion: Approve the minutes as presented.

Document: Minutes from [November 20, 2020](#)

- 7. 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 October 30](#); [Balance Sheet October 30](#)

- 8. OLD BUSINESS**

- a. CCATD Board of Directors Approves 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.

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

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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 reviewed 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.

On November 11, 2020, the CCATD Advisory Committee voted 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.

The following adjustments were made on the solicitation for continuity/compliance with the state applications for STF and 5310:

- A protest procedure was added
- In lieu of a project cost and match information, a fully allocated cost per ride is requested and source of 10.27% match
- A question was added on systems and methodology used to project, count, record, and report the number of rides
- A question was added on how the project was planned, designed, and will be carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available.

Proposed Motion by the Board: To approve the solicitation as presented.

Additional Information: The solicitation will be posted December 15<sup>th</sup>, applications will be due January 12<sup>th</sup>, applications will be reviewed January 25<sup>th</sup> by the CCATD Advisory Committee with opportunity for public comment, CCATD

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Advisory Committee recommendations will be posted for public comment January 26<sup>th</sup>, comments will be review by the CCATD Board of Directors February 8 and provisional awards for STF/5310 announced. Deadline for appeal is February 15 at noon.

Document: [Draft Solicitation Document](#)

**b. CCATD Advisory Committee Deliberates on the STIF Local Priorities**

Background: The CCATD Advisory Committee conducted its first deliberation on the STIF Local Priorities on November 11, 2020. There were no recommendations from the Committee or during public comment to incorporate into the plan.

Proposed Motion by the CCATD Advisory Committee: To recommend to the CCATD Board of Directors to approve the STIF Plan.

Additional information: The STIF Plan will layover for a month following the advisory committee's recommendation and will be an action item at the January CCATD Board of Directors meeting.

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

**9. NEW BUSINESS**

**a. Accept ODOT Agreement Number Agreement 34604**

Background: Per the Fiscal Policy Manual the Board will approve acceptance of all grants. The total project cost is estimated at \$205,726.00. In accordance with the terms and conditions of this Agreement, the State shall provide Recipient an amount not to exceed \$205,726.00 and the District's share is an expected local match of \$0.

This Agreement provides financial support for general public transportation services in the state of Oregon to provide relief from expenses incurred in response to the COVID-19 pandemic.

The services provided for under this Agreement are

Project 1 - Operations

Project to assist in preservation of existing public transit services in Coos County, including the areas served in Lane County. This project will support all fixed route services to support social distancing requirements and support access for all communities in the areas served. The cost of delivering these services is \$20,726.

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**Project 2 - Vehicle Purchase**

Purchase of an additional vehicle to aid in the social distancing requirements as riders return to daily activities. The bus will provide a measure of safety for both drivers and passengers as social distance and service will both be covered. The cost to purchase an additional bus is \$150,000.

**Project 3 - Preventive Maintenance, Sanitization Equipment**

Project to fund purchase and installation of fogging systems for buses used in Coos County and services provided by Coos County Area Transportation District. The cost of delivering the COVID-19 mitigation equipment is \$35,000.

Proposed Motion by the Board: To approve acceptance of ODOT Agreement 34604.

Documents: [Agreement 34604](#)

**b. Investment Plan for Coronavirus Aid, Relief, and Economic Security**

Attached is the investment plan schedule for the Board's information addressing coronavirus aid, relief and economic security.

Document: [Planned Investments CARES](#)

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

Background: CCATD was awarded three CARES grants as shown on the investment plan for Coronavirus Aid, Relief, and Economic Security. Funds from the three grants were/are available for a variety of eligible expenses including driver hazard pay for the sixteen-month period between March 2020 and June 2021.

The General Manager will continue to assess the COVID Risk on a monthly basis to determine if hazard pay is warranted.

Proposed Motion by the Board: To authorize the continuance of hazard pay for hourly CCATD staff until such time the metrics of the public health risk in Coos County do not warrant hazard pay or the funds available under CARES is exhausted, whichever comes first.

**10. GENERAL MANAGER REPORT**

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

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

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**12. NEXT MEETING**

**January 11 CCATD Board of Directors, 8AM**

**January 25 CCATD Advisory Committee, 8AM**

**13. ADJOURN**