

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes November 8th, 2021**

1. **CALL TO ORDER** - Meeting was called to order at 9:00 am by Chairman Veysey

2. **ROLL CALL** –
Present: Chair Doug Veysey, Vice Chair Tara Johnson, Director Irvin, Director Mason-Long and Director Taylor

Absent: Director Dovenspike and Director Dewater

Staff – Melissa Metz, Jane Stebbins and Corey Leckband

Guest: Dick Leshley and Jennifer Boardman/ODOT and Rick Grey

3. **RECESS OPEN MEETING/EXECUTIVE SESSION**
We will now go into executive session pursuant to ORS 192.660(2)(h), to consult with legal counsel concerning the legal rights and duties of the District with regards to litigation.

The Board, General Manager, and Legal Counsel were moved to a breakout room. There were no Representatives of the news media present.

4. **CLOSE EXECUTIVE SESSION/RECONVENE OPEN MEETING**
A follow up executive meeting will be scheduled on Nov 29, 2021 at 9am. No action items were brought forward.

5. **CHANGES TO AGENDA – None**

6. **CITIZEN COMMENTS ON AGENDA ITEMS – None**

7. **CONSENT AGENDA**
Approval of Minutes October 11, 2021 and October 14, 2021
Accept the Financial Report Sept 30 and Balance Sheet Sept 30
Accept the Ridership Report October 2021
Ratify 5339 Bus Grant Request

Motion: Director Johnson moved to accept the consent agenda as presented.
Director Taylor seconded. Passed unanimously.

8. **GUEST PRESENTATION – Rick Grey, Seal Rock Financial Inc.**
Rick Grey reviewed health benefit options and cost including a plan with Pacific Source/Bend Chamber of Commerce. Melissa will run the numbers and discuss the options with the CCATD employees and present a recommendation at the next Board meeting.

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9. OLD BUSINESS

a. Compensation discussion continued

- Holiday One Time Salary Adjustment

Motion: Director Johnson moved to approve \$100 plus fringe for staff and \$150 plus fringe for the supervisor to be issued on the December 7 payroll. Director Taylor seconded. Passed unanimously.

- Intermediary Step of 2.5%-5% Adjustment

With the consideration of adding health benefits to the compensation package, Metz recommends that we continue with the hazard pay of \$2/hr while we continue to have CARES funding as a discretionary resource.

- Longer Term Pay Scale Adjustment

For the December 13 Board of Directors Meeting, Metz will provide a recommendation on a sustainable compensation benefits plan for implementation January 1.

b. Update Driver Shortage and Service Curtailment

Positions as of 10/8/21	# Open	Offers Pending BGC/Physicals	Onboard/Training
Drivers	1	0	1

Curtailment between Oct 11 – Nov 5

CB/NB DAR Supplemented by Cab Services Oct 11, 12

No lunch relief – suspension of services during lunch break Charleston, Pirate & Bulldog Oct 11 – Nov 5

Curtailment between Nov 8 – Nov 19

No lunch relief – suspension of services during lunch break Charleston, Pirate & Bulldog Nov 8 – 12

10. NEW BUSINESS

a. RFP Coordinated Human Services Plan Update

A solicitation seeking a firm to update our respective plans was issued on October 7, proposals were received from three respondents by October 22, and then scored by committee. Out of the three that applied Nelson/Nygaard scored the highest.

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Motion: Director Taylor moved to award Nelson\Nygard Consulting Associates a contract from CCATD not to exceed \$60,000. Director Johnson seconded. Passed unanimously.

b. Fare Ordinance First Reading

The Ordinance previously passed in June has been problematic to operationalize when it comes to the intercity routes. It is necessary to present the intercity fares in a format that can more easily be understood and applied by both staff and the public.

Motion: Director Long moved to approve the first reading of the fare ordinance 21-02. Director Taylor seconded. Passed unanimously.

c. Resolution Rider's Guide DAR Eligibility

The District received an application for Dial-A-Ride service in Bandon who is neither an elder, nor has a disability or health condition, nor a student. By policy it would be necessary to deny this individual's application; however, services are greatly under-utilized in Bandon at this time while alternative transportation is limited to none.

Motion: Director Johnson moved to adopt Resolution 2021-6 adding Limited General Public Dial-A-Ride Service. Director Irvin seconded. Passed unanimously.

11. GENERAL MANAGER REPORT

- a. Recruitment for Planner Update:
Candidates are still being sought out for this position
- b. Veteran's Day Reminder:
CCATD will be operating 2 services on Veterans Day. Dial-A-Ride for medical and employment transportation, and the Florence Express route.

12. CITIZEN COMMENTS ON NON-AGENDA ITEMS –

Jennifer Boardman gave an NTD update, a few issues were found, and a list will be emailed out for resolution. ODOT submitted a 5339 Federal grant that included CCATD's request for two buses. Competition is very high for these grants and the likelihood for award is low. Another State grant funding cycle is coming around in January which may be more attainable.

13. NEXT MEETING – Joint meeting with the Advisory Committee December 13th @ 9am

14. ADJOURNMENT – The meeting was adjourned at 10:37am by Chairman Veysey