

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes December 14th, 2020**

1. **CALL TO ORDER/ROLL CALL** – Meeting was called to order at 8:00 AM by Vice Chair Veysey and Melissa Metz called the roll.

Board Members Present: Chair Dick Leshley, Vice Chair Doug Veysey, Secretary LouAnn Dewater, Director Tara Johnson, Director Melissa Dovenspike and Director Timm Slater

Absent: Director Lauren Morris

Advisory Committee Members Present: Elizabeth Stephens, Mike Merchant, Diane Johnson and Gabriella Colton.

Absent: Genavieve Sharkey, Selena Kelly, Shelley Mason, Mike Claassen

Staff: David Hope, Melissa Metz and Jane Stebbins

Guest: Jennifer Boardman

2. **CHANGES TO AGENDA: None**
3. **CITIZEN COMMENTS ON AGENDA ITEMS - None**
4. **MINUTES** – Director Dick Leshley moved to approve the Board minutes from November 20th, 2020. Motion was seconded by Director Tara Johnson. Passed unanimously.

Director Dick Leshley moved to approve Board and Advisory minutes for November 9th, 2020 and LouAnn Dewater seconded. Passed unanimously.

5. **FINANCIAL REPORTS** – 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.

Director Dick Leshley moved to approve the financial reports for October 2020. Director Tara Johnson seconded. Passed unanimously.

6. **OLD BUSINESS**

- a. **CCATD Board of Directors Approves STF/5310 Solicitation**

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 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.

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Director Tara Johnson moved to approve the STF/5310 Solicitation as presented and Director Dick Leshley seconded. Passes unanimously.

b. CCATD Advisory Committee Deliberates on the STIF Local Priorities

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.

As the CCATD Advisory Committee did not have a quorum, this action item is postponed to the January 11, 2021 Joint Meeting of the CCATD Board of Directors and CCATD Advisory Committee.

Director Dick Leshley moved to approve action being tabled into the next Board and Advisory Committee meeting, Director Timm Slater seconded. Passed unanimously.

7. NEW BUSINESS

a. ODOT Agreement Number Agreement 34604

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.

Director Dick Leshley moved to approve ODOT Agreement Number 34604, LouAnn Dewater seconded. Passed unanimously.

b. Monthly Review of the public health risk and necessity to continue hazard pay

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 access the COVID Risk on a monthly basis to determine if hazard pay is warranted.

Director Dick Leshley moved to approve continued hazard pay through January 31st 2020, Director LouAnn Dewater seconded. Passed unanimously.

8. GENERAL MANAGER REPORT – GM Hope provided the board a general update including last month's performance metrics generated from Ecolane.

- On Time Performance for Paratransit 89% @ 2.2 riders per hour
- On Time Performance for Fixed Route: 100% @ 1.7 riders per hour
- Passengers per hour for Fixed Route: 116 Rides per day and rising
- NTD Ridership Activity Summary Report: 673 Rides Monthly and rising

9. CITIZEN COMMENTS ON NON-AGENDA ITEMS – None

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10. **NEXT MEETING** – January 11th at 8am at SCBEC

11. **ADJOURNMENT** – Doug Veysey at 8:45 AM