

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes January 11th, 2021**

1. **CALL TO ORDER:** Meeting was called to order at 8:03 AM by Chair Leshley
2. **ROLL CALL** – Melissa Metz called the roll.

Board Members Present: Chair Dick Leshley, Vice Chair Doug Veysey, Director Lauren Morris, Director Tara Johnson and Director Melissa Dovenspike

Absent: Timm Slater and LouAnn Dewater

Staff: David Hope, Melissa Metz. and Jane Stebbins

Guest: Jennifer Boardman ODOT, Susan Wright w/ Kittelson & Associates, Spencer Gordon w/ Nasburg & Huggins and Nate Hall

3. **CHANGES TO AGENDA: None**
4. **CITIZEN COMMENTS ON AGENDA ITEMS - None**
5. **MINUTES** – Director Johnson moved to approve the minutes from January 11th, 2020. Motion was seconded by Director Veysey. Passed Unanimously
6. **FINANCIAL REPORT** – The Board was provided information about how the budget was implemented for CCATD for the FY2020.
Motion: Director Veysey moved to approve the Financial Report for FY2020. Motion was seconded by Director Morris. Passed unanimously.
7. **OLD BUSINESS**

a. Transit Master Plan, Susan Wright

Background: The Transit Master Plan is a compass document for the District for the next 10 years which identifies short-, mid- and long-range opportunities and includes guidance to enhance services, facilities, and coordination with other transit services.

Motion: Director Morris moved to approve the adoption of the Transit Master Plan. Director Johnson seconded the motion. Passed unanimously.

b. Electronic Fare System

Background: On January 11, 2021 the Board of Directors approved the selection of OpenMove as the vendor for the electronic fare collection system. Counselor Stebbins outline a couple points that need to be changed in the contract from OpenMove. The Board requested at the next meeting that Counselor Stebbins prepare a summary of what she requested to be changed and the final change in the contract for the next meeting.

c. STF and 5310 Plan for Distribution

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Background: At the recommendation of the Advisory Committee, the CCATD Board of Directors to approve the STF/5310 Solicitation on December 14, 2020 for posting. A single application was received from GM Hope in response to the solicitation. On January 25, 2021, the GM Hope walked the CCATD AC through his response to the solicitation and answered any questions that the members of the CCATD AC. Metz then reviewed the proposed distribution of STF and 5310 Funds in support of the day-to-day operations of the existing lines of service which were identified as core and secondary essential.

The solicitation response and the funding distribution was found to be consistent with the previously identified priorities and the plan either maintains or improves services and programs that meet the needs of seniors and persons with disabilities; therefore, the CCATD Advisory Committee recommends the CCATD Board of Directors accept the STF/5310 plan and the proposed fund distribution to services and programs as presented.

Motion: Director Veysey moved to approve the STF/5310 plan and the proposed fund distribution to services and programs as presented and authorize submission of the grant proposals. Director Johnson seconded. Passed unanimously.

8. NEW BUSINESS

a. Grant Applications for 5311 and 5304

Background: Per the CCATD Fiscal Policy Manual, the Board of Directors will approve any grant application that is greater than \$100,000.

Section 5311 Formula Grants for Rural Areas. This program supports rural public transportation providers operating in areas with populations of fewer than 50,000 by financing operations, capital, project administration, preventive maintenance, planning, and mobility management projects. This is one of the primary funding streams for the district. The application is for \$526,565 of which \$54,079 is match from STIF.

Section 5304 Statewide Transportation Planning Grant Program. This federal fund periodically provides grants for planning projects that lead to improved mobility and transit access for citizens, more livable and economically vibrant communities, and more efficient and well-coordinated public transportation systems. CCATD is planning on partnering with the Coquille Tribe to secure a consultant to coordinate efforts to update the plans for both agencies supporting human services transportation across the greater Coos County Area. This concerted effort in coordination will help to reduce costs by combining data collection and travel of the consultant for economies of scale as well as facilitating planning which meet the overlapping needs of populations in our rural area of Oregon. This application is for \$100,000 of which \$20,000 is match from STF.

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Motion: Director Veysey moved to approve management to submit the application for funding under FTA Section 5311. Director Dovenspike seconded. Passed unanimously.

Motion: Director Veysey moved to approve management to submit the application for funding under FTA Section 5304 pending any necessary adjustments to reflect the participation level of the Coquille Tribe. Director Johnson seconded. Passed unanimously.

b. Disinfecting Equipment

This case study was provided as background material from Jennifer Boardman, ODOT. Per the CCATD IT Specialist, the District is addressing potential vulnerabilities per his recommendation of adding a cybersecurity insurance policy and through the RFQ responses. The District's goal is for any potential liability to fall upon the vendor or covered by insurance.

Motion: Director Johnson moved to approve the purchase from Creative Bus Sales. Director Morris seconded. Passed unanimously.

c. New Federal Mask Requirements

Background: The Centers for Disease Control and Prevention (CDC) issued an Order imposing a mask requirement applicable to public transportation systems, rail, and van, bus and motorcoach service providers to mitigate the risk of COVID-19. The CDC Order implements President Biden's Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, "to save lives and allow all Americans, including the millions of people employed in the transportation industry, to travel and work safely."

Science-based measures are critical to preventing the spread of COVID-19. Mask-wearing is one of several proven life-saving measures including physical distancing, appropriate ventilation and timely testing that can reduce the transmission of COVID-19. Requiring masks will protect America's transportation workers and passengers, help control the transmission of COVID-19, and aid in re-opening America's economy.

Motion: Director Veysey moved to approve the new face mask policy. Director Dovenspike seconded. Passed unanimously.

d. Application for Dial-A-Ride

With the changes in services staff and adoption of the Transit Master Plan, staff recommends the revised application to make it easier for potential passengers to be classified as eligible. The Board decided to change pages 1 & 6 to remove the term "Licensed Professionals" to "Professionals." Again on page 6 to completely remove one of the options on the list of professionals "Mobility Instructor for the Visually Impaired."

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Motion: Director Morris moved to approve the adoption of the revised application for Dial-A-Ride. Director Johnson seconded. Passed unanimously.

e. APD Request to Contract for Non-Medical Rides

David went over the contract with the board and highlighted areas of the contract that aren't feasible for CCATD, meaning that it's more labor intensive in the eligibility process, and would require additional staff time. David recommends that APD existing services without a contract and pay for services without a contract in place like any other client. David suggested to the Board to come back to the APD Contract after we have OpenMove operational. Board agreed to table the discussion until after OpenMove becomes operational.

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

Motion: Director Morris moved to approve the payment to Kittelson. Director Johnson seconded. Passed unanimously.

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

DR Metrics – OTP 93% at 1.45 Rides per hour

Fixed Route – OTP 100% at 1.45 Rides per hour

NTD Report – Total trips in December 610

Passenger Trips – 1,464 Unlinked passenger trips

Charts – Para trips 599, Trips per hour 1.45, DFR trips 1,321, DFR trips per hour 1.79,

Commuter/Intercity Trips 154 and Commuter/Intercity Trips per hour 0.41

Total trips 2,074, Total trips per hr. 1.36

10. CITIZEN COMMENTS ON NON-AGENDA ITEMS – None

11. NEXT MEETING – March 8th, 2021

12. ADJOURNMENT – Dick Leshley adjourned the meeting at 9:10 AM