

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes June 14th, 2021**

PUBLIC HEARING – FY 2021-2022

Background: The CCATD Budget Committee approved the FY2021-2022 Budget on April 19, 2021. Furthermore, the legal notice of budget hearing was posted in the World Newspaper on May 28, 2021 using Form LB-1.

Call for Public Testimony on the FY 2021-2022 Budget - **None**

1. **CALL TO ORDER:** Meeting was called to order at 8:06 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, Director Louann Dewater, Director Melissa Dovenspike and Director Timm Slater

STAFF: David Hope, Melissa Metz and Jane Stebbins

GUEST: Jennifer Boardman ODOT and Shelley Mason

3. **CHANGES TO AGENDA:** None
4. **CITIZEN COMMENTS ON AGENDA ITEMS - None**
5. **APPROVAL OF MINUTES –**
Director Slater moved and seconded by Director Johnson to approve the minutes as corrected.
6. **FINANCIAL REPORT –** The Board was provided information about how the budget was implemented for CCATD for the FY2020. The balance sheet CCATD provides a comprehensive picture of the assets and requirements.

Motion: Director Veysey moved to approve the financial reports as presented, Director Johnson seconded. Passed unanimously.

7. **OLD BUSINESS -**
 - a. Fares Ordinance

Background: This is the second reading of Ordinance 21-01 establishing fares for the use of District services effective Monday, July 19th.

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Motion: Move to adopt Ordinance 21-01 establishing fares for the use of District services effective Monday, July 19th. Director Johnson Moved. Director Slater seconded.

Motion: Director Slater moved to table the Fares Ordinance so that the Ordinance could be presented for a second reading in title only. Seconded by Director Dewater. Passed unanimously.

Motion: Director Dewater moved to reopened the motion to adopt Ordinance 21-01. Seconded by Director Dovenspike. Passed unanimously. Ordinance 21091 passed unanimously establishing fares for the use of District services effective Monday, July 19th.

b. Compliance Report

GM Hope presented the written ODOT compliance report. CCATD did very well on the compliance review. The findings were on use and maintenance of project equipment. Lube, oil and filter changes need to be done on time.

8. NEW BUSINESS

a. Resolution 2021-3 to adopt and appropriate the FY2021-2022 Budget

Motion: Director Veysey moved to approve resolution 2021-3 to adopt and appropriate the FY2021-2022 Budget. Director Slater seconded. Passed unanimously.

b. Accept ODOT Agreement Number 35126

Background: Per the Fiscal Policy Manual the Board will approve acceptance of all grants. The total project cost is estimated at \$75,000.00. In accordance with the terms and conditions of this Agreement, the State shall provide Recipient an amount not to exceed \$60,000.00 and the District's share is an expected local match of \$15,000 from STIF. The purpose of the project is to Update the Coordinated Human Services Public Transportation Plan

Motion: Director Dovenspike moved to approve acceptance of ODOT Agreement 35126. Director Dewater seconded. Motion passed unanimously.

c. Accept ODOT 5311 Agreement Number 34979

Background: Per the Fiscal Policy Manual the Board will approve acceptance of all grants. The total 5311 project cost is estimated at \$750,322. In accordance with the terms and conditions of this Agreement, the State shall provide Recipient an amount not to exceed \$696,243.00 and the District's share is an expected local match of \$54,079 from STIF.

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The purpose of the project is

Operating	\$325,000 (Admin)
Preventative Maintenance	\$201,565
CARES	\$223,757

Motion: Director Morris moved to approve acceptance of ODOT 5311 Agreement 34979. Director Johnson seconded. Passed unanimously.

d. Accept ODOT Agreement Number 34941

Background: Per the Fiscal Policy Manual the Board will approve acceptance of all grants. The total project cost is estimated at \$296,662.00. In accordance with the terms and conditions of this Agreement, the State shall provide Recipient an amount not to exceed \$296,662.00 and the District's share is an expected local match of \$0.00.

The purpose of the project is to provide match to our federally funded projects.

Motion: Director Dovenspike moved to approve acceptance of ODOT Agreement 34941. Director Morris seconded. Passed unanimously.

e. Hazard Pay

Background: On April 30, 2021, TSA extended the face mask requirement for all transportation networks, including public transportation, through September 13, 2021. The mask requirement protects America's transit workers and passengers and helps control the transmission of COVID-19.

Motion: Director Slater moved to approve ongoing hazard pay for staff until such time TSA lifts the federal face mask requirement. Director Dewater seconded. Passed unanimously.

f. Update on Open Move Contract

CCATD and Open Move had a great kick off meeting. Going forward we will have weekly meetings with Open Move. There will be more to report on as meetings continue. During the discussion the Board recommended to involve the drivers in the meetings with Open Move to become more educated in the implementation of the software.

g. Radio Communications/Infrastructure

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Background: Radio communication technologies facilitate interaction among drivers, dispatchers, emergency responders and other personnel involved in transportation operations. CCATD currently utilizes a standard CB frequency that is currently outdated. Connectivity to the tower is poor. There are dead spots across the service area and no connection with drivers in Roseburg, Florence, and Powers. In addition, the drivers and dispatchers experience crackling reception when the radios do work making communication difficult in the best scenario.

Josephine County was experiencing similar challenges with their radio system and recently moved to iTalk 220 handhelds they used CARES funding to pay for it, reasoning it is safer for drivers to not be touching common radios. The whole system was for 33 users and included a year of monthly charges up front for \$24,000.

Motion: Director Dovenspike moved to approve to hire a radio servicing company to do an assessment of the existing system to explore if the existing system can be made functional including price proposal or if the system needs to be retired and replaced. Director Slater seconded. Motion failed unanimously.

The BOD supports researching the options on associated with the radio system for the safety of staff.

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

DR Metrics – OTP 94% at 2.35 Rides per hour

Fixed Route – OTP 100% at 1.99 Rides per hour

NTD Report – Total trips 786

Passenger Trips – 2,682 Unlinked passenger trips

Charts – Para trips 786, Trips per hour 1.86, DFR trips 1,672, DFR trips per hour 2.32, Commuter/Intercity Trips 242 and Commuter/Intercity Trips per hour 1.84

Total trips 2,682, Total trips per hr. 1.75.

Added to the GM report was the Accidents-Complaints-Deviations spreadsheet. This spreadsheet shows the monthly numbers of accidents, complaints and deviations made every month. There was only one accident to report and that was bus 213 at NBMC hit the overhang at the clinic. Repair was made.

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10. Executive Session

Motion: Director Veysey moved to recess into executive session pursuant to ORS 290.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Director Dovenspike seconded. Passed unanimously.

Reconvened following executive session. No action to be taken.

11. **PRESENTATION OF SERVICE PLAQUES**

Chair Leshley, Director Morris and Director Slater were all presented with plaques as they prepare to conclude their term on the board as founding members. They were recognized their dedication to the past, present and future successes of CCATD.

12. **CITIZEN COMMENTS ON NON-AGENDA ITEMS: None**

13. **NEXT MEETING** – Monday July 12th, 2021

14. **ADJOURNMENT** – Dick Leshley adjourned the meeting at 9:13 AM