

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes November 9th, 2020**

1. **CALL TO ORDER/ROLL CALL** – Meeting was called to order at 8:02 AM by Chair Leshley and Dick Leshley called the roll.

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

Advisory Committee Members Present: Genavieve Sharkey, Elizabeth Stephens, Shelley Mason, Mike Claassen, Mike Merchant and Selena Kelly.

Absent: Gabriella Colton, Diane Johnson

Staff: General Manager David Hope and Staff Melissa Metz.

Guest: Jane Stebbins and Jennifer Boardman

2. **CITIZEN COMMENTS ON AGENDA ITEMS - none**
3. **MINUTES** – Director Doug Veysey moved to approve the minutes from October 12th, 2020. Motion was seconded by Director Melissa Dovenspike. Passed unanimously.
4. **FINANCIAL REPORTS** – Director Timm Slater moved to approve the minutes for October 12th. Director Tara Johnson seconded. Passed Unanimously.

5. **OLD BUSINESS**

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

Background: CCATD waived fare collection 3/27/2020; furthermore, CCATD received the CARES 5311 Grant Agreement 34194 which has a balance as of August 31, 2020 of \$149,913 which has been earmarked for the e-fare system for the safety of the CCATD Operators.

CCATD has been awarded but not yet received an agreement from ODOT that will cover \$21,620 in Hazard pay; \$34,560 Contracted Sanitation Service; \$21,089 Temporary Staffing for Sanitation; \$22,620 Administration related to COVID.

A typical accrued month for hazard pay expense is \$4,685 and for bus sanitation is \$4,000 so the new award will cover September – December with extra cushion for a one month spike.

Director Doug Veysey moved to approve continued hazard pay through December 31st, 2020. Director Lauren Morris seconded. Passed unanimously.

6. **NEW BUSINESS**

- a. **CCATD Advisory Committee Reviews 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)

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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 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 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 has 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.

Selena Kelley moved 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. Shelley Mason seconded. Passed unanimously.

The solicitation will lay over for a month and the CCATD Board of Directors will take action on the STF/5310 Solicitation at the December 14th Board Meeting. The solicitation will be posted December 15th, applications will be due January 12th, applications will be reviewed January 25th by the CCATD Advisory Committee with opportunity for public comment, CCATD Advisory Committee recommendations will be posted for public comment January 26th, comments will be review by the CCATD Board of Directors February 8 with final approval of STF/5310 funding recommendations at that time.

b. CCATD Advisory Committee Deliberates on the STIF Local Priorities

This is the first deliberation on the STIF Local Priorities. There were no recommendations from the Committee or during public comment to incorporate into the plan.

The STIF Plan will come to the floor for the CCATD Advisory Committee to take formal action in recommending to the Board of Directors to approve the STIF Plan in December.

c. Seeking Board approval on Purchases Exceeding 10K

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Director Veysey moved to approve the invoice from Kittelson & Associates for their work on the Coos County Transit Master Plan as presented. Director Timm Slater seconded. Passed unanimously.

d. E-FARE SYSTEM BIDS

The Board asked to repost the request for quotes as the Vendors need to meet all requirements of the RFQ and respond to all the questions.

e. RESOLUTION 2020-53 LOSS PREVENTION

Background: For insurance purposes it is necessary to document and communicate the shared goal of the importance of safety and health for all and the expectations of identifying and mitigating risk.

Director Melissa Dovenspike moved to approve resolution 2020-53 encouraging workers and supervisors to be safety conscious and provide tools to do so. Director Tara Johnson seconded. Passed unanimously.

f. Advertising

At this time, the Board agreed that establishing a policy around advertising was not a high priority item and will be revisited in the future.

7. **GENERAL MANAGER REPORT** – GM Hope provided the board a general update including last month's performance metrics generated from Ecolane. Some of the highlights included:
 - On Time Performance for Paratransit 90%
 - On Time Performance for Fixed Route: 100%
 - Passengers per hour for Fixed Route: 2.41 rides per hour and rising
 - NTD Ridership Activity Summary Report: Showed a rise in monthly passenger trips that of 3,193 ride in a month and are still going up.
8. **CITIZEN COMMENTS ON NON-AGENDA ITEMS** – none
9. **NEXT MEETING** – December 14, 2020 at 8am at SCBEC
10. **ADJOURNMENT 9:34 AM**