**Coos County STF Advisory Committee Meeting**

**Thursday September 7, 2018 at 2:00pm**

**South Coast Business Employment Corporation**

**93781 Newport Lane, Coos Bay, Or 97420**

1. **Call to Order/Introduction of members and guests/Additions to Agenda**

The meeting was called to order by Dick Leshley at 2:00pm, members and staff were introduced.

**MEMBERS PRESENT:**

Dick Leshley

Melissa Dovenspike

Doug Veysey

Mike Merchant

Selena Irvin

Cathy Pennington

Melissa Cribbins

Mike Classen

**MEMBERS ABSENT:**

Mike Marchant

**STAFF PRESENT:**

Sergio Gamino, Transit Manager

Andrew Burgmeier Operations Supervisor

1. **Consent Agenda**

**MOTION:** Commissioner Melissa Cribbins moved to approve the Consent Agenda. The motion was seconded by Dick Leshley and passed unanimously.

1. **Managers’ Report**

Sergio Gamino started by presenting the theme for the organization, Safety. People getting to and from their destinations safely and staff safety. Changes have been made

within CCAT to promote professionalism, and mindfulness and respect to clientele. All drivers now are in uniform tops and jackets. Mid-Level management has been

introduced, Andrew Burgmeier moved from Lead Dispatch and Scheduler and is now Transt Operations Supervisor running the day to day operations of CCAT. A new dispatcher has been hired on as well. Sergio will also be looking to hire a Road Supervisor who will be responsible for enforcing the standard for the drivers, such as Pre-Trip checks and Post-Trip checks, securing passengers and respond to emergencies and complaints, also down the road Sergio will be opening positions for a Lead Fixed Route Loop Driver, and a Lead Dial-a-Ride demand response driver. The new ODVA shuttle is up and operational taking veterans to Roseburg on Tuesdays and Thursdays and to Eugene on Wednesdays. CCAT did some sponsor work to promote services on the VA Shuttle at the Speedway, and also were present at the Stand Down. Andrew went over the many bus route time changes and expansions of loop services, new stops, Intercity connector meets east loop at the same time, expanded hours in Coquille and Myrtle Point DAR, and new dedicated drivers, and the elimination of deviated stops. Ridership has stayed fairly consistent, but hopes to increase with the expansions.

1. **Grant Updates**

Tribal Grant: The Coquille Indian Tribe is working diligently to meet all requirements before they can receive the grant money. This grant will fund a third loop to help reduce wait times for our riders. Sergio is working to find out if they can use the funds sooner or have to spread it out over a three year period. As for the other grants Sergio recapped on all the monies received and their objectives.

1. **STIF Update**

The House Bill that passed last September is a wage tax on people who work in Oregon at .001%. That money is to reside within each county, or a qualified entity. Coos County is the qualified entity that will receive all the employee tax. For Coos County projects that means about $800,000.00 per year going back in to the county for public transportation. CCAT has a couple more steps to make before they are ready to apply for the STIF grant but are confident they will meet all the steps on time.

1. **Action Item:**

Bylaws were introduced to the Committee and reviewed, with a few corrections the committee agreed on them and are ready to be sent to the BOC for approval and adoption.

1. **Meeting Schedule**
2. **Items to accomplish**
3. Submit STIF Plan to BOC for approval to submit to ODOT by November 1st, 2018 deadline.
4. Gather a list of interested/recommended committee members for BOC to appoint. Sergio has a few candidates in mind for the Advisory Committee who are transit users, seniors and who are disabled. He mentioned that the Director of Star of Hope is interested in becoming a member.
5. The System Advisory Committee members are Public Officers and are therefore “Mandatory Reporters”, a Webinar was suggested for a training experience for familiarity.
6. **MOTION:** Commissioner Melissa Cribbins moved to accept the Bylaws for approval by the BOC. The motion was seconded by Dick Leshley and passed unanimously.
7. **Good of the Order/Adjournment – Next meeting**

The Advisory Committee will be meeting again Tuesday September 25th at 10:00 am and again October 11th at 10:00 am.

**The meeting was adjourned by Dick Leshley, and was seconded by Selena Irvin at 3:20pm.**