

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes August 10, 2020**

1. **CALL TO ORDER/ROLL CALL** – Meeting was called to order at 8:01AM. On behalf of Chair Leshley, Metz called the roll.

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

Absent: Director Melissa Dovenspike

Staff: General Manager David Hope, Staff Melissa Metz

Guest: Jennifer Boardman, ODOT

2. **CHANGES/POSTPONEMENTS** – none
3. **CITIZEN COMMENTS ON AGENDA ITEMS** - none
4. **MINUTES** – Director Slater moved to approve the minutes from July 13, 2020. Motion was seconded by Director Johnson. Passed unanimously.
5. **FINANCIAL REPORTS** – Director Veysey moved to approve the financial reports as presented. Motion was seconded by Director Dewater. Passed unanimously.
6. **OLD BUSINESS**

Monthly review of the public health risk and necessity to continue the fare waiver

GM Hope recommended for the safety of the staff to continue the fare waiver and hazard pay. Director Veysey moved to continue waiving fare collection to mitigate community spread of COVID-19 while protecting CCAT operators. The motion was seconded by Director Slater. Pass unanimously.

Monthly review of the public health risk and necessity to continue hazard pay

Director Veysey moved to continue hazard pay for those eligible. The motion was seconded by Director Morris. Pass unanimously.

7. **NEW BUSINESS**

Contract with SCBEC for Project Management

As a stop gap measure during the formation for the District contract language was adopted from the pre-existing county contract for SCBEC to continue project management without much review. Director Veysey moved to accept the contract as presented. The motion was seconded by Director Morris. Director Leshley abstained. Motion Passed Ayes: 5; Nays: 0; Absent: 1; Abstain: 1.

Accept ODOT Agreement Number 34379 Rural Veteran's Healthcare

Per the Fiscal Policy Manual the Board approves acceptance of all grants. The total project cost is estimated at \$50,000.00. In accordance with the terms and conditions of this

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Agreement, the State shall provide Recipient an amount not to exceed \$50,000.00 and the District's share is an expected local match of \$0. Recipient will implement an eleven-month program to lower the barriers veterans face accessing transportation options. The primary goal of the program is to increase veterans' access to healthcare services by raising awareness of and confidence in using public transportation options. Director Veysey moved to approve acceptance of ODOT Agreement 34379. Motion was seconded by Director Morris. Passed unanimously.

Proposed timeline for grant solicitations 2021/2023

The proposed timeline provides the compass on how the Board of Directors will meet its obligations as outlined for STF in ORS 391.830 and OAR Chapter 732 and STIF as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025. Director Veysey moved to adopt the timeline for responding to the 2021/2023 grant solicitations as the Qualified Entity for Coos County. Motion was seconded by Director Morris. Passed unanimously. Director Johnson moved to authorize staff to prepare a presentation on the Roseburg and Florence Routes to the SWACT for the purpose of securing the required letter of support for continued 2021/2023 STIF Discretionary funding. Motion was seconded by Director Dewater. Passed unanimously.

8. **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%
- Passengers per hour for Paratransit: 1.96
- Trips/day for Paratransit: 35
- On Time Performance for Fixed Route: 100%
- Passengers per hour for Fixed Route: 1.9
- Trips/day for Fixed Route: 74

9. **GUEST PRESENTATION BY JENNIFER BOARDMAN, ODOT**

Jennifer gave a presentation on the role and responsibilities of the Board of Directors.

- a. Policy Making

A governing board is a policymaking body, a type of organization within your transportation agency which is a formally constituted group of people working within a structure and process to accomplish a particular mission, that is, to govern.

- b. System Innovation

The board's role is to lead in deciding what the organization should be, where it is headed, and what it should become in the near term and the long run.

- c. Oversight of the system's performance and legal and fiduciary responsibilities

The board will need to know the enabling legislation and bylaws as well as the laws, rules, regulations, and standards that apply to the organization.

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The board will then determine how well the organization is performing by comparing the outcomes with original goals.

- i. Take regular tours of the transit system and interviews with staff members- especially after changes to the staff or system.
 - ii. Review mission, responsibilities, performance targets, website, budget, policies and procedures including the safety management system.

- d. Customer and Citizen Representation
Often, riders depend on public transit staff and the board to champion their rights and best interests. The board builds the public image and system value for everyone; they are advancing public understanding and support for the agency, and system-wide growth.

- e. Board Development
Access ODOT, Oregon and National Associations, and their conferences

- f. Evaluate the General Manager

10. CITIZEN COMMENTS ON NON AGENDA ITEMS – none

11. NEXT MEETING – September 14, 2020; 8am

12. ADJOURNMENT 9:02AM