

**Coos County Area Transportation District  
Board of Directors  
Regular Meeting  
Minutes May 11, 2020**

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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, Secretary LouAnn Dewater, Director Lauren Morris, Director Melissa Dovenspike, Director Tara Johnson, Director Doug Veysey and Director Timm Slater.

Staff: General Manager David Hope, Staff Melissa Metz, Jane Stebbins, Legal Counsel

2. **CHANGES/POSTPONEMENTS – none**

3. **REPORT OF THE INDEPENDENT AUDITOR** – Paul Nielson, Isler CPA gave a presentation on CCAT 2019. P. Nielson reviewed the required communications, Oregon Minimum Standards, multi-year trend in change in fund balance and days in fund balance. In connection with Isler’s testing, nothing came to their attention that caused them to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

4. **MINUTES** – Director Slater moved to approve the minutes from April 13, 2020 and April 23, 2020 as presented. Motion was seconded by Director Johnson. Passed unanimously. It was noted that at the April 23<sup>rd</sup> meeting that although all voted unanimously to award the sanitation contract to BAE there was no motion.

5. **FINANCIAL REPORTS** – Metz walked the Board through its first financial report for the District for the month end of March 31, 2020. She then reviewed the Balance Sheet with the board which is a combined CCAT and CCATD report providing a comprehensive picture of the assets and requirements. Director Veysey moved to approve the financial reports as presented. The motion was seconded by Director Slater. Passed unanimously.

6. **OLD BUSINESS**

**Update on the Warranty Deed** – County Counsel has indicated they have all they need to sign off on the Warranty Deed for the Ocean Blvd property, but we have not yet received it.

**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. 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.

**Memorandum of Agreement (MOA) with the Coquille Indian Tribe** – Discussion ensued. GM Hope and Director Lauren will meet and discuss further before the next regular meeting.

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**7. NEW BUSINESS**

**Enroll in a Credit Card Program** - Credit cards are mechanisms for purchasing goods and services for Coos County Area Transportation District. Currently CCATD does not have their own corporate credit card, which is creating an issue with the General Manager having to use his personal credit card to purchase specific items needed for the office. If approved by the Board, CCATD would be able to purchase items on the corporate credit card that are necessary for the office and reduce administrative time in reimbursements. Through Umpqua Bank and the CommUNITY Card program there is no annual fee and 3% in fees if not paid off monthly. Staff recommends establishing a line of credit for \$9,000 with a card for the General Manager of \$5,000 and a card for the Operations Manager in the amount of \$4,000. The District already has a credit card use policy. Director Morris moved to authorize the General Manager to execute any necessary agreements to participate with the Umpqua Bank CommUNITY Card program that will establish a \$9,000 line of credit with the General manager and Operations Manager acting as the two card custodians. Motion was seconded by Director Johnson.

**Hazard Differential Pay Plan** - GM Hope recommended CCATD compensate staff hazard differential pay. Discussion ensued around the following themes: 1) Hours worked versus compensated hours; and 2) Drivers versus office staff. Director Dovenspike moved to approve the \$2.00 hazard pay for hours worked as outlined in the FTA Section 5311 grant application for all eligible hourly staff effective 3/1/20 and that it be reviewed every Board Meeting to determine if it is still necessary and funding is still available.

**On-Call Standby Time Policy** - As the General Manager is using on-call and standby time as a staffing strategy, it is necessary to have a policy to discern compensatory versus non-compensatory time. Director Morris moved to approve the On-Call Standby Time Policy. The motion was seconded by Director Veysey. Motion passed unanimously.

**Fares Ordinance** – Counsel provided the first reading on the Fares Ordinance.

**Title VI** – GM Hope provided a presentation on the proposed routes to be implemented in the next fiscal year. Highlights included Florence, Roseburg and Charleston route. Discontinuing Coos Bay to Coquille and the fixed route in Bandon which would be replaced with an intercity loop connecting Coos Bay, Bandon, Myrtle Point, Coquille and returning to Coos Bay. Reinstate service locations to SCBEC, North Bend, Mill Casino, Charleston and connection to Curry Transit. Switch services in Coos Bay and North Bend from a fixed route to deviated fixed route service. Director Veysey moved to approve a public hearing for June 8, 2020 at 8:00 am to consider Bus Service Improvements, Changes, and new fares proposed for July 1, 2020. The motion was seconded by Director Dovenspike. Motion passed unanimously.

8. **GENERAL MANAGER REPORT** – GM Hope provided a report on the temporary service shutdown from April 29-May 1 due to a potential COVID-19 contact. GM Hope shared that fixed route ridership is down approx. 50% and demand response ridership is down approx.

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66%. Discussion ensued as to whether the district should require face coverings for drivers and the public. The new dispatching software is set to go live May 19, 2020. We received news from the Department of Veteran Affairs that we can start using the ODVA bus.

9. **NEXT MEETING** – June 8, 2020; 8am

10. **ADJOURNMENT 10:12AM**