

**Coos County Area Transportation District  
Board of Directors  
Meeting Minutes  
January 13, 2020**

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1. **CALL TO ORDER** – Chair Leshley called the meeting to order at 8:06 AM and asked all present to introduce themselves.

Present: Chair Dick Leshley, Vice Chair Doug Veysey, Secretary LouAnn Dewater, Director Melissa Dovenspik, Director Lauren Morris and Director Timm Slater

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

Guests: Jennifer Boardman ODOT Regional Transit Coordinator, Genavieve Sharkey Chair CCATD Advisory Committee, Krystal Hopper Director of Communications Operation Rebuild Hope, Tom Benz, Southwestern Oregon Veterans Outreach

2. **CHANGES/POSTPONEMENTS – Addition:** Counsel will provide some information on the upcoming resolutions and an intergovernmental agreement from Coos County.
3. **APPROVAL OF THE JANUARY 6, 2020 BOARD MEETING MINUTES**  
Director Veysey moved to approve the January 6, 2020 Board Meeting Minutes.  
Director Slater seconded the motion.  
Discussion – Director Dewater and Director Veysey found instances where their name was spelled incorrectly.  
Motion passed unanimously.
4. **CITIZEN COMMENTS** - Tom Benz with Southwestern Oregon Veterans Outreach shared that he was in attendance today because he is concerned for Veterans without transportation access for medical needs and other services like the food bank.
5. **COMMUNICATIONS – None.**
6. **OLD BUSINESS**

**Resolution 2020-2: To adopt bylaws for the Coos County Area Transportation District**

Director Dovenspik moved to approve Resolution 2020-2 to adopt the bylaws. Director Morris seconded the motion.

Discussion – Counsel commented that section 7(c) regarding regular meetings was not consistent with some of the other documents. Director Slater commented that how it is currently worded does provide the Board some flexibility as it only specifies the Board meets monthly. Staff will review other documents; no change will be made to the Bylaws in this section. Counsel commented that section 8(b) on Special Meetings needs to be augmented to include time, place agenda for the public notice.

Director Dovenspik withdrew her motion.

Director Dovenspik moved to approve Resolution 2020-2 to adopt the bylaws incorporating Counsel's recommendation to section 8(b).

Director Veysey seconded the motion.

Motion passed unanimously.

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**Resolution 2020-15: To adopt the Human Resource Manual**

Director Veysey moved to approve Resolution 2020-15 to adopt the HR Manual. Director Slater seconded the motion.

Discussion – Staff confirmed that the recommendations made by SDAO have been incorporated into the Manual. Counsel commented that employment law has changed over the last three years and the recommended changes by SDAO represent those areas which have seen recent changes. General Manager Hope mentioned that the Manual is still under review with SDAO and there may need to be additional modifications down the road. M. Metz shared with the Board that having an adopted manual at this time is necessary to move forward with the transition for the cut over on February 3, 2020.

Motion passed unanimously.

**Resolution 2020-18: To appoint AC Members to the CCATD Advisory Committee**

Director Veysey moved to approve Resolution 2020-185 to appointing the three applicants to the Advisory Committee. Director Dewater seconded the motion.

Discussion – Chair Leshley asked to take each application one at a time. Director Slater inquired the necessity and Chair Leshley indicated that voting on them separately would provide more opportunities for discussion. Director Veysey shared that Mike Merchant has a long history with Transit in Coos County. Chair Leshley called for a vote on Mike Merchant. Motion passed unanimously. Director Veysey shared that Mike Clausen does a good job representing Bandon. Chair Leshley called for a vote on Mike Clausen. Motion passed unanimously. Director Morris moved to appoint Elizabeth Stevens. Director Dewater seconded the motion. Director Dewater asked if Elizabeth would have a conflict of interest since she works for SCBEC. Director Dovenspike indicated that Elizabeth's role at SCBEC assisting Seniors with their transportation needs is not in conflict with the role the Advisory Committee is to fulfill. Counsel added that conflict should not be a barrier to be on the Committee, but all members have a responsibility to declare such conflicts as they arise. J. Boardman also added that the Advisory Committee does not make decisions but recommendations to the Board of Directors so by its nature there should not be any conflicts. Motion passed unanimously.

**Resolution 2020-19: To establish bylaws for the Advisory Committee**

Director Veysey commented that these appear to be the same bylaws as were approved in September 2018. M. Metz confirmed the only change were the references to County.

Director Slater moved to approve resolution 2020-19, to establish bylaws for the Advisory Committee. Motion was seconded by Director Dovenspike. The motion passed unanimously.

**Resolution 2020-20: To adopt the Statewide Transportation Improvement Plan for Coos County**

J. Boardman shared that on January 22 there will be a change in ORS to allow for the transfer of an approved STIF plan to a newly appointed Qualified Entity. The Board of Directors has a choice to approve the plan or reject the plan with the understanding that there would be no money until the next biennium.

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Director Morris moved to approve resolution 2020-20, to adopt the STIF Plan. Motion was seconded by Director Dovenspike. The motion passed unanimously.

**7. INFORMATION ITEMS**

J. Boardman gave a presentation on STIF Rules and Duties. J. Boardman reviewed the required composition and role of the Advisory Committee, the required elements in the Advisory Committee bylaws, and the criteria ODOT looks for in a STIF Plan.

A discussion ensued around why the required student transportation element in the STIF Plan was defined as grades 9-12. J. Boardman didn't know but thought it was likely tied to the high rate of absenteeism.

J. Boardman also added that there is a workgroup developing a Master Plan for Transportation in Coos County. This will be one of the intergovernmental agreements that will be coming before the Board in the near future as part of the transfer from the County to the District. The Master Plan will serve as a road map for the next 20 years in transportation planning.

Chair Leshley mentioned the importance of engagement of the Advisory Committee and Board of Directors in planning activities like the Transportation Master Plan. Director Veysey commented that with our current leadership he was confident that engagement at both levels will be improved. AC Chair Sharkey indicated that inviting the AC to the Board Meetings would be one way to enhance engagement.

**8. LATE AGENDA ITEMS**

**Resolution 2020-22: To procure audit services**

Director Veysey moved to approve resolution 2020-22, to procure audit services. Motion was seconded by Director Dewater. The motion passed unanimously.

**Resolution 2020-23: To establish Title VI Plan**

Chair Leshley asked for an explanation of Title VI. Counsel explained that Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Counsel also added that Oregon has a more restrictive protection. J. Boardman added that once the Board adopts the Title VI Plan that it will be reviewed by staff at ODOT, as well.

General Manager Hope explained this was a more detailed Title VI plan than Coos County Area Transit had in the past.

Counsel also mentioned that our Limited English Proficiency Policy protects the District as it puts the burden on the client; however, the District may want to create ways for LEP clients to access services from a program operational prospective.

Director Veysey moved to approve resolution 2020-23, to adopt the Title VI Plan. Motion was seconded by Director Dewater. The motion passed unanimously.

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**Resolution 2020-24: To approve the Vehicle Equipment, Facility, and Bus Shelter Maintenance Plan**

General Manager Hope indicated that this is an enhanced plan from what was in place previously with Coos County Area Transit. The plan specifically realigns maintenance to the manufacturer's requirements of every 3,000 miles which will have some budget implications. Chair Leshley commented that proactive maintenance can save many dollars in the end and supported a more proactive maintenance approach. Discussion did ensue around the need to conduct a price analysis around the services we receive from Tom's Bulldog. J. Boardman did bring up that Tom's Bulldog is certified to do the lift maintenance which is a difficult service to secure in the area.

Director Dovenspike moved to approve resolution 2020-24 to approve the maintenance plan. Motion was seconded by Director Slater. The motion passed unanimously.

**Resolution 2020-25: To adopt paratransit no show policy**

Director Veysey encouraged everyone to experience the public transportation service.

Director Veysey moved to approve resolution 2020-25 adopting the paratransit no show policy. Motion was seconded by Director Morris. Discussion ensued, Chair Leshley asked if the policy was punitive in nature. General Manager Hope responded that it is fair. The motion passed unanimously while Director Morris was out of the room.

**Review of two draft resolutions and intergovernmental agreement**

Counsel reviewed Resolution 19-12-246L Transfer of Assets from Coos County to CCATD and Resolution 19-12-247L Transfer of Assets & Liabilities from CCAT to CCATD with the Board. Counsel recommended that Assets be accepted at the first Board Meeting after receipt of documents.

Director Dovenspike moved that the Board accept the recommendations presented by Counsel for 19-12-246L. Motion seconded by Director Slater. The motion passed unanimously.

Director Veysey moved that the Board accept the recommendations presented by Counsel for 19-12-247L. Motion seconded by Director Dewater. The motion passed unanimously.

Counsel reviewed a draft Intergovernmental Agreement with the Board. Counsel recommended that 2(B) the reference of Board Chair be changed to the General Manager. There was also discussion about employees having the option to carry vacation and sick balances to the District or have balances paid out in accordance with human resource policies. Counsel will follow up with County on the payroll liabilities. Director Veysey moved that the Board accept the recommendations presented by Counsel. Motion seconded by Director Slater. The motion passed unanimously.

9. **NEXT MEETING** – January 20, 2020; 8am

10. **ADJOURNMENT 9:45AM**