

**Coos County Area Transportation District
Board of Directors
Meeting Minutes
March 9, 2020**

1. **CALL TO ORDER/ROLL CALL** – Chair Leshley called the meeting to order at 8:00 AM and asked all present to introduce themselves.

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

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

Guest/New Director pending Oath: Tara Johnson

2. **CHANGES/POSTPONEMENTS** – The administration of the Oath of Office to Tara Johnson was postponed.
3. **CITIZEN COMMENTS** – None.
4. **APPROVAL OF THE FEBRUARY 10, 2020 BOARD MEETING MINUTES**
Director Morris moved to approve the February 10, 2020 Board Meeting Minutes.
Director Slater seconded the motion. Motion passed.
5. **FINANCIAL REPORT** – Metz provided the Board of Directors the January 2020 Financial Report for Coos County Area Transit. This was an information item as the report represents expenditures under the county system.
6. **OLD BUSINESS**

Award Legal Contract

CCATD posted on January 26, 2020 a request for proposals from qualified firms to provide general legal services with a deadline of February 24, 2020. CCATD received only one proposal and it was from Stebbins & Coffey demonstrating the firm's expertise and experience, a reasonable fee structure and Jane Welhouse Stebbins as our primary contact with the firm. Director Veysey moved to award the legal contract to Stebbins & Coffey. Motion was seconded by Director Slater. Motion passed unanimously.

Award Audit Contract

CCATD posted on January 15, 2020 a request for proposals from qualified firms to provide financial audit services with a deadline of February 24, 2020. Two proposals were received in response to the Financial Audit Services RFP for Coos County Area Transportation District: CliftonLarsonAllenLLP and Richard Maxwell CPA LLC. The committee rejected the CliftonLarsonAllen LLP proposal based on price. The proposal from Richard Maxwell CPA LLC demonstrated experience, an acceptable work plan and reasonable fee schedule. Director Dovenspike moved to award the financial audit services contract to Richard Maxwell CPA. Motion was seconded by Director Morris. Motion passed unanimously.

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Update on Title Report Regarding Ocean Blvd property

Counsel updated the Board on the Title Report and reported that there is a covenant that the property be used for public transit. Counsel will let Ticor Title know we want to move forward with the warranty deed.

7. NEW BUSINESS

CCATD Budget Calendar

Each year the Board of Directors reviews and approves the budget calendar for the CCATD. The calendar provides a detailed schedule of deadlines for the completion of the 2020-2021 fiscal year budget. Director Veysey moved to approve the 2020-2021 Budget Calendar. Motion was seconded by Director Slater. Motion passed unanimously.

Resolution 2020-45: CCATD Budget Officer

Oregon budget law requires that a Budget Officer be appointed by the Board of Directors for each budget cycle. The Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with budget law. Director Veysey moved to approve Resolution 2020-45 appointing Melissa Metz as the Budget Officer. Motion was seconded by Director Slater. Motion passed unanimously.

Resolution 2020-46: CCATD Budget Committee

To give the public ample opportunity to participate in the budgeting process, Local Budget Law requires that a budget committee be formed that includes voters from the district. The budget committee considers the budget proposed by the budget officer and comments made by the public and may make additions or deletions. When the budget committee is satisfied, it approves the budget. Director Slater moved to approve Resolution 2020-46 appointing citizen members to the Budget Committee. Motion was seconded by Director Dewater. Discussion ensued to continue marketing to increase public participation through Facebook and the website. Motion passed unanimously.

Public Transportation Agency Safety Plan Revision

The Coos County Area Transportation District (CCATD) Board of Directors approved the Public Transportation Agency Safety Plan (PTASP) on January 27, 2020. The revised PTASP provides for a temporary change to service which may be necessary due to an identified hazard. (The changes are in yellow highlight on page 32.) The current Coronavirus nationwide hazard prompted the recommended changes to the PTASP. Director Dewater moved to approve the revisions to the PTASP as outlined on page thirty-two. Motion was seconded by Director Morris. Motion passed unanimously.

Riders Guide Revision

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The Coos County Area Transportation District (CCATD) Advisory Committee were provided on February 24, 2020 the Revised Riders Guide. The revisions include three minor changes designed to clarify information for passengers and staff:

1. Page 13- Process for passengers to make adjustments to schedule
2. Page 19- Process for passengers to cancel trips
3. Page 33 -Intermediate stop request

Director Veysey moved to approve the revisions to the Riders Guide as outlined. Director Dewater seconded the motion. Motion passed unanimously.

Seeking Board approval of the following invoices:

The General Manager has spending authority up to \$10,000. All other purchases and contractual commitments which exceed \$10,000 shall be approved by the Board. All three invoices are allocated in the budget.

Creative Bus Sales \$108,076.00; Funding Source 33772 Discretionary STIF Roseburg
Schetky NW Sales \$77,894.00; Funding Source 33478 STIF Project #3 Rolling Stock
SDIS Insurance \$38,482; Funding Source, primarily 33569 General Operating Grant 5310

Director Veysey moved to approve payment on the invoices presented. Director Slater seconded the motion. Motion passed unanimously.

Election Invoice

All purchases and contractual commitments which exceed \$10,000 shall be approved by the Board. The only allowable revenue stream to cover this expense is fare-box. The invoice is allocated in the budget; however, to avoid compromising needed cash flow the County has agreed to the following payment plan.

Balance of Invoice 40,429.30
March 2020 Payment -22,000
April 2020 Payment -3,500
May 2020 Payment -3,500
June 2020 Payment -3,500
July 2020 Payment -4,000
Aug 2020 Payment -3,929.30
Total Left due 0.00

Director Dovenspike moved to approve payment schedule on the invoice presented. The motion was seconded by Director Slater. Motion passed unanimously.

Appointment to Advisory Committee

Mr. Samyukta Vendrathi submitted an application to serve on the Advisory Committee. Mr. Vendrathi's application and resume files are included for review by the CCATD Board members.

Director Dovenspike moved to approve Resolution 2020-47 to appoint Mr. Vendrathi to the Advisory Committee. Motion was seconded by Director Slater. Motion passed unanimously.

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Board of Directors Regular Meeting Dates

Mr. George Dunkel, Administrator, Special Districts Association of Oregon (SDAO) provided information relative to the duties and responsibilities of board members and staff on 2/24/20. A resolution containing the scheduled dates for all CCATD meeting was one of the responsibilities outlined by Mr. Dunkel. Director Morris moved to approve Resolution 2020-48 the CCATD meeting schedule for the remainder of 2020 with the addition of the time and address. Motion was seconded by Director Veysey. Motion passed unanimously.

8. GENERAL MANAGERS REPORT

a. Florence Route Update

We have the buses in place and we are hiring drivers. The schedule links Lane Transportation District and Curry Public transit. This will be a deviated fixed route. GM Hope is proposing the first month with no revenue. The Board recommended marketing through KCBY and The World.

b. ADA Paratransit Service Corridor / Deviated Fixed Route / Modes of Transit Services

David provided an overview of fixed route, paratransit and deviated fixed route including cost by mode, an analysis of passengers per hour and cost per trip.

c. Enterprise Software – Ecolane

Having an enterprise software system to schedule rides will make us more effective. The software we recommend is Ecolane. We had 13 responses. Ecolane had the highest score. Director Veysey moved award the contract to Ecolane and to authorize Dick to sign the contract once the details are finalized with the vendor. Motion was seconded by Director Slater. Discussion ensued and the score card was passed out by the three evaluators. Ecolane came in at 457 points particularly appealing was the return manifest productivity. Route Match came in at 386 points. HBSS came in at 358 points. Motion passed unanimously.

d. Charters

GM Hope received two Charter requests - Sip and Stroll Downtown and another for Homeless Vets. GM Hope explained to the Board that he needs a policy from the Board on Charters including when and how they would be provisioned. Director Veysey commented that he didn't want to compete against Mid-Columbia, for example. The County Fair service came up, a funded by STIF project, and it was clarified that this was a seasonal intercity route not a Charter.

e. Transportation Growth Management Contract Agreement

Director Morris moved to accept the assumption of the agreement on behalf of CCATD from CCAT and authorize the execution of the agreement. Motion was seconded by Director Veysey. Motion passed.

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9. CITIZEN'S COMMENTS – none

10. INFORMATION ITEMS

Counsel shared the draft letter to be sent out to those vendors who had concerns over the procurement process.

Counsel and the GM are working on an updated fares schedule.

11. NEXT MEETING – April 13, 2020; 8am

12. ADJOURNMENT 10:20AM