

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes March 8th, 2021**

1. **CALL TO ORDER:** Meeting was called to order at 8:00 AM by Chair Leshley
2. **ROLL CALL** – Melissa Metz called the roll.

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

Advisory Committee Members Present: Genavieve Sharkey, Selena Kelley, Shelley Mason, Mike Claassen, Mike Merchant, Diane Johnson and Elizabeth Stephens

Absent: Director Melissa Dovenspike and Gabriella Colton

Staff: David Hope and Melissa Metz

Guest: Jennifer Boardman ODOT

3. **CHANGES TO AGENDA: Remove Application portion on Item 8. A. Application will be revisited in June. David Hope along with the Advisory Committee will be revising the Application.**
4. **CITIZEN COMMENTS ON AGENDA ITEMS - None**
5. **MINUTES** – Director Veysey moved to approve the February 8th, 2021 minutes, Motion was seconded by Director Slater. Passed unanimously.
6. **FINANCIAL REPORT** – The Board was provided information about how the budget was implemented for CCATD for the FY2020. The balance sheet CCATD provides a comprehensive picture of the assets and requirements.

Motion: Director Johnson moved to approve the Financial Report as presented. Motion was seconded by Director Morris. Passed unanimously.

7. **OLD BUSINESS**

- a. **Electronic Fare Collection System Update**

ITEM TABLED TO THE NEXT MEETING AS JANE STEBBINS WAS UNABLE TO ATTEND THE MEETING.

- b. **Cyber Insurance Coverage**

Nasburg Huggins Insurance recommended insurance coverage for electronic data, payment card and personal information liability, and computer systems

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in the event of a cyber-attack. The proposed policy has a per occurrence and aggregate limit of \$1,000,000 and costs \$2,080.00 for one year.

Motion: Director Veysey moved to approve to authorize GM to secure the recommended Cyber Insurance. Director Morris seconded. Passed unanimously.

8. NEW BUSINESS

a. Riders Guide

The Riders Guide is an important element to travel training. The Guide outlines all the processes and procedures necessary to ensure every rider has the skills and knowledge necessary to travel safely on public transportation. David presented a power point on modes and eligibility surrounding fixed routes, deviated fixed routes and paratransit. Topics also included the No Show Policy, Mask Policy, and ADA requirements. David requested that the application be revisited in June after he and the Advisory Committee update it.

Advisory Committee Motion: Elizabeth Stephens moved to recommend to the Board of Directors to adopt the Rider's Guide excluding the application. Mike Merchant seconded the motion. Passed unanimously.

BOD Motion: Director Veysey moved to approve the adoption of the Riders Guide excluding the application. Director Dewater seconded the motion. Passed unanimously.

b. Vehicle Purchase

On January 5, 2021 the District requested quotes from qualified vendors on category D transit vehicles connected with two grants: STIF 33609-P3 and 34245. One vendor submitted proposals by the due date of February 9.

Motion: Director Veysey moved to approve the purchase of four vehicles from Creative Bus Sales. Director Morris seconded the motion. Passed unanimously.

c. 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 2021-2022 fiscal year budget.

Motion: Director Morris moved to approve the 2021-2022 Budget Calendar. Director Slater seconded the motion. Passed unanimously.

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d. Resolution 2021-1: 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.

Motion: Director Veysey moved to approve Resolution 2021-1 appointing Melissa Metz as the Budget Officer. Director Morris seconded the motion. Passed unanimously.

9. GENERAL MANAGER REPORT – GM Hope provided the board a general update including last month’s performance metrics generated from Ecolane.

DR Metrics – OTP 96% at 2.33 Rides per hour

Fixed Route – OTP 100% at 1.54 Rides per hour

NTD Report – Total trips 694

Passenger Trips – 2,174 Unlinked passenger trips

Charts – DR trips 682, Trips per hour 1.64, DFR trips 1,333, DFR trips per hour 1.92,

Commuter/Intercity Trips 159 and Commuter/Intercity Trips per hour 0.44

Total trips 2,174, Total trips per hr. 1.48.

10. CITIZEN COMMENTS ON NON-AGENDA ITEMS – None

11. NEXT MEETING – Monday April 12th, 2021

12. ADJOURNMENT – Dick Leshley adjourned the meeting at 9:24 AM