

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes October 11th, 2021**

1. **CALL TO ORDER** - Meeting was called to order at 9:00 am by Chairman Veysey

2. **ROLL CALL** –
Present: Chair Doug Veysey, Vice Chair Tara Johnson, Secretary Louann Dewater, Director Mason-Long, Director Taylor and Director Dovenspike
Absent: Director Selena Kelly Irvin
Staff – Melissa Metz, Jane Stebbins and Corey Leckband
Guest: Dick Leshley and Jennifer Boardman/ODOT

3. **CHANGES TO AGENDA – None**

4. **CITIZEN COMMENTS ON AGENDA ITEMS – None**

5. **CONSENT AGENDA**
Approval of minutes September 13, 2021
Accept the Financial Report and Balance Sheet August 31,2021
Accept the metrics reports – DR Metrics, Fixed Route Metrics, NTD, Passenger Trips, Charts and Accidents-Complaints-Deviations

Motion: Director Johnson moved to accept the consent agenda as presented. Director Dovenspike seconded. Passed unanimously.

6. **OLD BUSINESS**

- a. Update Prioritization of Service Resolution 2021-5

Due to the most recent surge in COVID 19 cases in the area has resulted in significant difficulty maintaining staffing levels and meeting safety requirements. As such the CCATD Board voiced their desire to ensure access to essential services by citizens in small and remote communities. Therefore, this resolution provides clarification to access to service on pages 15-16 of the CCATD Rider’s Guide.

Motion: Director Taylor moved to adopt resolution 2021-5. Seconded by Director Dovenspike. Passed unanimously.

- b. Compensation discussion continued

During a recent staff meeting Metz was able to hear staff concerns. The needs of the employees vary from health care to wages. Metz intends on meeting with staff individually to gain more information and bring it back to the Board of Directors. Director Johnson requested information a cost analysis for a on instituting an initial 2.5% - 5% salary adjustment to recruit and retain drivers. Leshley from the Advisory Committee did voice a concern of not

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getting ahead of the curve and distributing a 5% raise and come to find out that with health benefits that is not sustainable. It was also brought up the possibility of making the hazard pay permanent taking the uncertainty away. Another option that was brought up bumping the hazard pay up. Metz committed to making a presentation in November on a short term compensation analysis and in December a longer term solution. Metz also mentioned that she will be bringing a Holiday one time adjustment to the Board next month.

c. Update Driver Shortage and Service Curtailment

Positions as of 10/8/21	# Open	Offers Pending BGC/Physicals	Onboard/Training	Staff Returning
Drivers	0	1	1	1

Curtailment between Sept 27 – Oct 8

Bandon Dial A Ride – no service Sept 28, Oct 4, 5

No Timber Express Oct 1, 5, 7

No lunch relief – suspension of services during lunch break Charleston, Pirate & Bulldog Sept 27-Oct 8

Curtailment between Oct 11 – 22

CB/NB Dial A Ride Supplemented by Cab Services Oct 11, if needed

No lunch relief – suspension of services during lunch break Charleston, Pirate & Bulldog Oct 11 - 15

d. Update on General Management RFP – Jane Stebbins

The Board discussed the three applicants for the General Management position and will have a special meeting on October 14th at 8 am to review them.

7. NEW BUSINESS

- a. Open Move (E-fare) Contract Update Legal Report
Changes need to be made to the routes and fares before CCATD can implement an e-fare system. The Board of Directors will have an executive session regarding Open Move at the November meeting.

8. GENERAL MANAGER REPORT

- a. Proposed new Transit Metrics Report
Melissa proposed a draft of what CCATD's future metrics reports would look like. It would include a monthly ridership report with previous, current and

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year to date ridership. It would provide a demand response paratransit report and ridership comparison.

b. Observations for Improvement

Melissa had some safety concerns surrounding some of the stops and Nancy Devereux Center was one of them. She discussed moving the stop to the Devereux parking area with modifications to the center Island to create more room for the bus to get in and back out safely. She also reached out to Tillamook Bay Transit District, they use Ecolane and are advocates of Ecolane and we will be working with them to address some of our issues. Melissa also submitted an email to ODOT, ODOT is putting together a 5339 Grant for capital investments. The email was a request for 2 new vehicles, one for a DAR serviced in Coquille and Myrtle Point. The second bus is for the Timber service that serves Coos Bay, Coquille and Myrtle Point.

c. RFP to Update the Human Resources Coordinated Plan Posted

Melissa and Lauren Morris have working on the RFP, after review by Jane it was posted the week of October 4th. Interested parties are already reaching out. It will be awarded in November to update our Human Services Coordinated Plan.

d. Veteran's Day and other Holidays, where essential services are open
CCATD will be running on Veteran's Day and Christmas Eve to keep connector buses linked. Not running on these days will leave people stranded. CCATD will have Florence running the am and pm routes and have a Dial-A-Ride bus available those days and one dispatcher.

Motion: Director Taylor moved to have the General Manager investigate the best way to continue services on Veteran's Day and Christmas Eve. Director Dovenspike seconded. Passed unanimously.

Melissa announced the new location of South Coast Business Employment Corporation and is on 800 N. Bayshore in Coos Bay. The next BOD meeting will be held at the new office in November.

9. CITIZEN COMMENTS ON NON-AGENDA ITEMS –

10. **NEXT MEETING** –Special Meeting October 14th @ 8am, Regular Meeting November 8th, 2021, @ 9 am at the new SCBEC location.

11. **ADJOURNMENT** – The meeting was adjourned at 9:58 by Chairman Veysey