

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

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

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

Guest: Jennifer Boardman, ODOT

2. **CHANGES/POSTPONEMENTS** – none
3. **CITIZEN COMMENTS ON AGENDA ITEMS** - none
4. **MINUTES** – Director Morris moved to approve the minutes from Jun 8, 2020 and June 29, 2020 as corrected. Motion was seconded by Director Johnson. Passed unanimously.
5. **FINANCIAL REPORTS** – Director DeWater moved to approve the financial reports as presented. Motion was seconded by Director Johnson. Passed unanimously.
6. **OLD BUSINESS**

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 and hazard pay. Director Slater moved to continue waiving fare collection to mitigate community spread of COVID-19 while protecting CCAT operators. The motion was seconded by Director Morris. Pass unanimously.

Monthly review of the public health risk and necessity to continue hazard pay

Director DeWater moved to continue hazard pay for those eligible. The motion was seconded by Director Slater. Pass unanimously.

7. **NEW BUSINESS**

Contract with SCBEC for Project Management

As a stop gap measure during the formation for the District contract language was adopted from the pre-existing county contract for SCBEC to continue project management without much review. Discussion ensued about the contract. Jennifer Boardman with ODOT recommended that at some point CCATD should go through a procurement. No motion was made. The contract will come back to the Board in August.

Accept ODOT Agreement Number 34231”Super Stop” Transit Hub

Per the Fiscal Policy Manual the Board approves acceptance of all grants. The total project cost is estimated at \$174,979.00. In accordance with the terms and conditions of this

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Agreement, the State shall provide Recipient an amount not to exceed \$139,983.00 and the District's share is an expected local match of \$34,996 from STIF Project 6. The purpose of the project is to design and construct a multi-provider transit hub location, "Super Stop", that will provide shelter from weather, passenger amenities such as benches for the comfort and convenience of riders, and signage for transit route information. Director DeWater moved to approve acceptance of ODOT Agreement 34231. Motion was seconded by Director Morris. Passed unanimously.

8. **GENERAL MANAGER REPORT** – GM Hope provided the board a general update including last month's performance metrics generated from Ecolane. Some of the highlights included:

- On Time Performance for Paratransit: 91%
- Passengers per hour for Paratransit: 2.23
- Trips/day for Paratransit: 36
- On Time Performance for Fixed Route: 100%
- Passengers per hour for Fixed Route: 2.89
- Trips/day for Fixed Route: 70

9. **GUEST PRESENTATION BY JENNIFER BOARDMAN, ODOT**

Jennifer gave an overview on grant solicitations that are coming up.

- a. Special Transportation Fund – *Serves seniors and disabled public transportation users* and this 2021/2023 will be the last years of STF as legislation has passed to combine STF and STIF in 2023/2025 forward. Training will be November/December on the application process and grants will be due March 1, 2021. Eligible expenses include capital, operating, administration and local match requirements.
 - i. Provide a public process for agencies to apply for funds
 - ii. Conduct public project selection process from applications received in solicitation process
 - iii. Develop and submit STF application by deadline of March 1, 2021
 - iv. Need to update current Coordinated Plan in the next year
- b. 5310 Enhanced Mobility for Seniors and Individuals with Disabilities – Eligible expenses include capital, signs and shelters, purchased service, administrative costs, preventative maintenance, mobility management and projects identified in the Coordinated Plan.
 - i. STF Agencies solicit, prioritize projects and submits application
 - ii. Federal obligations apply: procurement, useful life for assets, federal preventative maintenance requirements, civil rights requirements and drug and alcohol testing program.
- c. 5311 Rural Public Transportation Services – this funding stream is particularly tied to fixed route and inter-city services as the allocation is tied to passenger trips and revenue miles. Eligible activities include capital, planning, project administration and operating.

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- i. Federal obligations apply: procurement, useful life for assets, federal preventative maintenance requirements, civil rights requirements and drug and alcohol testing program.
- d. STIF Funds – Legislation was recently passed that maintenance is now an allowable cost.

10. CITIZEN COMMENTS ON NON AGENDA ITEMS – none

11. NEXT MEETING – August 10, 2020; 8am

12. ADJOURNMENT 9:07AM