

**Coos County Area Transportation District  
Joint Meeting of the Board of Directors and Advisory Committee  
Regular Meeting  
Minutes January 11th, 2021**

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1. **CALL TO ORDER:** Meeting was called to order at 8:05 AM by Chair Leshley
2. **ROLL CALL** – Melissa Metz called the roll

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

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

**Absent:** Mike Claassen, Gabriella Colton

**Staff:** David Hope, Melissa Metz. And Jane Stebbins

**Guest:** Jennifer Boardman ODOT, Susan Wright Kittelson & Associates, Spencer Gordon Nasburg & Huggins, Nate Hall

3. **CHANGES TO AGENDA**

- a. Flip the order of discussion on items 8a and 8b (present insurance first)
- b. Revise the motion for item 8c as shown below:  
To accept the proposal of best value which upon review is from Open Move with the following stipulations:
  - That Open Move provided a timeline regarding patches for cybersecurity vulnerabilities.
  - That the CCATD Attorney review the insurance policy regarding cybersecurity liability and find coverage to be sufficient.
  - That the CCATD Attorney and staff draft a Transit Vulnerability Disclosure Policy to be presented to the board at the February 2021 meeting.

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

5. **MINUTES** – Director Veysey moved to approve the minutes from December 14th, 2020. Motion was seconded by Director Dewater. Director Morris abstained. Motion Passes

6. **FINANCIAL REPORT** – The Board was provided information on the budget was implemented for CCATD for the FY2020 Director Morris moved to approve the Financial Report for FY2020. Motion was seconded by Director Johnson. Passes unanimously

7. **OLD BUSINESS**

- a. **Formalize the STF Local Priorities for the 2021-2023**

Background: The CCATD Advisory Committee conducted its first deliberation on the STIF Local Priorities on November 11, 2020. There were no recommendations from the Committee or public comment to incorporate into the plan. The STIF Local

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Priorities were also on the December 14, 2020 agenda and there was no public comment. Document: [Draft STIF Projects 2021-23](#)

Mike Marchant, Member of the Advisory Committee moved to recommend to the CCATD Board of Directors to approve the STIF Plan. The motion was seconded by Selena Kelly Irvin member of the Advisory Committee. The Advisory Committee passed this motion unanimously.

Director Veysey moved to approve the STIF Plan. The motion was seconded by Director Dewater. The motion passed unanimously.

**b. Transit Master Plan Susan Wright**

The Transit Master Plan is a compass document for the District for the next 10 years which identifies short-, mid- and long-range opportunities and includes guidance to enhance services, facilities, and coordination with other transit services. The document will be available for public review for the next month with the Board of Directors adopting the plan at the February 8th meeting.

**8. NEW BUSINESS**

**a. Insurance Annual Renewal Presentation, Spencer Gordon**

**I. Coverage Comparison of 2020-2021**

Director Johnson moved to approve the renewal of the SDAO insurance coverage for 2020-2021 and Director Slater seconded. Passed unanimously.

**II. Cyber Insurance Presentation**

Action on the addition of cyber insurance coverage to the district's portfolio for 2021 is tabled into the next meeting.

**b. Cybersecurity Vulnerabilities in Mobile Fare Payment Applications**

This case study was provided as background material from Jennifer Boardman, ODOT. Per the CCATD IT Specialist, the District is addressing potential vulnerabilities per his recommendation of adding a cybersecurity insurance policy and through the RFQ responses. The District's goal is for any potential liability to fall upon the vendor or covered by insurance.

**c. Electronic Fare Collection System**

On November 27, 2020, the District requested quotes from qualified vendors to furnish and install a mobile fare collection system with various options for fixed and/or deviated fixed route and general public dial-a-ride service in Coos County Oregon. Six proposals were submitted by the deadline on January 1, 2021.

Director Slater moved that the board approves the staff's vendor selection, OpenMove, pending the determination of insurance issues. Director Johnson seconded. Passed unanimously

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**d. Disinfecting Equipment**

On December 2, 2020, the District requested quotes from qualified vendors to furnish a portable comprehensive vehicle decontamination system. No proposals were submitted by the deadline of December 31, 2020. The RFQ was reposted on January 6, 2021.

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

DR Metrics – OTP 93% at 2.20 Rides per hour

Fixed Route – OTP 100% at 1.73 Rides per hour

NTD Report – Total trips in December 659

Passenger Trips – 2,502 Unlinked passenger trips

Charts – Para trips 640, Trips per hour 1.55, DFR trips 1,624, DFR trips per hour 2.14, Commuter/Intercity Trips 254 and Commuter/Intercity Trips per hour 0.62

Election Info - The Special District Election is to be held May 18<sup>th</sup>. Citizens interested in filing with the Coos County Election office can do so between February 6, 2021 and March 18, 2021. Positions 1 Director Slater, 2 Director Leshley, 3 Director Morris and 6 Director Johnson are up for election in 2021.

10. **CITIZEN COMMENTS ON NON-AGENDA ITEMS** – None

11. **NEXT MEETING** –

CCATD Advisory Committee, January 25<sup>th</sup>, 2021

Board of Directors Meeting, February 8<sup>th</sup>, 2021

12. **ADJOURNMENT** – 10:20 AM