

**Coos County Area Transportation District
Joint Board of Directors and Advisory Committee
Meeting Minutes January 10th, 2022**

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

2. **ROLL CALL/CONFIRMATION OF QUORUM BOARD OF DIRECTORS**

BOD Present: Chair Doug Veysey, Director Kelly-Irvin, Director Mason-Long, Director Dovenspike, Director Johnson and Director Taylor

BOD Absent: Director Dewater

3. **ROLL CALL/CONFIRMATION OF QUORUM ADVISORY COMMITTEE**

Advisory Members Present: Mike Claassen, Diane Johnson, Elizabeth Stephens, and Dick Leshley

AC Absent: Genavieve Sharkey, Mike Marchant, and Lauren Morris

Staff: Melissa Metz, Jane Stebbins, Corey Leckband and Ron Cress/Transit Bus Operator

Guest: Dick Maxwell, Spencer Gordon and Jennifer Boardman/ODOT

4. **CHANGES TO AGENDA – None**

5. **CITIZEN COMMENTS ON AGENDA ITEMS – Ron Cress**

Ron Cress commented on the eight miles of non-revenue driving to the Visitor Center. He believes it is not useful to the public as he does not have passengers during that time. He shared that he wanted to see the changes that were presented to the Board on the Charleston Route approved today. He complimented Melissa and what she has helped accomplished since she became General Manager.

6. **CONSENT AGENDA**

Approval of Minutes December 13, 2021

Accept the Financial Report and Balance Sheet December 2021

Accept the Ridership Report December 2021

BOD Motion: Director Taylor moved to accept the consent agenda as presented. Director Mason-Long seconded. Passed unanimously.

7. **AUDIT REPORT – Dick Maxwell**

In connection with my testing, nothing came to my attention that caused me to believe the Coos County Area Transportation District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants. Including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

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BOD Motion: Director Irvin moved to accept the Audit Report as presented. Director Mason-Long seconded. Passed unanimously.

8. INSURANCE RENEWAL – Spencer Gordon

Spencer did not have too much to report on for the insurance renewal. He reported no current open claims. Spencer went over the SDIS Liability Coverage, Auto Supplemental Coverages, Property Damage, Earthquake, Flood, Equipment, Crime etc. The board moved to accept and initiate payment on the invoice for the renewal.

BOD Motion: Director Kelly-Irvin moved to accept the insurance renewal and initiate payment on the invoice. Director Taylor seconded. Passed unanimously.

9. ADVISORY COMMITTEE MEMBER APPOINTMENT

Background: The Board of Directors appoints individuals to serve on the Advisory Committee to advise on all matters regarding the operations of the Coos County Public Transportation System. The Advisory Committee will advise and assist the CCATD Board of Directors in carrying out the Special Transportation Fund as governed by ORS 391.830 and OAR Chapter 732; and the Statewide Transportation Improvement Fund (STIF) by prioritizing projects to be funded by STIF monies as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025. Document: Application for appointment on file.

Lauren Morris would represent Public Transportation Service Providers, Employers, Public health, social and human service providers, transit users, social equity advocates, bicycle, and pedestrian advocates, individuals who are low-income, age 65 or older and people with disabilities on the Advisory Committee.

BOD Motion: Director Kelly-Irvin moved to appoint Lauren Morris to the Coos County Area Transportation District Advisory Committee. Director Taylor seconded. Passed unanimously.

10. OLD BUSINESS

a. Legal Report

Jane didn't have much to report on except that she is still working with Spencer on exploring insurance coverages. Jane let Melissa know she could move forward with Nelson/Nygaard contract.

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b. Route Refinements for Safety & Efficiencies

Coos County Area Transportation District frequently reviews fixed routes in an effort to ensure the routes are able to maintain published schedules, and to ensure the most efficient route service is made available to the riding public. CCATD published the proposed refinements for Pirate, Charleston and Roseburg routes below for implementation January 18, 2022. Written comments were invited, received and shared with the Board of Directors. Documents: Proposed route adjustments

AC Motion: Diane Johnson moved to recommend that the Board of Directors adopt the proposed route refinements for the Pirate Express Route as presented. Mike Claassen seconded. Passed unanimously.

AC Motion: Mike Claassen moved to recommend that the Board of Directors adopt the proposed route refinements for start and stop times and locations for the Charleston Express as discussed leaving Miluk Drive a scheduled stop. Diane Johnson seconded. Passed unanimously.

AC Motion: Mike Claassen moved to except the Roseburg Route Refinements as presented. Elizabeth Stephens seconded. Passed unanimously.

BOD Motion: Director Johnson moved to adopt the proposed route refinements as published for the Pirate Express and implementation effective January 18, 2022. Director Kelly-Irvin seconded. Passed unanimously.

BOD Motion: Director Taylor moved to adopt the proposed route refinements for the start and stop times and locations for the Charleston Express and accept the Advisory Committees decision to keep Miluk Drive a regular stop and not a deviated stop and implementation effective January 18, 2022. Director Irvin seconded. Passed unanimously.

BOD Motion: Director Johnson moved to adopt the proposed route refinements as published for the Roseburg Express and implementation effective January 18, 2022. Director Taylor seconded. Passed unanimously.

c. Vehicles update

Background: At the November 29, 2021, the Board of Directors authorized the sale or trade of the Trolley. Tillamook County Transportation District has offered \$24,409 for the Trolley. CCATD is reinvesting this money into 3 Allstar Cutaways from RVTD for \$14,850 with only 85,000 miles each, thus reducing the average age of our fleet in miles from 137.6K to 102.5K. This would significantly stabilize our ongoing maintenance and enhance the safety for our

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passengers and drivers. The net \$9K will be used to brand the three buses with the CCATD logo and outfit with accessories, as necessary.

BOD Motion: Director Taylor moved to approve the purchase of the 3 Allstar Cutaways from RVTB in the amount of \$14,850 and sale of the Trolley for \$24,409. Director Dovenspike seconded. Passed unanimously.

11. NEW BUSINESS

- a. Upcoming solicitations 5310 and 5339 vehicle replacement February 14 and 5339 vehicle expansion, signs, and facilities February 28
- b. Human Resource Policy

Background: It was observed that full time staff who work 9 or 10 hour shifts in a weeks' time and do not work for example on a Friday according to existing policy would not get the benefit of the holiday pay. After discussing with counsel this matter in the context of pay equity, it was agreed that full-time staff should be afforded full holiday pay and part-time staff afforded a proportionate amount of pay regardless of a shift landing on an observed date.

Document: Holiday Pay Tracked Changes

BOD Motion: Director Johnson moved to approve the Holiday Pay Policy as amended. Director Irvin seconded. Passed unanimously.

12. GENERAL MANAGER REPORT

Melissa was happy to announce that Rebecca Jennings accepted the Transit Planner position at CCATD.

She went on to discuss that CCATD had a power outage after the large storm we had and recommends that CCATD has a drill in place for outages. Some of the employees did not know that there is a generator available to use in such circumstances. With that, we need to have on old fashioned phone to use in these cases as well.

13. CITIZEN COMMENTS ON NON-AGENDA ITEMS – Ron Cress

Ron welcomed Rebecca Jennings back to the team and commented further on the Charleston Route. He shared that he did not agree with keeping the Miluk Drive stop or the extra loop that ends to 5:36 pm. He expressed the Board makes decisions without employee input and it affects them as drivers.

14. NEXT MEETING – Joint meeting with the Advisory Committee February 14th @ 9am

15. ADJOURNMENT – The meeting was adjourned at 10:30 am by Chairman Veysey