

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes April 12th, 2021**

1. **CALL TO ORDER:** Meeting was called to order at 8:03 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 LouAnn Dewater, Director Tara Johnson and Director Timm Slater

Advisory Committee Members Present: Genavieve Sharkey

Staff: David Hope, Melissa Metz, Jane Stebbins and Amy LeBaron

Guest: Jennifer Boardman ODOT and Dick Maxwell, CPA

3. **CHANGES TO AGENDA: None**
4. **CITIZEN COMMENTS ON AGENDA ITEMS - None**
5. **MINUTES** – Director Veysey moved to approve the March 8th, 2021 minutes, Motion was seconded by Director Morris. 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 Slater moved to approve the Financial Reports as presented. Motion was seconded by Director Dewater. Passed unanimously.

7. **PRESENTATION OF THE AUDIT**

Dick Maxwell presented a qualified opinion of the audit report as the accounting system could not generate a cash flow statement applying a demarcation between the Transit Service District transition to the Transportation District in January 2020 that met the compliance threshold of Generally Accepted Accounting Principles. All other financial statements were presented fairly in all material respects of the financial position as of June 30, 2020. In connection to his testing, nothing came to his attention that led him to believe that CCATD was not in substantial compliance with certain provisions of laws, regulations, contracts and grants. No deficiencies in internal controls were identified that might be considered a material weaknesses or significant deficiency.

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8. OLD BUSINESS

a. Eligibility & Revised Applications for Dial-A-Ride

Background: The CCATD Advisory Committee met on April 5th and reviewed the Riders Guide, eligibility process including applications and Eligibility & Service Standards. The CCATD Advisory Committee recommends the Board of Directors adopt the process and standards recommended in the Rider's Guide and Appendix E along with the companion applications.

Motion: Director Veysey moved to approve the adoption of the eligibility process, service standards and companion applications, Director Dewater seconded the motion. Passed unanimously.

Motion: Director Dewater moved to approve Councilor Stebbins to draft a fares ordinance for first reading May 10th, 2021, the motions was seconded by Director Slater. Passed unanimously.

9. NEW BUSINESS

a. Resolution 2021-2: Appoint CCATD Budget Committee Members

Background: To give the public ample opportunity to participate in the budgeting process, Local Budget Law requires that a budget committee be formed that includes voters from the district. The budget committee considers the budget proposed by the budget officer and comments made by the public and may make additions or deletions. When the budget committee is satisfied, it approves the budget.

Mike Claassen is in position #2 through 2023, and Mike Marchant in position #4 through 2021. There are still 2 vacancies.

Motion: Director Veysey moved to approve Resolution 2021-2 appointing citizen members to the Budget Committee. Director Slater seconded the motion. Passed unanimously.

b. Public Transportation Agency Safety Plan

Background: The District last revised the Public Transportation Agency Safety Plan (PTASP) on March 9, 2020. The proposed revision to the PTASP provides for Baseline Safety Performance Targets. This is an annual update, revisions include the benchmark for the 2020 year. Added to pages 8-9 is a chart of accidents and incidents.

Motion: Director Morris moved to approve the revisions to the PTASP as outlined. Director Dewater seconded the motion. Passed unanimously.

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c. Updated Maintenance Plan

Background: The vehicle Equipment, Facility and Bus Shelter Maintenance Plan was last revised by the District on January 20, 2020 It is necessary to revise the document to enhance Appendix A: Pre and Post Trip items; and add Appendix B Scheduled Maintenance; Appendix C: Certificate of insurance; and Appendix D: Transit Vehicle Inventory & Fleet Roster.

Motion: Director Veysey moved to approve the revisions to the Maintenance Plan as outlined. Director Morris seconded. Passed unanimously.

d. TGM ODOT IGA Amendment

Background: CCATD has requested a match waiver for distressed areas to reduce our required match amount on the TGM grant. This IGA Amendment reduces the local agency match from \$26,727 to \$10,678.52 on the Transit Master Planning project.

Motion: Director Slater moved to approve to authorize the execution of the IGA Amendment. The motion was seconded by Director Dewater. Passed unanimously.

10. 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 2.44 Rides per hour

Fixed Route – OTP 100% at 1.77 Rides per hour

NTD Report – Total trips 895

Passenger Trips – 2,801 Unlinked passenger trips

Charts – Para trips 887, Trips per hour 1.82, DFR trips 1,718, DFR trips per hour

2.23, Commuter/Intercity Trips 196 and Commuter/Intercity Trips per hour 0.49

Total trips 2,804, Total trips per hr. 1.70.

Added to the GM report was the Accidents-Complaints-Deviations spreadsheet. This spreadsheet shows the monthly numbers of accidents, complaints and deviations made every month.

11. CITIZEN COMMENTS ON NON-AGENDA ITEMS – None

12. NEXT MEETING - Monday May 10th, 2021 Board Meeting

13. ADJOURNMENT – Dick Leshley adjourned the meeting at 8:38 AM