

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes October 12th, 2020**

1. **CALL TO ORDER/ROLL CALL** – Meeting was called to order at 8:01AM by Chair Leshley and Melissa Metz called the roll.

Present Board of Directors: Chair Dick Leshley, Vice Chair Doug Veysey, Secretary LouAnn Dewater, Director Lauren Morris, Director Tara Johnson, Director Melissa Dovenspike.

Absent Board of Director: Timm Slater

Advisory Committee Members Present: Genavieve Sharkey, Diane Johnson, Gabriella Colton, Elizabeth Stephens and Selena Kelly.

Absent Advisory Committee Members: Shelly Mason, Mike Claassen, and Mike Merchant

Staff: General Manager David Hope and Staff Melissa Metz.

Guest: Jennifer Boardman with ODOT

2. **CITIZEN COMMENTS ON AGENDA ITEMS - none**
3. **MINUTES** – Director Dovenspike moved to approve the minutes from September 14th, 2020 Board of Director’s Meeting. Motion was seconded by Director Dewater. Passed unanimously.
4. **ADVISORY COMMITTEE MINUTES** – Elizabeth Stephens moved to approve the minutes from September 14th, 2020. Motion was seconded by Gabriella Colton. Passed unanimously.
5. **FINANCIAL REPORTS** – Director Veysey moved to approve the Financial Report for July 2020 and August 2020. Motion was seconded by Director Dovenspike. Passed unanimously
6. **OLD BUSINESS**

Monthly review of the public health risk and necessity to continue the fare waiver

As CCATD has paid off the County for the cost related to the election there is no mechanism to recoup fares. At the September 14th Meeting of the Board of Directors it was approved to continue waiving fare collection to mitigate community spread of COVID-19 through October 30, 2020. No further action was taken. Fares will be reinstated November 1, 2020.

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

Director Morris moved to continue compensating hourly CCATD staff hazard pay through November 30th, 2020. The motion was seconded by Director Veysey. Passed unanimously.

7. **NEW BUSINESS**

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a. STIF Discretionary/Statewide Transit Network Projects

Per Article IV Section (c) of the CCATD Advisory Committee Bylaws, the CCATD Advisory Committee discussed the prioritization of the STIF Discretionary and STIF Intercommunity Discretionary (STN) projects to recommend funding to the CCATD Board of Directors.

Elizabeth Stephens of the CCATD Advisory Committee moved to recommend to the CCATD Board of Directors to approve the submission of the following projects prioritized as follows: Florence Statewide Transit Network Project priority #1, Roseburg Statewide Transit Network Project priority #2, and the Transit Bus for Deviated Fixed Route STIF Discretionary Project #3. Diane Johnson of the CCATD Advisory Committee seconded the motion. Passed unanimously.

The Board of Directors discussed the benefits of safety and efficiency of a low floor transit bus. It also helps the District to get closer to the goal of updating our fleet. The Board of Directors also discussed that Florence is a very well used service and riders can get to appointments in Eugene. The Roseburg Route have extremely low ridership since its start on July 13th, 2020 and the route is poorly utilized.

Director Veysey moved to approve the submission of the following projects prioritized as follows: Florence Statewide Transit Network Project priority #1, Roseburg Statewide Transit Network Project priority #2, and the Transit Bus for Deviated Fixed Route STIF Discretionary Project #3. Motion died for lack of a second.

It was moved by Director Morris to approve the submission of the following projects prioritized as follows: the Florence Statewide Transit Network Project priority #1 & the Transit Bus for Deviated Fixed Route STIF Discretionary Project #2 and Roseburg Statewide Transit Network Project priority #3. The motion was seconded by Director Dovenspike. 2 in favor; 1 opposed; 1 abstained. Motion passed.

Director Leshley and Director Veysey extended their appreciation to the Advisory Committee for their ongoing support and assistance in providing input on the priorities for CCATD.

b. Identify Priorities for STIF Formula Projects and STF/5310 Projects

Consistent with Article IV Sections (b) and (c) of the CCATD Advisory Committee Bylaws, the CCATD Board of Directors and CCATD Advisory Committee reviewed and identified core-essential services for the district, as well as, supplemental critical and supplemental non-critical services to be used in the development of the STIF Plan and the STF/5310 solicitation.

Definitions:

- Core Services - Essential, defining service of CCATD. If public transit gave up this service, it would be creating a competitor or dissolving itself.
- Supplemental Critical Service – Although not a Core Service it is related to the success or value of the Core Service Supplemental
- Non-Critical Service – A Service that would be nice to have but is not related to the success or value of the Core Service.

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The Directors and Advisory Committee members participated in a polling activity where they considered each service and categorized as core, supplemental-critical or supplemental non-critical. Staff assigned 2 points to core, 1 point to supplemental-critical and zero points for supplemental non-critical.

Summary of the Service Prioritization Results were as follows:

Florence 18 pts,
Pirate 16 points,
Charleston 16 points,
Bulldog 15 points,
Powers 15 points,
Intercity Coq/MP 12 points,
CB/NB DAR 11 points,
Travel Trainer 11 points,
Coq/MP DAR 10 points,
Bandon DAR 9 points,
Weekend Fixed 8 points,
Weekend DAR 8 points,
Roseburg 8 points,
Bandon Fixed 7 points,
Intercity to Bandon 3 points, and
Fair 2 points.

c. Seeking Board approval on Purchases Exceeding 10K

The first invoice is Workers Comp and is allocated in the budget. Director Veysey moved to approve payment of invoice. Director Dovenspike seconded. Passed unanimously.

The second is an estimate for a \$12,896.57 repair on bus #300 due to operator misjudgment of vehicle height. Insurance is anticipated to reimburse CCATD \$11,897 which will net the District of \$999.57 out of pocket. Director Veysey moved to approve vehicle repair. Director Morris seconded. Passed unanimously.

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

- On Time Performance for Paratransit: 88%
- On Time Performance for Fixed Route: 100%
- Passengers per hour for Fixed Route: 1.7
- NTD Ridership Activity Summary Report: Showed unlinked passenger trips, vehicle revenue hours and vehicle revenue miles

GM Hope stated that requests for 51 letters of support were sent out for the three grants that were reviewed during this meeting, he received 12 back and will be asking for more in the future. He announced the Florence Express time changes to reflect Link Lanes new hours of operation.

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- 9. **CITIZEN COMMENTS ON NON-AGENDA ITEMS – none**
- 10. **NEXT MEETING** – November 16th, 2020; 8am at SCBEC
- 11. **ADJOURNMENT 9:51 AM**