

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

1. **CALL TO ORDER/ROLL CALL** – Meeting was called to order at 8:04AM. On behalf of Chair Leshley, Metz called the roll.

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

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

2. **CHANGES/POSTPONEMENTS** – Add items 8(a)5 Bandon Request; 8(a)6 MOA; 8(e)1 ODVA Bus
3. **MINUTES** – Director Veysey moved to approve the minutes from March 9 and the minutes from March 20 as presented. Motion was seconded by Director Slater. Passed unanimously.
4. **FINANCIAL REPORTS** – Metz walked the Board through its first financial report for the District for the month end of February 29, 2020. She then reviewed the Balance Sheet with the board which is a combined CCAT and CCATD report providing a comprehensive picture of the assets and requirements. Director Veysey moved to approve the financial reports as presented. The motion was seconded by Director Johnson. Passed unanimously.

5. **OLD BUSINESS**

Administration of Oath of Office – It was confirmed that Director Johnson was sworn in. The Legal Assist has the notarized certificate and will have it sent over to Melissa by the end of the day.

Update on the Warranty Deed – County Counsel has indicated they have all they need to sign off on the Warranty Deed for the Ocean Blvd property, but we have not yet received it.

Revised CCATD Budget Calendar – Metz reported that the CCATD Budget process has been pushed back so that the 2nd meeting on the original calendar becomes the first meeting. A second meeting, has been calendarized in May in case the District needs it. The Hearing and Appropriations at this time has no change.

6. **NEW BUSINESS**

Budget Committee

Two more public citizens have volunteered to participate in the budget process: Genavieve Sharkey and Shelley Mason. It was moved by Director Slater to approve an amended Resolution 2020-49 with the corrected adopted date of April 13 thereby appointing Genavieve Sharking to position five (5) with a term date of December 31, 2022 and Shelley Mason to position six (6) with a term date of December 31, 2022. The motion was seconded by Director Johnson. Approved unanimously.

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Adding to the Definition of Related Services

Project Management Services is listed in ORS279C.100(8) as a type of personal service that may be designated as a “related service” in order to contract for those services directly under ORS 279C.115. Resolution 2020-50 expands the definition to include more financial and budget types of services. It was moved by Director Veysey and seconded by Director Johnson to adopt 2020-50. Motion passed unanimously.

7. GENERAL MANAGER REPORT –

Contract Log with the Additions of Bandon and MOA

GM Hope reviewed the contract log representing those ODOT contracts that he signed since the last Board meeting. GM Hope then shared the draft Bandon request and the Coquille Memorandum of Agreement. A discussion ensued and a consensus reached that the GM is empowered to pursue grants without Board approval. A second discussion ensued focused on the MOA. District Counsel has some recommendations prepared for the Coquille Tribe to consider. The Board felt that the GM should meet with the Tribe and agree on some goals for the MOA. It is anticipated that the MOA will come back to the Board at its May meeting or if it is desirable to execute earlier the Board will rely on the GM to call a Special Meeting.

CCAT Response to COVID-19

GM Hope did not read the lengthy COVID-19 report but summarized some of the actions he has taken. March 9th GM Hope activated level 3 of the Public Transportation Safety Plan thus provisioning long term monitoring of the COVID-19 health hazard. Then on March 27th GM Hope activated level 2 of the Public Transportation Safety Plan thus taking mitigating steps to minimize the risk of immediate danger: 1) Implemented deviated fixed route in Coos Bay/North Bend; and 2) The passenger capacity on each bus was reviewed and adjusted to accommodate social distancing. Effectively GM Hope activated level 1 of the Public Transportation Safety Plan on April 4 having 1) built a barrier with a door between the dispatch office and the driver/maintenance bay; 2) implemented overnight garaging at Tom’s Bulldog to facilitate a higher level of sanitation services; and 3) staged staff geographically to insulate various parts of the fleet from potential exposure.

Transit Performance Measures Pre- and Post Pandemic

GM Hope shared the charts providing comparisons of trips of both fixed route and paratransit.

Contagious Virus Response Plan

GM Hope explained that this plan provides guidance in preparing for and responding to a pandemic based on the World Health Organization’s six distinct alert phases. Discussion ensued how this augments our Public Transportation Safety Plan. Director Dovenspike

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moved to adopt the Contagious Virus Response Plan and it was seconded by Director Dewater. Motion passed unanimously.

CARES ACT ODOT FUNDS DISBURSEMENT

GM Hope reported on the recently-enacted “Coronavirus Aid, Relief, and Economic Security Act”, or CARES Act, includes provisions for new transit funding to assist providers during the COVID-19 pandemic. Oregon’s allocation of these funds under the Federal Transit Administration (FTA) Section 5311 Formula Grants for Rural Areas Program is \$42,686,023 of which CCATD is eligible to apply for \$214,766. CCATD’s initial ask is due April 17 and GM Hope is currently thinking that he will ask for reimbursement of expenses related to operations: driver hazard pay i.e. \$2/hr; vehicle sanitation; cleaning supplies/PPE, distributed garage rental, administrative leave time and potentially vehicle repairs to ensure sufficient rolling stock to accommodate the social distancing requirement. It was moved by Director Slater and seconded by Director Veysey to authorize management to apply for CARES Act funding under FTA Section 5311 and other funding sources as they become available addressing the expenses and lost revenue associated with the pandemic.

VETERANS BUS FUNDED BY ODVA

We received a grant from Oregon Department of Veteran Affairs to fund a bus and provision services to Roseburg for Veterans. We fully expended the contract and the period of performance expired March 31. The bus has been sitting in the lot since January unused because we received an email from ODVA with the opinion that we could not use it. GM Hope is asked for the Board’s guidance to use it or not use it. GM Hope’s thought was to tie the bus to the Rural Veterans Healthcare Transportation Grant funded by the Oregon Department of Transportation Public Transportation Division. Counsel clarified that there is no agreement in place that requires the vehicle to be used for veteran services beyond the performance period; however, there is an email from ODVA with an opinion that as long as we are using it for veterans we should be fine to use it. J. Boardman with ODOT clarified that the original grant was through ODVA to take Veterans to Eugene and Roseburg. J. Boardman didn’t think that they could dictate terms on how it was used beyond the performance period of the grant. Metz added that the intent of the grant was to provide services to Veterans through the period of the contract and once the project was concluded to add the bus to our general rolling stock for provision of public transportation. Counsel concurred that the contract is silent regarding expectations beyond the period of performance. The only real glitch is the unofficial email that stated as long as you keep using the bus for Veterans. It is unknown if the sender has any authority or knowledge to make such a statement. There are no contract expectations beyond the grant. Counsel recommended not making it more complicated than the Board needs to. She added it doesn’t need to be a free nor exclusive service. Director Veysey recommended to reach out to ODVA and clear up the communication. GM Hope recommended that rather than a phone call an email to Mr Bell would provide a record. Director Slater added that on the political side that we acknowledge that veterans to services is important to Mr Bell and that we will continue to provision that service locally with connect to Roseburg. Metz recommended that we respond to Mr. Bell’s email, “Great. As of May 1 we anticipate utilizing the vehicle on the following service routes [list them] and we anticipate per our Coos County

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population that [20%] of those riders will be Veterans.” Counsel liked that approach. Dick liked that approach. The Board reached a consensus on that approach and felt it should come from the GM Hope.

Rural Veterans Healthcare Transportation Grant program

ODOT Public Transportation Division has requested applications for Rural Veterans Healthcare Transportation Services due May 18, 2020. GM Hope is looking for the Board’s concurrence on moving forward with such an application. The goal of the RVHT Program is to overcome transit-based barriers between veterans living in rural areas and the healthcare services they’ve earned. Director Dovenspike moved to authorize management to apply for the Rural Veterans healthcare Transportation Grant program. Motion was seconded by Director Johnson. Director Slater asked how long \$50,000 would last. GM Hope indicated he didn’t have that information at this time. Chair Leshley called for the vote. Passed unanimously.

8. DISTRICT’S COUNSEL REPORT

a. Changes in the rules for public meetings

Counsel gave an overview. The best practice is to do it online and make sure it is easy for the public to watch simultaneously.

b. Board vs. Staff vs. Manager authority and decision making

Authority works by delegation of power. The Board has high level policy oversight and has delegated authority to the General Manager for day to day decisions and manages staff. At every step there has to be some sort of delegation of authority that is documented general by a resolution. Counsel reviewed the Oregon Revised Statute on the authority of the General Manager. One area for improvement for the District is to get these items of delegation and decision making documented. The Board reached a consensus that they would like Counsel to move forward in compiling existing documents and draft an ordinance.

c. Procurement Basics under Oregon Law

Counsel would like to review all procurements that the District initiates. The projects greater than \$150,000 is when procurement complexities kicks in.

d. Bases for Emergency rulings and timing

Traditionally a rule or ordinance requires two meetings and 30-day waiting period. If we need to make an ordinance or rule happen the Board can declare an emergency and approve at a publically noticed Special or Regular Meeting. Counsel wanted the Board to know that it was an option.

9. Project Manager Report

LeBaron reviewed the with the Board of Directors how the human resource policies and COVID-19 programs work together to support the staff during the pandemic. Slide presentation is available [here](#).

10. Director Updates

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Chair Leshley went around the room to get updates from each of the Members. Director Veysey asked about Tom's Bulldog working on Easter Sunday and GM Hope clarified that Sunday is a regular workday for them. Director Slater commented there are a lot of zoom meetings to keep up with. Director Dovenspike shared they are delivering two meals both breakfast and lunch to seniors with an estimated 60% more people on services. Director Dewater reported that Star of Hope is faring well and she is so proud of her staff.

11. **NEXT MEETING** – May 11, 2020; 8am

12. **ADJOURNMENT 10:36AM**