

**Coos County Area Transportation District
Board of Directors
Regular Meeting
Minutes July 14th, 2021**

1. **CALL TO ORDER:** Meeting was called to order at 8:00 AM by Louann Dewater and she welcomed the new Directors who were sworn in on July 12th.

2. **ROLL CALL** – Melissa Metz called the roll.

BOARD MEMBERS PRESENT: Director Taylor, Director Dovenspike, Director Irvin, Director Dewater, Director Johnson and Director Long

STAFF: David Hope, Melissa Metz, Corey Leckband and Jane Stebbins

GUEST: Jennifer Boardman, ODOT

ABSENT: Doug Veysey

3. **ELECT BOARD CHAIR, VICE CHAIR & SECRETARY**

Motion: Director Taylor moved to nominate Louann Dewater as Pro Tem Chair. Director Dovenspike seconded. Passed unanimously

Motion: Director Dewater moved to nominate Doug Veysey as Board Chair. Director Johnson seconded. Passed unanimously.

Motion: Director Dewater moved to nominate Tara Johnson as Vice Chair. Director Dovenspike seconded. Passed unanimously.

Motion: Director Dovenspike moved to nominate Louann Dewater as secretary of the Board. Director Taylor seconded. Passed unanimously.

4. **CHANGES TO AGENDA:**

Add 9.c. Changes to the Open Move Contract

Add 9.d. RFP the coordinated plan update

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

6. **Consent Agenda –**

Approval of Minutes June 14, 2021

Accept the Financial Report May 31 and Balance Sheet May 31

Accept ODOT Agreement Number 35065, STIF Bus

Accept ODOT Agreement Number 35097, STIF Roseburg

Accept ODOT Agreement Number 35098, STIF Florence

Accept ODOT Agreement Number 35154, 5310

Accept notice of 1.17% COLI Stebbins & Coffey

Motion: Director Dewater moved to accept the consent agenda as presented. Director Irvin seconded. Passed unanimously

7. **OLD BUSINESS –**

a. ODOT Compliance Observation #1 Closed

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CCATD was given 60 days to fix compliance issues. The first one being the disposition of vehicles which is now closed. The second was a 90-day notice requirement for all vehicles out of service which is now closed. The third was providing on time service maintenance for vehicles which is now closed.

b. Update Radio Communications/Infrastructure

Next steps will be to get three quotes with phone companies to secure best price.

c. General Manager Candidates & Next Steps

Candidate information has been transmitted to the Directors for review under separate cover. Next steps: Identify how many candidates to participate in the first round of interviews? Establish a committee? Calendar first and second round of interviews.

d. Update on RFQ Architectural, Engineering & Related Services

April 12, as approved by the BOD, a request for quotes was published to furnish fixed cost construction of bus shelters for CCATD in Coos County and limited work in Lane and Douglas counties. Construction to include:

- CCATD Super Stop
- Install semi seats
- Provide and install semi seats
- Bus stops with poles
- Florence bus shelter
- Florence bus stops
- Roseburg bus stops

There were no quotes to report. The deadline for this project is June 30, 2022. CCATD will be seeking a project extension for this project.

8. NEW BUSINESS -

a. Maintenance Plan

The vehicle Equipment, Facility and Bus Shelter Maintenance Plan was last revised by the District on April 12, 2021. It is necessary to revise the document incorporating the recent feedback received from the ODOT compliance review.

Motion: Director Taylor moved to approve the revised Maintenance Plan. Director Dewater seconded. Passed unanimously.

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b. Advisory Committee Member Appointment

Motion: Director Dovenspike moved to appoint Dick Leshley to the Coos County Area Transportation District Advisory Committee representing individuals aged 65 and older. Director Irvin seconded. Passed unanimously.

c. Changes to the Open Move contract

GM Hope recommended a change from the Bluetooth printer as specified in the contract to a multifunctional device with NFC/barcode reader and printer at no extra cost.

Motion: Director Dovenspike move to authorize the Chairman to sign the Open Move contract modification to accept the change of equipment. Director Irvin seconded. Passed unanimously.

d. Authorization to move forward with an RFP for an update to the human services coordinated plan, it is a compliance document and is out of date.

Motion: Director Taylor move to move forward with the RFP update to the coordinated plan. Director Dovenspike seconded. Passed unanimously.

9. GENERAL MANAGER REPORT

DR Metrics – OTP 94% at 2.30 Rides per hour

Fixed Route – OTP 100% at 1.92 Rides per hour

NTD Report – Total trips 825

Passenger Trips – 2,808 Unlinked passenger trips

Charts – Para trips 817, Trips per hour 1.80, DFR trips 1,758, DFR trips per hour 2.41, Commuter/Intercity Trips 233 and Commuter/Intercity Trips per hour .59 Total trips 2,808, Total trips per hr. 1.78.

Added to the GM report was the Accidents-Complaints-Deviations spreadsheet.

There was one accident to report and that was bus 213 at NBMC hit the overhang at the clinic. Repair was made.

10. CITIZEN COMMENTS ON NON-AGENDA ITEMS:

Jennifer Boardman: ODOT will be requiring the out of service vehicles that are at auction sold before the advisory is closed.

11. NEXT MEETING – Monday August 9th, 2021

12. ADJOURNMENT – Tara Johnson adjourned the meeting at 9:35 AM