

**Coos County Area Transportation District  
Board of Directors  
Regular Meeting  
Minutes May 10<sup>th</sup>, 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 Tara Johnson, Director Melissa Dovenspike and Director Timm Slater

**STAFF:** Melissa Metz and Jane Stebbins

**GUEST:** Jennifer Boardman ODOT and Selena Kelly Irvin

3. **CHANGES TO AGENDA: None**
4. **CITIZEN COMMENTS ON AGENDA ITEMS - None**
5. **MINUTES** – Director Slater moved to approve the April 12<sup>th</sup>, 2021 minutes. Motion was seconded by Director Veysey. 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 Veysey moved to approve the Financial Reports as presented. Motion was seconded by Director Johnson. Passed unanimously.

7. **OLD BUSINESS: None**

8. **NEW BUSINESS**

- a. **Fares Ordinance**

Background: This is the first reading of Ordinance 21-01 establishing fares for the use of District services effective Monday, July 19<sup>th</sup>.

**Motion:** Director Veysey moved to approve the ordinance read by title only at this May 10<sup>th</sup>, 2021 Board meeting, Director Slater seconded the motion. Passed unanimously.

The Ordinance was included in its entirety in the board packet and available on the website. The first reading of the Ordinance in title only was presented. The Board will act on the Ordinance on June 14<sup>th</sup>, 2021.

**Coos County Area Transportation District  
Board of Directors  
Regular Meeting  
Minutes May 10<sup>th</sup>, 2021**

---

**b. The Revised STIF Plan**

Background: ODOT requested that CCATD modify their STIF Plan to incorporate \$936,000 in projected unspent funds from the 19-21 biennium.

**Motion:** Director Morris Moved to approve to adopt the amended STIF Plan. Director Dovenspike seconded the motion. Passed unanimously.

**9. GENERAL MANAGER REPORT –** Last month’s performance metrics generated from Ecolane were provided to the Board.

DR Metrics – OTP 95% at 2.26 Rides per hour

Fixed Route – OTP 100% at 1.90 Rides per hour

NTD Report – Total trips 879

Passenger Trips – 2,828 Unlinked passenger trips

Charts – Para trips 848, Trips per hour 1.83, DFR trips 1,711, DFR trips per hour 2.32, Commuter/Intercity Trips 269 and Commuter/Intercity Trips per hour 0.64

Total trips 2,828, Total trips per hr. 1.75.

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.

**10. RECAP OF ODOT COMPLIANCE REVIEW/Jennifer Boardman**

Jennifer Boardman went over the recent compliance review with the Board of Directors conducted by ODOT. CCATD’s review went very well with only three findings:

1. Agency asset records indicate discrepancies between inventory and maintenance data. CCATD has vehicles that have been removed from service but have not conducted the disposition in a timely manner.
2. Vehicles have been in the “not in service” category without required notification to ODOT. CCATD must request instructions from ODOT when equipment is to be disposed of.
3. CCATD is not conducting routine preventative maintenance in accordance with its most recent maintenance plan on a timely basis. ODOT requires that 80% of all events be conducted on time; CCATD was below this level.

**11. CITIZEN COMMENTS ON NON AGENDA ITEMS: None**

**12. NEXT MEETING –** Monday June 14<sup>th</sup>, 2021

**13. ADJOURNMENT –** Dick Leshley adjourned the meeting at 8:33 AM