

**Coos County Area Transportation District
Board of Directors
Meeting Minutes
January 20, 2020**

1. **CALL TO ORDER** – Chair Leshley called the meeting to order at 8:03 AM and asked all present to introduce themselves.

Present: Chair Dick Leshley, Vice Chair Doug Veysey, Secretary LouAnn Dewater, Director Melissa Dovenspike, and Director Timm Slater.

Staff: General Manager David Hope, Transit Operations Supervisor Rebecca Jennings, Staff Melissa Metz, Jane Stebbins Legal Counsel

Guests: Jennifer Boardman ODOT Regional Transit Coordinator, Spencer Gordon Nasburg Huggins Insurance

Absent: Director Morris

2. **CHANGES/POSTPONEMENTS** - None

3. **APPROVAL OF THE JANUARY 13, 2020 BOARD MEETING MINUTES**

Director Veysey moved to approve the January 6, 2020 Board Meeting Minutes.

Director Slater seconded the motion.

Discussion – Chair Leshley mentioned that the references to June needed to be changed to January. Motion passed unanimously.

4. **CITIZEN COMMENTS** – None.

5. **COMMUNICATIONS** – None.

6. **OLD BUSINESS**

Resolution 2020-21: To adopt the Coos County Area Transportation District Financial Manual

Director Slater moved to approve Resolution 2020-21 to adopt the Financial Manual.

Director Veysey seconded the motion. Motion passed unanimously.

7. **NEW BUSINESS**

Resolution 2020-26: To authorize the dissemination of a RFI for Scheduling Software

Director Veysey indicated that there have been significant discussions on this topic and moved to approve. Director Dewater seconded the motion. Motion passed unanimously.

8. **INFORMATION ITEMS**

J. Boardman gave a presentation on FTA 101. J. Boardman reviewed the role of FTA which includes providing assistance in the form of planning, operating and capital funds, and technical assistance to state, tribal and local public transportation systems to develop and

**Coos County Area Transportation District
Board of Directors
Meeting Minutes
January 20, 2020**

improve existing public transportation systems. J. Boardman also noted that local governmental units like CCATD are typically state's subrecipients.

J. Boardman then reviewed various federal funding streams:

5311 is a formula grant for rural areas like CCATD. Funds are used for capital expense assistance, planning, job access and reverse commute projects, and operating expense assistance with a mandatory 15% of the annual appropriation used to support administration of intercity bus service. The state determines allocations to their subrecipients and distributed by quarterly reimbursement.

5310 is called Enhanced Mobility of Seniors and Individuals with Disabilities. Funds can be used for capital expense assistance and operating expense assistance. At least 55% of program funds must be used on capital projects that are planned, designed, and carried out to meet the special needs of seniors, and individuals with disabilities, when public transportation is insufficient, inappropriate, or unavailable.

5339 is for Bus and Bus Facilities and are competitive. Program for both Urban and Rural populations for capital expense assistance for programs to replace, rehabilitate and purchase buses, vans and related equipment. Construction of bus-related facilities is also eligible for this type of funding.

Typical project funding and match requirements for most grant programs break down as follows:

- For capital expense the federal share is typically up to 80% of the project cost. The other share, or non-federal share, will be at least 20% of the project cost.
- For operating expense assistance the federal share is typically up to 50% of project cost. The other share, is at least 50% of the project cost.
- Administrative Expense Assistance for Section 5311 is up to 80% federal share of the project cost with at least 20% of the project costs being the other share.

J. Boardman then reviewed the modes of public transportation.

Fixed Route Service

... **Local bus** service is probably the most common perception of public transportation. It uses larger transit buses with a fixed schedule, and route, within a town, city or populated area.

... **Intercity buses** provide service with limited stops over fixed routes between two or more urban areas.

ADA Complementary Paratransit

Provides same level of service as the local fixed route service within $\frac{3}{4}$ of a mile from the established fixed route.

Demand Response Service

Demand Response is designed to move small groups or individuals, under circumstances where fixed route service cannot efficiently or effectively meet their needs

**Coos County Area Transportation District
Board of Directors
Meeting Minutes
January 20, 2020**

either because the riders themselves have special needs or simply because the demand is lower and less concentrated, such as in rural areas.

Deviated Fixed Route

A hybrid of fixed-route and ADA Complementary Paratransit service. Vehicles stop at fixed points and keep to a timetable but will deviate between stops to a specific location for a pre-scheduled pick up. This mode provides riders the reliability of fixed-route service, with the flexibility of demand response, to accommodate those with special needs. This also allows a rural operator to provide more traditional fixed route service, in certain service corridors, where demand justifies a fixed route type service, without having to provide ADA complimentary service, due to cost issues.

9. LATE AGENDA ITEMS

Resolution 2020-27: To procure legal services

Director Vesey asked if we currently had a contract for legal services? Counsel responded that we have an interim contract and that the Districted did need to procure said service.

Director Veysey moved to approve resolution 2020-22, to procure legal services. Motion was seconded by Director Dewater. The motion passed unanimously.

Resolution 2020-28a: To participate in the SDAO Self Insurance Group

Chair Leshley asked Spencer Gordon for some background. S. Gordon explained that the resolution was to declare the Board's intent to self-insure through SDIS to provide Workers Compensation through the Trust. S. Gordon assured the Board that this route is the most economical because of the significantly larger risk pool.

Director Veysey moved to approve resolution 2020-27, to participate in the SDAO Self Insurance Group. Motion was seconded by Director Dewater. The motion passed unanimously.

Resolution 2020-28b: To elect to extend workers' compensation to Board Members

A discussion ensued as to when workers' compensation would be applicable. S. Gordon indicated that whenever a Board Member is performing board duties this policy would be applicable. The duty does not have to be officially approved.

Director Slater moved to approve resolution 2020-28b to elect to extend workers' compensation to Board Members. Motion was seconded by Director Veysey. The motion passed unanimously.

Resolution 2020-29: To accept the Transfer of Assets

Director Veysey moved to approve resolution 2020-29 accepting the Transfer of Assets. Motion was seconded by Director Dewater. Discussion ensued, around the asset list and General Manager Hope ensured the Board that he would verify each bus and if any modification to the asset list needed to take place it would be brought back to the Board. The motion passed unanimously.

**Coos County Area Transportation District
Board of Directors
Meeting Minutes
January 20, 2020**

Resolution 2020-31: To accept the transfer of employees

Counsel reviewed the proposed Intergovernmental Agreement to accept the transfer of employees. Discussion ensued around the time frame for CCAT to retain \$28,000 to cover any potential deductibles. Metz assured the Board that having \$28,000 held by CCAT would not have a detrimental impact to operations. Consensus was built around a drop date of 12-31-2020 to release the funds back to the District. Counsel will circle back around with County on this point.

Director Slater asked if the employees lost any benefits. M. Metz assured the Board that the employees will not lose any benefits. M. Metz also reviewed the steps that have been taken to date in extending the option to employees to carry their sick and vacation balances over to the District or have them paid out consistent with the human resource policies. Those electing to payout balances would see that in their January 31st payroll check issued on February 7th.

This topic is tabled until the next meeting of the Board.

Resolution 2020-32: To adopt the budget and appropriate funds.

Director Dovenspike moved to approve resolution 2020-32 to adopt the budget and appropriate funds. Motion was seconded by Director Slater. The motion passed unanimously.

Resolution 2020-33: To adopt the updated Drug and Alcohol Policy.

ODOT provided a latest and greatest version of the Drug and Alcohol Policy to replace Appendix A in the Human Resource Manual. There was very little change content wise.

Discussion ensued around the needed training to properly assess reasonable suspicion testing. R. Jennings added to the conversation that she has been training as a Drug & Alcohol Program Administrator and has also been trained on reasonable cause to suspect drug use.

Director Dewater moved to approve resolution 2020-33 to adopt the updated Drug and Alcohol Policy. Motion was seconded by Director Dovenspike. The motion passed unanimously.

Resolution 2020-34: To adopt the Driver Training Program

General Manager Hope recommended that CCATD adopt the Driver Training Program published by the Rural Transit Assistance Program.

Director Dewater moved to approve resolution 2020-34 to adopt the Driver Training Program. Motion was seconded by Director Veysey. The motion passed unanimously.

Resolution 2020-35: To assume the lease agreement for the copier from CCAT

Currently there is an operating lease for the copier from South Coast Office Supply and General Manager Hope recommends that the District assume the lease.

**Coos County Area Transportation District
Board of Directors
Meeting Minutes
January 20, 2020**

Director Veysey moved to approve resolution 2020-35 to assume the operating lease for the copier. Motion was seconded by Director Slater. The motion passed unanimously.

Resolution 2020-36: To apply for 5310 and 5339 to enhance the fixed route in CB/NB

General Manager Hope described his vision for enhancing the fixed route in Coos Bay / North Bend by establishing a three-bus transfer pull off area, institute run cuts that will ensure no service interruptions in the middle of the day and enhance service out to Charleston.

Director Veysey moved to approve resolution 2020-36 to apply for 5310 and 5339. Motion was seconded by Director Dewater. The motion passed unanimously.

Resolution 2020-37: To approve the revised maintenance plan

ODOT provided some feedback on our maintenance plan on page 6 for Pre and Post trip reports and on page 7 Preventative Maintenance checklists and workorders. The attached pages show the appended paragraphs.

Director Dewater moved to approve resolution 2020-36 to apply for 5310 and 5339. Motion was seconded by Director Dovenspike. The motion passed unanimously.

10. **NEXT MEETING** – January 27, 2020; 8am

11. **ADJOURNMENT 9:30AM**