

**Coos County Area Transportation District  
Board of Directors  
Meeting Minutes  
January 27, 2020**

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1. **CALL TO ORDER** – Chair Leshley called the meeting to order at 8:00 AM and asked all present to introduce themselves.

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

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

Guests: Jennifer Boardman ODOT Regional Transit Coordinator

2. **CHANGES/POSTPONEMENTS** - None
3. **APPROVAL OF THE JANUARY 20, 2020 BOARD MEETING MINUTES**  
Director Veysey moved to approve the January 20, 2020 Board Meeting Minutes.  
Director Slater seconded the motion. Motion passed. Director Morris abstained.
4. **CITIZEN COMMENTS** – None.
5. **COMMUNICATIONS** – None.
6. **OLD BUSINESS**

**IGA Accepting Transfer of Employees from CCAT**

Counsel commented that this is the same IGA as was reviewed and discussed last meeting. Director Dovenspike moved to approve and execute the Intergovernmental Agreement between Coos County and Coos County Area Transportation District to accept the public employee transfer. Director Morris seconded the motion. Motion passed unanimously.

7. **NEW BUSINESS**

**IGA 5310 Grant Agreements**

Director Veysey moved to approve and execute the IGA between Coos County and Coos County Area Transportation District. Director Dewater seconded the motion.  
General Manager D Hope provided background on this agreement. The purpose is to maintain the Coos County as the pass-through entity for these two contracts. Had they not agreed to continue in this role the Transportation District would have lost over \$200K.  
Director Veysey commented that this seemed to be a practical approach. Motion passed unanimously.

8. **INFORMATION ITEMS**

J. Boardman gave a presentation on Compliance Monitoring. The purpose of compliance monitoring is to assess how transit agencies meet the varied compliance requirements imposed by the FTA, ODOT and RPTD. ODOT hires a third party to conduct the monitoring

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which is comprised of two stages: 1) Remote desk review; and 2) Two-day on-site visit. Following the desk review, on-site visit, document analysis, staff interviews, inspection of records and equipment and procedures, the review team may render findings and/or recommendations. Findings are issues of regulatory compliance and must be remedied within a mutually-agreed-upon timeframe determined by the regional transit coordinator and the agency under review between 30 to 180 days.

Director Veysey thanked J. Boardman for all her time spent educating the Board on the regulations and compliance.

**9. LATE AGENDA ITEMS**

*Counsel interjected at this time that any Director who has a relationship with SCBEC should recuse themselves at this time as the Board moves into discussion of Resolutions, 38, 39 and 41. Chair Leshley and Director Dovenspike stepped away from the Board Table and took seats in the gallery. They did not participate in the discussion or vote. Director Veysey, Vice Chair, presided over the discussion.*

**Resolution 2020-38: To Amend Section 2.1.3 of the Financial Manual**

Director Morris moved to adopt resolution 2020-38, to amend Section 2.1.3 of the Financial Manual. Motion was seconded by Director Dewater.

Counsel explained that the District is in a rural area with limited number of local business and the District expects there will be overlap between members of other organizations and the District. Counsel has provided some alternative language to Section 2.1.3 thus offering the District more latitude within the parameters of the law that is more realistic for our area.

The motion passed on a 3-0-2 vote. Chair Leshley and Director Dovenspike recused themselves from this item due to a conflict of interest.

**Resolution 2020-39: To Define Project Management as “Related Service”**

Director Slater moved to adopt resolution 2020-39, to define project management as a “Related Service”. Motion was seconded by Director Dewater.

Counsel explained that under ORS 279C.115, CCATD is allowed to enter into a contract with consultants if:

- a. the project described in the contracts consists of work that has been substantially described in an earlier contract with the consultant; and
- b. awarded under model public contracting rules; and
- c. the new contract is a continuation of the project.

Counsel noted that in her opinion SCBEC met the criteria and the resolution defined project management and that project management is a “related service” for the purpose of entering into a contract.

The motion passed on a 3-0-2 vote. Chair Leshley and Director Dovenspike recused themselves from this item due to a conflict of interest.

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**Resolution 2020-41: To approve and execute the SCBEC Consulting Contract**

Director Dewater moved adopt Resolution 2020-41 to approve and execute the SCBEC Consulting Contract. Motion was seconded by Director Slater.

Counsel recommended the contract performance period end on June 30, 2020 and between now and the end of the year the District can issue a RFQ for consulting services.

The motion passed on a 3-0-2 vote. Chair Leshley and Director Dovenspike recused themselves from this item due to a conflict of interest.

*Chair Leshley and Director Dovenspike returned to the Board Table and Chair Leshley presided over the remainder of the meeting.*

**Resolution 2020-40: To approve the CCATD Public Transportation Agency Safety Plan**

Director Veysey moved to adopt resolution 2020-40 to approve the CCATD Public Transportation Agency Safety Plan. Motion was seconded by Director Slater.

General Manager D Hope explained each transit operator is required to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020. Small public transportation providers that do not operate rail transit systems and to whom the PTASP rule applies may have their states draft safety plans on their behalf, or they may opt to draft their own safety plans. However, in either case, the small bus operator must implement the safety plan. The CCATD will be in compliance with 49 C.F.R. Part 673 by adopting the PTASP.

The motion passed unanimously.

**Resolution 2020-42: To accept the bill of sale from Coos County**

Director Veysey moved to adopt resolution 2020-42 to accept the bill of sale from Coos County. Motion was seconded by Director Slater.

Counsel had reviewed the bill of sale and noted that County Counsel recommended that we add five vehicles to this document – the 3 new vehicles, the ODVA van and a fifth vehicle that was purchased with state funds – just to ensure they are covered.

The motion passed unanimously.

10. **NEXT MEETING** – February 3, 2020; 8am

11. **ADJOURNMENT 9:07AM**