



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
ANNUAL MEETING
Wednesday, September 26, 2018**

- Present:** Donna Benton, Scott Bogle, Arthur Capello, Jennifer Decker, Marty Dumont, Denis Hebert, Julian Long, Dave Sandmann, Dennis Shanahan, Juliet Walker
- Absent:** Steve Fournier, Colin Lentz, Maria Stowell, Thomas Wright and Shelly Winters
- Guest:** Jen Czysz (Strafford Regional Planning Commission, Executive Director)
- Staff:** Rad Nichols, Heather Hesse-Stromberg, Michael Williams, Anne Rugg, Jeff Donald, Vanessa Polychronis, Deidra Howard

I. Call to Order

The meeting was called to order at 8:52 AM. Introductions of all present were made. Chairman Sandmann, recognizing the potential need for Ms. Decker to have to leave early asked if there were any objections to moving the order of the agenda to facilitate her voting on the action items. There were no objections.

II. Approval of Minutes

Mr. Hebert made a motion to accept the August 29, 2018 minutes as presented and Mr. Long seconded the motion. All voted in favor.

III. New Business

Action Items

Action Item #1: Election of Officers for 2019

Members of the Nominating Committee are, Mr. Bogle, Mr. Capello, Mr. Fournier, Mr. Lentz and Mr. Pepin. After consulting with the current officers and reaching out to other members, it was determined that the following slate of officers is being recommended for the coming year.

Officer Nominees:

- Chair: Dave Sandmann (At-Large)
- Vice-Chair: Juliet T.H. Walker (City of Portsmouth)
- Secretary: Jennifer Decker (GSIL)
- Treasurer: Julian Long (City of Rochester)

Executive Committee:

Based on the By-Laws the Executive Committee shall automatically consist of the following representatives: Chair, Vice-Chair, Secretary, Treasurer, Past-Officer, one member to be appointed by the Chair and the Executive Director (non-voting member).

With the proposed slate of officers, the Executive Committee would be comprised of the following members:

- Dave Sandmann (Chair)

- Juliet T.H. Walker (Vice Chair)
- Jennifer Decker (Secretary)
- Julian Long (Treasurer)
- Scott Bogle (Past Officer)
- Open (Chair's Appointee)
- Rad Nichols (Non-voting)

Action Required: *That the Board of Directors elect the FY2019 Board Officers and direct the Chairman take steps to fill the available Executive Committee seats.*

Mr. Hebert made a motion to accept the slate of officer as presented and Mr. Capello seconded the motion. All voted in favor.

Action Item #2: FY19 Board Meeting Calendar

The draft FY2019 COAST Board meeting schedule can be found below. With a few exceptions (noted with an '*'), the schedule follows the previously agreed upon schedule of the fourth Wednesday of every month at 8:30 am. Meetings will be held in the conference room at COAST's Administrative Offices at 6 Sumner Drive in Dover, NH.

October 24, 2018* *WILL NEED TO BE CHANGED*

November 28, 2018

December 19, 2018

January 23, 2019

February 27, 2019

March 27, 2019

April 17, 2019 *

May 23, 2019

June 26, 2019

July 24, 2019

August 28, 2019

September 25, 2019

Action Required: *That the Board of Directors review and approve the proposed FY19 meeting calendar.*

Mr. Nichols noted that the October Board Meeting date will need to be determine by Doodle poll since the date it would normally fall on conflicts with one of the COA Public Forums.

Mr. Shanahan made a motion to accept the Board Calendar as presented, knowing that October's date will be determined by Doodle poll, and Ms. Walker seconded the motion. All voted in favor.

Action Item #3: Draft FY19 Operating Budget

Mr. Nichols presented the Draft budget.

It was noted that there had been no changes to the draft operating budget from what was presented at the August 29 meeting of the Board of Directors.

Action Required: *That the Board of Directors approve the FY19 Operating Budget.*

The FY19 budget is for \$6,381,106.00 which represents a 7.4% increase (or \$439,038) over FY18. This increase is largely due to expanded demand response services. Reserves are not projected to be needed to balance the budget.

Mr. Bogle made a motion to accept the Operating Budget as presented and Mr. Capello seconded. All voted in favor.

Action Item #4: Corporate Authorizing Resolution (FSB)

We have recently consolidated and upgraded our accounts at Federal Savings Bank, where we hold our primary 'operating' account. In doing so we will realize significantly enhanced interest rates (over 1 point better). We will also have enhanced capabilities within the office to process deposits and transactions vs. going in to the bank to conduct that business.

Finally, we are upgrading our abilities to make small purchases using credit cards. We currently have one credit card, issued to Rad that is passed around for these, often online, purchases. We are now looking to have up to three cards, one for each Director level position on staff, to more easily make these transactions.

Because of all these changes, we need to execute a new Corporate Authorizing Resolution for Federal Savings Bank. The Resolution follows on the next page.

Action Required: *That the Board of Directors approve the Corporate Authorizing Resolution as presented.*

Mr. Long made a motion to approve the Corporate Authorizing Resolution and Mr. Dumont seconded. All voted in favor.

III. Public Comment

Mr. Nichols reported there were no public comments to report.

IV. Financial Report – August Financials

Mr. Long reported that we saw a decrease in Farebox Revenue and Advertising Revenue in August. The Advertising Revenue decrease revolves around collections and the timing of ATA's invoicing. Expense increases were noted in Wages and Fringe Benefits due to FMLA, use of PTO and new training classes coming on board. Additional expense increases are seen in Materials and Supplies due to our fleet needing a lot of expensive exhaust work related to the after-treatment systems. Our Unrestricted Net Asset Ratio percentage continues to decrease coming in at 12.9% in August.

V. Old Business

Portsmouth Senior Transportation

We are set to launch for October 1. All assets and staff are in place. We hope to make this as smooth a transition as possible for Portsmouth seniors and individuals with disabilities, but it will not be an easy transition for many of our riders. We hope to make this as smooth a transition as possible for Portsmouth seniors and individuals with disabilities.

We're On The Route

Anne Rugg has been actively recruiting additional We're On The Route businesses, community organizations and public sites during the month of October. If you have suggestions for sites to add, or if you would like to help spread the word in your community, please let Vanessa or Anne know and we will reach out.

Real-Time Bus Information System

COAST has just recently contracted with DoubleMAP to provide real-time bus information services to COAST for the next three years. The contract includes all the necessary hardware, software, hosting, training, support and data transmission plans necessary to outfit all COAST in-service buses with the system. We are very excited to be able to launch the service and anticipate this will be a 6-8 week process.

Comprehensive Operations Analysis (COA)

We have officially kicked off the COA and are preparing for our first round of public forums in mid-late October. If necessary, due to scheduling conflicts, the forums may run into early November. We are working with NH Listens to facilitate and plan the design of the forums.

The Steering Committee held their initial meeting in late August and is scheduled to meet again on September 24 at 12:30pm. The main topic of discussion for the Committee will be the upcoming forums and survey.

VI. Community Updates/Information Items

NH Economic Development Plan

Staff will be attending the Infrastructure Build Session on the afternoon of September 27 in Nashua. The purpose of the meeting is to engage individuals involved in the state's infrastructure to assist in developing strategies that will inform recommendations to support New Hampshire's economic development plan.

VW Settlement

The State of New Hampshire's Beneficiary Environmental Mitigation Plan was released on September 7. The Beneficiary Mitigation Plan summarizes how the State of New Hampshire proposes to use the funds allocated under the fully executed Environmental Mitigation Trust Agreement for State Beneficiaries (Mitigation Trust) that was finalized October 2, 2017. The State has almost \$31,000,000 allocated to it under the terms of the Mitigation Trust. A large priority is to replace aging state and municipal fleets (including transit agencies).

The Plan can be found at: <https://www.nh.gov/osi/energy/programs/documents/beneficiary-mitigation-plan.pdf>

Unmet Transportation Needs

Mr. Dumont noted that many area nursing homes are having trouble with transportation challenges and we need a variety of approaches, depending on the site and the residents at those sites, to get people where they need and want to be.

Strafford Regional Planning Commission Quarterly Meeting

Ms. Czysz informed members that the Quarterly Meeting tomorrow will focus on Affordable Housing.

Additional Operating Funds Available

Mr. Bogle noted that the DOT Commissioner met with Planning Commissions and informed them of an additional \$200,000 available for Operating assistance for public transit and highways and bridges. Ms. Czysz noted that the DOT Commissioner is speaking at SRPC's Policy Meeting on October 19th.

Non-Emergency Medical Transportation Roundtable Meeting

Mr. Donald informed members that the Alliance for Community Transportation (ACT) is hosting a Roundtable meeting on October 30th to explore ways to improve scheduling and relationships.

Bike Lane in Portsmouth

Ms. Walker announced that a separated Bike Lane on Lafayette Road is now in place. She noted that this has been a long time in the making and the community was very engaged in making this happen. She also noted that the general public will need a lot of education around safety and sharing the road.

Ridership

Please see the chart to follow.

VII. Adjournment

Mr. Shanahan made a motion to adjourn the meeting which was seconded by Mr. Capello. All voted in favor and the meeting was adjourned at 9:23 AM.