



**Cooperative Alliance for Seacoast Transportation
DRAFT Minutes of the Board of Directors
Wednesday, March 28, 2018**

- Present:** Scott Bogle (Arr. 8:35), Cynthia Copeland, Jennifer Decker, Steve Fournier (Arr. 8:46), Denis Hebert, Colin Lentz, Marty Pepin, Dave Sandmann, Maria Stowell and Juliet Walker
- Absent:** Arthur Capello, Dan Chartrand, Shelly Winters
- Staff:** Rad Nichols, Heather Hesse-Stromberg, Michael Williams
- Guest:** Dennis Shanahan, City of Dover

I. Call To Order

The meeting was called to order at 8:33 AM. Introductions of all present were made.

II. Approval of Minutes

Mr. Bogle made a motion to accept the January 24, 2018 minutes as presented and Mr. Pepin seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols recognized Mr. James Nisbet for 15 years as a COAST Bus Operator. Mr. Nisbet came to COAST from California and has consistently received commendations from passengers. Mr. Nichols also recognized Mr. Keith Lefavour for 10 years as a COAST Detailer noting that the position is a critical one making sure that COAST makes a good impression on passengers.

Mr. Sandmann noted congratulations were due to Ms. Benton and her husband on the arrival of their first child.

IV. Financial Report – January & February 2018 Income Statements & Balance Sheets

Mr. Nichols noted that January and February saw COAST still operating in the black. He noted a decrease in both fare revenue and advertising revenue in February. Mr. Nichols stated that the advertising revenue is an issue of collections versus a decrease in advertising contracts. Mr. Nichols reported that COAST is operating well under budget in both Revenues and Expenses resulting in a gain of \$7,436.37.

Mr. Nichols reviewed the Balance Sheet and noted there is nothing of concern. He would like to see an increase in available funds and indicated that there is some billing outstanding to NHDOT for some capital matching support.

V. Old Business

5339 Grant Application

The grant application, in support of signal prioritization for public transit at 19 intersections in Dover, has still not been announced.

5310 Formula Funding

The grant application was submitted at the end of February in support of TripLink and Jeff Donald's work on behalf of ACT and COAST. The total amount of Federal funds applied for in the grant was \$132,808.

Annual National Transit Database (NTD) Report

After receiving the typical one-month extension, COAST's annual NTD report was submitted to the FTA on March 2nd. It has subsequently been through one revision, based on questions raised by the analyst assigned to our account. It is typical to have up to three revisions by the time of close-out.

Annual FTA Drug & Alcohol MIS Report

COAST's annual DAMIS report was submitted on time in early March. This is an annual report on all drug and alcohol testing conducted under DOT authority, and the results, at COAST.

New Website

The new website went live Thursday, March 22. The Altos Agency did a fantastic job on what has proven to be a highly complex website, with a tremendous amount of information to present.

Portsmouth Senior Transportation

COAST and the City staff have continued to meet and move forward the concept of COAST's proposal for operating all city-supported senior transportation in Portsmouth. The proposal includes all current COAST operations within the City, group shopper shuttles, expanded shared-ride curb-to-curb services (beyond the ADA) and a new volunteer driver program. On March 5, the Portsmouth City Council approved a new \$5 vehicle registration fee on vehicles registered within the City to support transportation projects across the City, including the potential expansion of the Senior Transportation Program. This is estimated to result in about \$110,000 in additional revenue for the City.

Tri-City Volunteer Driver Program

After establishing a very robust community advisory committee for this project, the decision has been made to move forward to begin discussions with City officials in Dover, Somersworth and Rochester about the potential Program and expectations for a level of community support in the FY20 budget cycle. The goal is to have this Program become active (with volunteers providing rides) in the fall of 2018, assuming community leader buy-in and support.

Volunteers would use their own vehicles and would transport residents to medical appointments. COAST will not ask for community support in the first year. Mr. Nichols noted that, while there is a modest mileage reimbursement available for volunteers, only about a third of volunteers typically request it.

VI. New Business

ACTION ITEMS:

Action Item #1: Acceptance of New Board Member Appointments

In February the Dover City Council elected to appoint Councilor Dennis Shanahan as Dover's representative to the COAST Board of Directors. Councilor Shanahan represents Dover's Ward 5 on the Council and is in his second term on the Council and has a history of volunteering within the City of Dover. Councilor Shanahan's last occupation was as the Director of the Occupational Safety, Health and Environment Department at the Portsmouth Naval Shipyard. He is now recently retired. Donna Benton will ultimately become Councilor Shanahan's alternative once she returns from leave.

The City Council, knowing of Ms. Benton's upcoming maternity leave, also took steps to appoint Dave Carpenter as her alternate during her leave. Mr. Carpenter is the Community Development Planner within the City's Planning Department.

Action Required: *That the Board of Directors accept the appointments of Mr. Dennis Shanahan and Mr. Dave Carpenter to represent Dover on the COAST Board of Directors.*

Mr. Fournier made the motion to accept the appointments of Mr. Dennis Shanahan and Mr. Dave Carpenter to represent Dover on the COAST Board of Directors and Mr. Sandmann seconded the motion. All voted in favor and welcomed the new Board Members.

Action Item #2: Systemwide Re-scheduling Project

Action Required: *That the Board of Directors approve the systemwide rescheduling.*

Mr. Williams made a presentation to the Board regarding COAST's on-time performance and the need for a systemwide re-timing. Mr. Williams noted that the last re-timing was some time ago and with the increase in ridership, development (both residential and business) and the more frequent stops, it takes more time to complete each loop. Mr. Williams noted that COAST considers a run late if it leaves more than 5 minutes past its scheduled time. Mr. Williams also noted that the pressure to make up time is very stressful to drivers and, ultimately, passengers.

Mr. Williams presented several options that will more accurately reflect the current routes and discussed the potential financial implications of each. Particular attention was paid to the Trolleys, Route 2 and Route 6. COAST staff ultimately proposed that:

- the schedules be adjusted to achieve a 95% on-time performance goal
- Route 2 services be expanded (last weekday 2N to Rochester leave an hour later, later Route 2 run on Saturday allowing for employees to work later)
- The Trolley service hours remain constant (includes trimming one run)
- Route 6 maintain current service hours (includes trimming one run).

Upon review of the materials presented, Mr. Hebert made a motion to approve the system-wide rescheduling and Mr. Pepin seconded. All voted in favor.

Action Item #3: Demand Response Vehicle Procurement

COAST staff have recently reached out to Shepard Brothers, Inc., who hold the NH contract for small buses, to obtain quotes on two new vehicles. As a public transit operator within the state, COAST can purchase off of this contract, which is overseen by the Purchase and Property Bureau of the Administrative Services Department.

The vehicles will be one (1) 14-passenger and one (1) 8-passenger body-on-chassis bus used to meet COAST's expanding DR program needs.

Pricing for each vehicle, with COAST selected options, will be as follows:

- 2018 14-passenger bus \$86,250
- 2018 8-passenger bus \$75,690

We are still negotiating final pricing on radios and seats with built-in child restraints, which will likely affect final pricing, thus the action required has built in some wiggle room to account for this.

These prices compare favorably to recent similar purchases made by COAST.

- 2017 14-passenger bus \$84,000 Coach & Equipment Phoenix
- 2016 8-passenger bus \$75,928 StarTrans Senator II

COAST staff has secured a May 2018 production slot pending Board approval of this procurement. Delivery would be anticipated in early to mid-June.

Action Required: *That the Board of Directors approve the procurement of one (1) 16-passenger and one (1) 8-passenger body-on-chassis buses under the NH state contract with Shepard Brothers, Inc. for a total price not to exceed \$166,000.*

Mr. Nichols noted that these vehicles would be used for Demand Response and will be in service very consistently. Purchasing additional vehicles allows COAT to have a spare ratio for when vehicles are down for scheduled or unscheduled maintenance. Mr. Nichols stated that 85% of the funding would be through the FTA (NH STIP) and the remaining 15% would use COAST's unrestricted reserves.

Mr. Hebert made a motion that the Board of Directors approve the procurement of one (1) 14-passenger and one (1) 8-passenger body-on-chassis bus under the NH state contract with Shepard Brothers, Inc. for a total price not to exceed \$166,000. Mr. Bogle seconded the motion, and all voted in favor.

Committee Reports

The Executive Committee met on March 12 and discussed Discussion Item #1 below.

The Unrestricted Funds Committee has a draft policy in development that will be brought to the Executive Committee in April or May.

The Board Development Committee has not met but Mr. Nichols and Mr. Williams indicated a potential new board member from Berwick may likely be appointed by the Selectboard next week.

Discussion Items

Discussion Item #1: Route 7 – Proposed Service Delivery Change

Staff met with Exeter and Newmarket on Friday, March 23 and discussed the proposed service delivery change. Both Exeter and Newmarket support the proposed change in service delivery. Ms. Decker stressed the importance of public information sessions to introduce the new service and Mr. Hebert suggested that discussions begin with Stratham to participate financially. Ms. Walker made a motion to support the Route 7 proposed service delivery change and to let the service run for a year before involving additional communities. Mr. Pepin seconded, and all voted in favor.

Discussion Item #2: Internal Service Cancellation Practices and Procedures

Mr. Nichols noted that the weather this Winter has resulted in several cancellations of service. He presented the Practices and Procedures in place to make sure everyone gets the information they need in a timely fashion.

Discussion Item #3: Board Self-Assessment Instrument

Time did not allow for a presentation regarding the Board Self-Assessment Instrument, but all present were given a copy with the request that the document be completed and returned prior to the next meeting for tabulation. Mr. Nichols agreed to email the instrument to all Board Members after the meeting.

VII. Community Updates/Information Items

Town of Berwick

At the March 6 meeting, the Berwick Board of Selectmen voted to recommend full funding of COAST's financial request (\$20,000) in the upcoming Town Warrant. This would represent an increase in the Town's funding by nearly \$9,000 and equal full funding by Berwick.

HR & Compliance

The last several months have a very busy time for HR & Compliance submitting multiple reports and completing all Affordable Care Act documentation for employees and the IRS.

Ready Rides Accolades

Meri Schmalz, Ready Rides Executive Director, was just recently recognized as one of NH's Outstanding Women by '95.7 WZID' for her work with Ready Rides and in her community. Ready Rides continues to grow and become an ever more important community resource in the communities it operates within.

TASC Expansion into Brentwood

Based on the results of the recent Brentwood town meeting, at which a nominal level of funding was supported, TASC will be expanding their volunteer driver program into the town soon.

Ridership & Other Performance Measures

Ridership and other performance measures were reviewed.

VIII. Adjournment

Ms. Walker made a motion to adjourn the meeting which was seconded by Mr. Fournier. The meeting was adjourned at 10:37 AM.