



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, December 13, 2017**

Present: Donna Benton, Scott Bogle (Arr. 8:40), Arthur Capello, Jen Decker, Marty Dumont, Denis Hebert, Colin Lentz, Julian Long, Dave Sandmann, Maria Stowell, Juliet Walker

Absent: Daniel Chartrand, Steve Fournier

Staff: Rad Nichols, Michael Williams and Heather Hesse-Stromberg

I. Call to Order

Mr. Sandman called the meeting to order at 8:30 am.

II. Approval of Minutes

Mr. Hebert made a motion to accept the November minutes as presented and Ms. Walker seconded the motion provided the minutes are revised to remove Ms. Walker from the list of those present. All voted in favor of the minutes as revised.

III. Public Comment

No public comment.

IV. Financial Report

Mr. Nichols reviewed the October financials and reported that we are off to a good start for Fiscal Year 2018. Advertising revenues continue to grow, and all expenses were under budget for the month. We ended the month with a gain of \$20, 832.37. Our unrestricted assets remain under our goal and will be used for local match for future capital purchases and monthly cash flow use as needed.

V. Old Business

2017 CMAQ Round

Based on NHDOT scoring, it appears that COAST's fleet replacement project scored very well and may likely receive funding through CMAQ this round. The vote on awards is anticipated at the December 20 meeting of GACIT.

5310 Formula Funding

At the December Statewide Coordinating Council meeting the NHDOT outlined draft scenarios on how to distribute these funds in the coming grant year. While Mr. Donald's Coordination Program and TripLink are models for other programs in the state, under all scenarios presented,

the funding going to support the Coordination Program and TripLink was proposed for a dramatic reduction (-61% to -79%). NHDOT will be announcing the next grant round and methodology for distributing funds in late December. Mr. Bogle noted that there may be a request for Mr. Herlihy (Dir. of the Bureau of Aeronautics, Rail and Transit) to come speak about this at an upcoming RPC Directors meeting. In other regions this change might result in taking services off the road. A change like this would require time to plan as it would account for \$60,000-\$80,000 which we match at 20%. COAST will be submitting a letter asking for a delay in divvying up the funds until FY 2020.

Portsmouth Senior Transportation

COAST is awaiting a meeting to discuss our current draft proposal to operate all senior transportation services for the City, including curb-to-curb shared rides for seniors for a variety of activities, volunteer trips to get to medical appointments, and shopping shuttles. Ms. Walker noted that the City Manager has been on a leave for 3 months but has just returned.

New Potential Tri-City Volunteer Driver Program

Mr. Donald and Ms. Pereira (COAST staff) are continuing to reach out and meet on the possibility of beginning a new Tri-City volunteer program under COAST. We are looking for champions to help develop the concept for presentations to key potential stakeholders.

IT Transition

Our early December meeting with our new IT firm resulted in several recommendations to upgrade our system. We are now in the process of implementing their recommendations and are very excited to be getting a new server, backup strategy (hardware and software), new manageable firewall, switches, remote access points, and Exchange while transitioning to Office 365.

New Website

Staff is expecting to receive the draft version of our new website between Christmas and the New Year and we anticipate a launch in mid-late January. The new website will be much more user friendly and staff will be able to more easily manage it over time.

New Fixed Route Minibuses

Based on the Board's previous approval, we have placed an order for three new fixed route minibuses with Matthews Buses. These will be configured to COAST's specifications and we hope they will be able to be delivered in early summer 2018. Our new demand response minibus arrived in early December.

Annual Audit

COAST's auditors were on site between December 4 – December 7 conducting that portion of our annual audit. There were no significant issues raised during their visit. They will complete the audit over the next month.

COAST Cares (Fall 2017)

COAST staff made donations of \$5.00 per week in November to participate in Jeans for Charity Fridays. COAST staff raised \$365.00. Paired with the collected cash fares on Giving Tuesday, \$1,215, COAST was able to donate a total of \$1,850 to help seniors and adults with disabilities who are in crisis in our service area.

All funds raised during the campaign were used to purchase \$25 gift cards, good at area grocery stores, for the case workers at the Bureau of Elderly and Adult Services (BEAS) who help those for whom a concern about abuse and/or neglect has been reported.

Another very successful COAST Cares event managed by Vanessa Polychronis!

VI. New Business

Action Item #1: Revised Policy in Prohibited Drug Use & Alcohol Misuse

Effective January 1, 2018, FTA is updating their Drug and Alcohol testing regulations to include some additional drugs for testing in response to current events. To remain in compliance, we have prepared an updated Policy on Prohibited Drug Use and Alcohol Misuse in keeping with the updated regulations. We also took this opportunity to perform a few organizational updates to improve clarity and readability of the policy. A summary of changes is listed below:

Changes in Revision 06:

- Updated COAST logo
- Added definition of Alcohol Screening Device (ASD) (added in final rule)
- Updated definition of EBT to match regulations
- Updated employee categories subject to testing to match current job titles
- Updated list of drugs tested under DOT tests to match new DOT requirements (add opioids, changing from more limited opiates, remove MDEA)
- Various formatting and organizational changes to make it easier to read and find information in the policy
- For reasonable suspicion testing, added a sentence that employees cannot return to safety sensitive functions until results are received
- Clarified reasonable suspicion testing requirement that it be a directly observed test
- Clarified operator availability requirements for post-accident testing
- Clarified pre-employment testing requirement that a verified positive be received prior to performing safety sensitive duties
- Clarified explanation of post-accident DOT D&A testing (section 4.8) to more closely mirror regulatory language and therefore be clearer.
- Clarified difference between negative dilute and positive dilute (section 6.5)

Action Required: *That the Board of Directors approve the revised Policy on Prohibited Drug Use & Alcohol Misuse to take effect on January 1, 2018.*

Mr. Williams noted that additional changes were on page 10 with language regarding failure to submit to testing (straight from the regulation) and adding "or wearing a prosthetic device" in number 10.

Mr. Long made a motion that the Board of Directors approve the revised Policy on Prohibited Drug Use & Alcohol Misuse and Ms. Benton seconded. All voted in favor.

VII. Committee Reports

The Executive Committee has not met and has no report.

The Board Development Committee has not met and has no report.

The Unrestricted Net Assets Committee: Mr. Nichols and Mr. Ruzinsky reviewed the template revised policy and will be bringing the updated policy to the Executive Committee and then to a future Board Meeting.

The Somersworth Committee: Mr. Dumont is very happy that Ms. Comstock has joined Ms. Saunders and believes it is a positive thing for Somersworth. He noted that the City Council has not fully funded COAST for the past five years, but new Council members support COAST. Mr. Dumont reported that the plan had been to fully fund COAST but then the school budget came up very short. Mr. Dumont intends to request that Somersworth fully fund COAST in April 2018.

VIII. Discussion Items

Discussion Item #1: Board Member Photos and Bios

Mr. Sandmann reminded members that Ms. Polychronis still needs photos and bios for each Board member for our new website.

Discussion Item #2: FY19 Municipal Funding Initial Calculations

Mr. Nichols made a presentation on the Municipal Funding Calculations. He reminded all present that weekly service miles and ridership are weighted equal to each service's total percentage of the overall operating budget. In FY18 Demand Response was 27.2% and Fixed Route was 72.3%. Mr. Nichols held the current fixed-route service levels but projects a 5% increase in Demand Response over latest FY18 projections. Additionally, Mr. Nichols is assuming a 3.5% increase in most budgetary lines over FY18.

Capital needs are not currently factored into the projected bottom line of \$662,354. Capital needs would add approximately \$30,000 to the bottom line.

IX. Community Updates/Information Items

Ridership & Other Performance Measures

Monthly ridership figures by bus route and service type were presented in charts attached to the Board Packet.

X. Adjournment

Mr. Lentz made a motion to adjourn the meeting and Mr. Bogle seconded. All voted in favor.

The meeting was adjourned at 9:55 am.