



**Cooperative Alliance for Seacoast Transportation  
Minutes of the Board of Directors Meeting  
Wednesday, February 27, 2019**

**Present:** Scott Bogle (Arr. 8:35am), Arthur Capello, Valerie Labrie, Colin Lentz, Marty Pepin, Dennis Shanahan, Juliet Walker, and Thomas Wright (Left at 9:26am)

**Absent:** Steve Fournier, Denis Hebert, Dave Sandmann, Dave Sharples, Maria Stowell and Shelley Winters

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

**Guest:** Amy Sterndale, Consultant

**I. Call to Order**

The meeting was called to order at 8:30 AM. All present introduced themselves.

**II. Approval of Minutes**

Mr. Pepin made a motion to accept the minutes from the January 23, 2019 Board Meeting as presented and Mr. Lentz seconded the motion. Mr. Bogle, Mr. Lentz, Mr. Pepin, Mr. Shanahan, Ms. Walker and Mr. Wright voted in favor. Mr. Capello abstained.

**III. Public Comment**

None

**IV. Financial Report**

Mr. Nichols presented the report on January 2019 financials. He noted that farebox and contract revenue are slowly increasing but remain slightly below budget YTD. He reported that Clipper Pass sales have risen in both January and February. In addition, January was a great month for advertising revenues. He reported that there is significant volatility in the advertising market as businesses respond to recent economic uncertainty (e.g. Government Shutdown). Mr. Nichols noted that two major advertisers are no longer using transit advertising as part of their PR plan, so we have lost the income associated with their contracts. ATA Outdoor has been working hard to replace these lost advertisers.

Mr. Nichols reported the new wage scale for hourly employees was implemented in January. Mr. Nichols noted that the TMA Activities line, currently under budget, will see significant growth as the major activities of this program happen in the Spring (Business to Business Commuter Challenge).

Overall, COAST saw a gain of just over \$42,000 in January and we have caught up on all expenses that were unpaid during the Government Shutdown.

While our available funds balance is increasing, it remains below our goal (current is 13.6%, goal is 27.7%).

## **VI. Old Business**

### **Commercial Line of Credit**

After considerable efforts, COAST did not pursue a line of credit since we did not have enough substantive collateral to secure a line of credit that would sustain us for more than a couple of weeks.

### **Commercial Vehicle Operator Staffing**

Mr. Nichols reported that we continue to be 3-4 commercial operators short of being fully staffed.

### **Staff Cross-training**

Both Vanessa and Heather have been cross-trained to cover for Deidra's maternity leave.

### **Tri-City Service**

We continue to have exploratory meetings on the concept of a new or expanded Tri-City connector service for Rochester, Somersworth and Dover.

### **NH Transportation Council**

Rad Nichols, Executive Director, has been appointed by the Executive Council to the NH Transportation Council. More information will be provided as Mr. Nichols receives information.

### **ADA Scheduling Parameters**

Staff continue to work with our scheduling software to analyze how we can best compare our options for scheduling and increase efficiencies.

### **Building Code and Condition Assessment**

CMA Engineers, Inc. completed their assessment of our operating and maintenance facility at 42 Sumner Drive. The two main areas of concern identified for fire or life safety conditions were:

1. the existing sprinkler system in the portion of the building that has it needs to be updated with adequate piping and sprinklers that are compliant.
2. The fuel dispensing station in the garage is required to be separated from the remainder of the building by a 2-hour wall. We need further investigation to identify whether the wall in place between the garage and offices/mezzanine are 2-hour rated. We may also want to look at moving our fuel dispensing station to the exterior of the building.

### **Spill Prevention Countermeasures and Containment (SPCC) Plan**

We have engaged CMA Engineers, Inc. to assist in updated in our existing SPCC Plan for our facilities at 42 Sumner Drive. This is a requirement for any facility that stores and uses oil products.

## **VII. New Business**

### **Action Items**

**Action Item #1: Acceptance of New Board Member Appointment**

The Portsmouth Housing Authority (PHA) has accepted our invitation to take a seat on the COAST Board of Directors. They have selected Ms. Valerie Labrie, their Finance Director, to be their representative to the COAST Board of Directors.

**Action Required:** *That the Board of Directors accept the appointment of Ms. Labrie to represent the Portsmouth Housing Authority on the COAST Board of Directors.*

Mr. Capello made a motion to accept Ms. Labrie's appointment to the COAST Board of Directors and Mr. Bogle seconded. All voted in favor and welcomed Ms. Labrie to the Board of Directors.

**Action Item #2: FY20 Municipal Funding Formula – Draft Revision**

At the January Board Meeting the FY20 Municipal Funding requests were distributed as a placeholder for a potentially revised figure. At the February meeting the revised figures were presented, representing a rolling three-year average of the factors, to moderate the fluctuations communities were seeing year-to-year.

**Action Required:** *That the Board of Directors adopt a municipal funding formula methodology, and resultant community requests, for the FY20 budget year.*

Mr. Shanahan made a motion to adopt a revised municipal funding formula methodology, and resultant community requests, for the FY20 budget year and Mr. Pepin seconded the motion. All voted in favor.

Mr. Nichols stated he would send out new letters to communities by the end of the week.

**Action Item #3: ADA Shopping Shuttle Pilot**

Mr. Williams presented a potential opportunity to proactively manage the demand for ADA Paratransit services, and improve efficiencies of service delivery. COAST has identified potential opportunities for group Shopping Shuttles in Dover (to Central Ave. Hannaford) and Somersworth (to Market Basket and Walmart). By grouping rides to these destinations, COAST may be able to reduce costs. These rides will be scheduled at times that are typically less busy.

As a way to incentivize people riding together, the proposed fare for the shopping trips will be \$2.00 (versus the \$3.00+ fare for ADA). Additionally, the current bag limit that exists on ADA trips will be significantly increased for the shopping shuttle trips.

These trips would be available to Berwick, ME, Somersworth and Dover ADA riders and the pilot would run from mid-March through June 30 of 2019.

**Action Required:** *That the Board of Directors authorize the trial of an ADA Shopping Shuttle trial for the purpose of better managing COAST ADA paratransit services.*

Mr. Lentz made a motion to authorize the trial of an ADA Shopping Shuttle and Mr. Pepin seconded the motion. All voted in favor.

Mr. Williams noted COAST would send out a letter to all ADA riders in eligible communities. Mr. Capello suggest a press release as well.

#### **Action Item #4: FY19 Operating Budget Revision**

Mr. Nichols reported that after the approval of the FY19 Budget he realized he had put in Purchase of Service figures but not Mobility Management in the ACT/Coordination revenue and expenses lines of the budget. At this meeting he presented a revision to the FY19 Operating Budget which accurate reflects ACT's mobility management work and TripLink which is a \$21,552 increase in the ACT/Coordination revenue and expense lines and the bottom line of COAST's Operating Budget. Mr. Nichols noted that this has no other impacts on the operating budget, it simply ensures that it accurately reflects ACT/Coordination's part of the budget.

**Action Required:** *That the Board of Directors approve the proposed budget revision to the FY19 COAST Operating Budget, increasing the bottom line of the budget by \$21,552 bringing the new total Operating Budget to \$6,402,658.*

Mr. Bogle made a motion to accept the budget revision and Mr. Shanahan seconded. All voted in favor.

#### **Committee Reports**

Members of the Executive Committee met on February 7 but there was not a quorum, so it was not an official meeting.

#### **Discussion Items**

##### **Discussion Item #1: COA Progress**

Ms. Benton from the COA Steering Committee attended this part of the Board Meeting.

Mr. Williams reviewed the results from the COA surveys and spoke about how this information, along with current funding challenges, will be presented to staff at an All-Staff Meeting on Saturday, March 2.

Mr. Nichols presented an overview of the information he will present at the All-Staff Meeting and noted that these are the initial phases of COAST's Public Relations strategy.

Ms. Amy Sterndale, Consultant with Sterndale Strategic, LLC, went over COAST's Public Relations Plan with those in attendance including the importance of a consistent, optimistic message and a timeline that ensures people know the information when they need to know it.

These conversations and work with the COA Steering Committee and COAST Board of Directors will be ongoing for the next 15-18 months and will require an increase in engagement of members of both groups.

## **VII. Community Updates/Information Items**

### Strafford Warming Shelter

COAST offered free rides to individuals going to and from the Warming Shelter during the cold snap in early February.

### FTA Grant Amendment

A grant amendment was submitted on February 1<sup>st</sup> including funds for COAST's operating, planning and capital needs in FY19. A further amendment will be necessary to add CMAQ grant funds being transferred to the FTA 5307 program for use on our LBB mitigation projects.

### FY19 FTA Funding Levels

The recently signed Consolidated Appropriations Act included \$4.827B in funding for urbanized area formula grants (Section 5307). This represents level funding to what was approved in the FY19 authorized FAST Act appropriations and a \$100M increase over the FY18 THUD appropriations enacted. We are waiting to see what this means for NH.

### Annual NTD Report

Staff is in the process of compiling and submitting our annual National Transit Database (NTD) report for FY18. We received an extension on our submittal which is now due March 2.

### Ridership & Financial Performance

Ridership and Financial Performance figures were presented as part of the Board packet.

## **VIII. Adjournment**

Mr. Capello made a motion to adjourn the meeting which was seconded by Mr. Lentz. The meeting was adjourned at 10:14am.