



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors Meeting
Wednesday, May 22, 2019**

Present: Scott Bogle (Arr. 8:32), Jim Campbell, Valerie Labrie, Colin Lentz, Marty Dumont, Dave Sandmann, Dennis Shanahan and Juliet Walker

Absent: Arthur Capello, Steve Fournier, Denis Hebert, Dave Sharples, Thomas Wright and Shelley Winters

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

I. Call to Order

The meeting was called to order at 8:30 AM.

II. Approval of Minutes

Mr. Lentz made a motion to accept the minutes from the March 27, 2019 Board Meeting as presented and Mr. Shanahan seconded the motion. All voted in favor.

III. Public Comment

Mr. Dumont reported he was happy to see the vehicle registration has been increased to \$10.00 which may help allow Somersworth to fully fund COAST.

IV. Financial Report

Mr. Nichols presented the report on the April 2019 financials. He noted that advertising revenue continues to be significantly down, however ATA Outdoor reports that the market is seeing an increase in activity. The City of Dover is making the move to advertise in shelters and the City Council is scheduled to vote on approval of this at their meeting on 5/22/19. Farebox revenue recovered from March's losses and is gaining again. Wage and benefits lines are still under budget due to open positions and keeping OT down. Contract services has seen a significant increase due to legal bills. Mr. Nichols reported that because we're above projections in farebox ratio for almost all services and our expenses are down we're doing okay YTD. Our unrestricted net asset ratio continues to increase slowly and was up to 14.3%, from 14.2% in March.

VI. Old Business

Staffing

We are currently hiring for supervisors, commercial vehicle operators, seasonal non-CDL operators, demand response operators and vehicle cleaners. Mr. Nichols reported that the dispatcher position was just filled yesterday by an Operator with significant dispatch experience.

Bus Shelter Advertising

The City of Dover is pursuing enabling advertising within our bus shelters in the city. We are working on an agreement with the City as advertisers are currently waiting in the wings.

Real Time Bus Information System

COAST has released the beta version of our new real time bus information system, DoubleMap. We have put it through extensive testing, and we continue to work on some issues on the backend. Reporting continues to be an area that requires attention.

Unfair Labor Practice Update

COAST's attorneys have filed a Motion to Dismiss and we received a Request to Postpone the pre-hearing to September.

VII. New Business

Action Items

Action Item #1: Acceptance of New Board Member Appointment – City of Rochester

The City of Rochester has nominated an appointee, Mr. James Campbell, to service as the City's representative to the COAST Board of Directors. Mr. Campbell is the Director of Planning and Community Development at the City.

Action Required: *That the Board of Directors accept the appointment of Mr. Campbell to represent the City of Rochester on the COAST Board of Directors.*

Mr. Bogle made a motion to accept the appointment of Mr. Campbell to represent the City of Rochester on the COAST Board of Directors and Mr. Lentz seconded. All voted in favor.

All are very pleased to have Mr. Campbell join the Board of Directors.

Committee Reports

Executive Committee –

An emergency meeting was called for April 11. The meeting was held in order to take action on and approve the pending 5310 contract with the NHDOT for SFY20. The Contract was subsequently approved by Governor and Council and will take effect on July 1, 2019.

Discussion Items

Discussion Item #1: COA Progress

Mr. Nichols reported that the first Public Forum of the second round of public outreach is tonight. Shuttles will be run for riders if service has stopped running by the time the meeting is over. Meetings are scheduled for Farmington, Dover, Somersworth, Portsmouth and Rochester.

The goal of this round of meetings is to discuss our conceptual redesign and obtain public input and feedback on our proposal.

On April 17th a Community Meeting with Stakeholders was held at Wentworth-Douglass Hospital. Several communities were represented, and the information was well-received. In addition, Mr. Nichols and Mr. Williams have met with Dover, Kittery/PNSY, Pease, Portsmouth and Rochester. A meeting with Somersworth will take place at a date yet to be determined. There have been tweaks made to the proposal following each meeting to best reflect the wishes of each community. Mr. Nichols and Mr. Williams have also met with C&J to discuss logistics as the Exit 9 Park and Ride will serve to be a new transfer hub along with the DTC in Dover.

The proposed changes to the system will lead to changes in ADA service coverage as well. Where we've streamlined fixed routes some people currently receiving ADA services will not be in the service area anymore. This will occur in Rochester above the Lilac City Mall, East Rochester and some areas of Somersworth. In the past when we have changed a route that impacted ADA service availability, we have grandfathered people to give them time to adjust to the change. Mr. Nichols suggested we do the same when we make these changes.

Likewise, where we've added service there will be an increase in the ADA service area making the program available to additional people.

Discussion Item #2: NHDOT Meeting with Commissioner

The Commissioner wants COAST to present our plan to the other transit agencies in the state and discuss the additional funding we have outlined needing. This will likely occur after the NHTA Annual Meeting.

Mr. Nichols noted that we serve 4 of the states 13 cities and are the provider of the largest amount of ADA services in the state. Mr. Dumont noted that there is tremendous support for the work we do and that we should encourage City Councils to write to document their support for COAST receiving additional funding.

VIII. Community Updates/Information Items

Portsmouth Microtransit

Ms. Walker reported that Portsmouth continues to explore this in the downtown area.

Commute Smart Challenge

Mr. Lentz noted that there is a statewide Commute Smart Challenge in June.

Statewide Survey

Mr. Bogle noted that there is a DOT online survey to explore the state's pedestrian bicycle needs. They are looking for feedback from transit who know these areas better than anyone. The survey can be found at nhpedbikeplan.com.

Nominating Committee

The Nominating Committee will be meeting to discuss filling the Treasurer position.

Board Development Committee

The BDC has not met in some time. The Executive Committee will meet to discuss the Board Development Committee and how we move forward.

Ridership & Financial Performance

Ridership and financial performance information were presented with the Board Packet. Mr. Nichols noted that Trolley ridership is down.

IX. Adjournment

Mr. Lentz made a motion to adjourn the meeting which was seconded by Mr. Campbell. The meeting was adjourned at 9:58 AM.