



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, March 22, 2017**

Present: Donna Benton, Scott Bogle (arr. 8:39), Cynthia Copeland (arr. 8:35), Jennifer Decker, Carol Gulla, Denis Hebert, Julian Long, and Juliet Walker

Absent: Daniel Chartrand, Steven Fournier, Marty Pepin, Dave Sandmann, Maria Stowell

Guests/New Members: Marty Dumont, Alternate for Somersworth

Staff: Rad Nichols, Heather Hesse-Stromberg, Michael Williams, Vanessa Polychronis

I. Call To Order

The meeting was called to order at 8:32 AM.

II. Approval of Minutes

Mr. Hebert made a motion to accept the February 22, 2017 minutes as presented and Ms. Gulla seconded the motion. All voted in favor.

III. Public Comment

Ms. Polychronis informed members that the February 28, 2017 COAST CARES event was a great success. COAST rider fares and employee donations raised \$1,850 that was split between six (6) area End 68 Hours of Hunger chapters. Additionally, enough food donations were made for each chapter to get one full box of food. The Chapters were very grateful and pleased at the success of the event. COAST CARES t-shirts, made up specifically for this program, were made available for Board members.

Mr. Nichols noted that, although not selected for the NH Center for Nonprofits Impact Award, COAST was informed that we were a very close second in the voting and that our nomination packet received a lot of positive feedback. In addition, many of the members of the committee that determined the winner noted the tremendous impact COAST has on the region. The winner of the Impact Award was an organization that operates throughout New Hampshire.

IV. Financial Report – February 2017 Income Statement and Balance Sheet

Mr. Nichols noted that we continue to trend as we have. He noted that some of the recent front-loaded expenses are coming back in line with the anticipated budget (fringe benefits, audit costs). He reported that the finances are positive overall but that fare revenues are running lower than expected due to a decrease in Clipper Connection pass sales. Mr. Nichols indicated that we have seen approximately 30 riders no longer sign up since we implemented a system to prove Shipyarders ride the bus enough to meet the requirements for their TIPS benefit.

Mr. Nichols reported that our unrestricted net asset ratio continues to decline and took a big hit when we purchased vehicles last year. He noted that setting a goal was a Board objective and Ms. Walker asked that it be added back onto the agenda in April.

V. Old Business

Clipper Connection Route Funding

Mr. Nichols reported that he has been actively working on a negotiation with the PNSY for the last several months. He noted that they have not been able to secure funding to contribute to the continuation of service and have asked COAST to submit an analysis of what a \$255/month would do to ease the strain. In addition, the PNSY indicated it is looking at ways to make it more difficult to bring single-occupancy vehicles onto the shipyard. This increase would mean an increase to the cash fare as well, bringing it to \$7.00/ride. Public comment hearings will be scheduled to give riders an opportunity to express any concerns or support for the change. In addition, Mr. Nichols will ride the Clipper routes to inform riders and solicit feedback.

In addition to the fare increase, a service change is likely and would include the elimination of the late buses which have very low ridership. There may be an opportunity to add service to Admiralty Village in Kittery which houses military personnel working at PNSY on a short-term basis, as a means of increasing pass sales, however further work needs to be done to assess the viability of that opportunity.

Why I Ride COAST

Mr. Nichols reported that COAST has launched a new campaign that will collect riders' stories and promote them via social media. In addition, incentives will be used to encourage individuals to tell us their stories.

Meeting with NHDOT Regarding Extension of Little Bay Bridge Mitigation Projects

Mr. Nichols reported that a very productive and successful meeting took place on February 23rd in which NHDOT tentatively agreed to fully fund our Little Bay Bridge mitigation projects through June 2020.

Commercial Operator Shortage

Mr. Nichols and Mr. Williams reported that we continue to have openings for commercial bus operators and are getting very few applications. As such, we have begun to investigate other options for creating a regular stream of candidates. In addition, we are looking at using non-commercial vehicles over the summer as it is easier to get drivers.

VI. New Business

ACTION ITEMS:

Action Item #1: Approval of Martin Dumont as alternate for Somersworth Board seat.

Mr. Dumont gave the board members a sense of his background. He was born and raised in Somersworth and now serves on its City Council. He is very supportive of COAST services and hopes to be able to help get Somersworth back to fully funding COAST.

Action Required: *That the Board of Directors approve Mr. Martin Dumont's appointment as an alternate to the Board for Somersworth.*

Mr. Bogle made a motion to approve Mr. Dumont as the Somersworth alternate to the Board and Mr. Hebert seconded the motion. All voted in favor. Welcome!

Action Item #2: Bylaws Amendments

Mr. Nichols presented the proposed Bylaws amendments.

Action Required: *That the Board of Directors move and approve the amended Bylaws.*

Board members indicated that they agree with the changes suggested provided the following additional amendments are made to Article VI, Section 8 so that it reads:

Removal. Any officer or member of the Board may be removed from office by a majority vote of the appointed and serving Board members. However, no such vote shall be taken until after a written request for re-engagement is filed with the Board by the Secretary or an officer of the Board and the person whose re-engagement is being sought and the entity that person represents shall both receive notice of said request by electronic and first class mail. Further, said person and the entity that person represents shall be given the opportunity to make an oral or written response to the Board within fourteen (14) days of the mailing of the notice. Any meeting called to include the vote on removal of such person shall not be held until after the fourteen (14) days provided for above have elapsed.

Ms. Copeland made a motion to approve the Bylaws as amended at this meeting and Ms. Gulla seconded the motion. All voted in favor.

Action Item #3: Prescription and Over the Counter Medication Policy Revision

Presented to the Board for consideration by Mr. Williams was an updated Prescription and Over-the-Counter Medication Policy which governs the use of legal drugs by safety sensitive employees to ensure continued safe operation. It is separate from COAST's Policy on Prohibited Drug Use and Alcohol Misuse which governs COAST's drug and alcohol testing program, the use of illegal drugs, and fulfills US Department of Transportation regulations.

Action Required: *That the Board of Directors move and approve the revised Prescription and Over the Counter Medication Policy.*

Ms. Decker inquired about how medical marijuana impacts this policy. Mr. Williams highlighted that medical marijuana is illegal under federal prohibition and that overrides local regulations. Ms. Hebert made a motion to move and approve the revised Prescription and Over the Counter Medication Policy and Ms. Bogle seconded the motion. All voted in favor.

DISCUSSION ITEMS

Discussion Item #1: COAST's 35th Anniversary Event (mid-September)

Mr. Nichols requested that the Board help begin to shape the organization's plans for an event so that staff can start with preparations. Initial staff thoughts were to invite dignitaries including the Congressional delegation, Governor, Executive Councilors, Senators, Legislators, City and Town officials, community leaders, former Board members and staff, etc.

Suggestions included having it at a venue where we could have one of our buses for a Touch a Bus event. Ms. Decker noted it would be nice to have as many Board members and staff there as possible so they can get to know each other. Ms. Copeland noted it should be on the bus route. Mr. Dumont suggested we get community leaders who are on the fence about funding to come so they can see the impact COAST is having on the communities it serves. Additional suggestions included giving awards, recognition, having guest speakers and involve We're on the Route partners as much as possible.

VII. Information Items

Maintenance Software RFP

Mr. Nichols noted that we are currently soliciting for a new fully integrated real time software solution for tracking fleet and facility maintenance. Responses are due April 7 with the intention of requesting Board support to move forward with a contract at the April meeting.

Website Design, Creation and Maintenance

Mr. Nichols reported that COAST will soon be soliciting for the design and creation of an all-new website for COAST. The complete overhaul of the e-commerce part of our online presence will be included.

Facility Repairs

A number of repairs are scheduled for this year including the replacement and upgrade of the oil water separator, repair/upgrade of the lower part of the walls in the washbay, the replacement of the washbay floor, incorporating a new work pit fall protection system and resurfacing/resealing the whole garage floor.

Architectural and Engineering Services

With a number of facility related projects in the future, COAST will also soon be going out to solicit for A&E services to assist staff with design, engineering, cost estimation and project management tasks associated with the work.

Dover Adult Learning Center (DALC)

COAST hopes to begin working closely with DALC on some professional development opportunities and on joint outreach to limited English proficient populations in the area.

DBE

After submitting our FY 17-19 DBE Program Goal last summer we have received feedback from an Interim Civil Rights Officer that there are some issues we need to address. We are confident we can resolve all outstanding issues.

All-Staff Meeting

Our second mandatory All-Staff Meeting will be held on Saturday, April 1st. We will be discussing new safety and policy related topics as well as providing an opportunity for Q & A with staff.

Preventing Workplace Harassment Training

A mandatory training on this topic for Managers is scheduled on 3/29 and for Staff is scheduled on 4/11.

ACA Filings

All mandatory filings have been completed and submitted on time by Heather. It required considerable effort on her part as ADP was not as responsive as we'd hoped they'd be.

DAMIS Reports

Our annual FTA Drug and Alcohol MIS report was compiled by Michael this year and submitted on time without issues.

NTD Report

Our annual National Transit Database report was completed by Rad & Bob this year and submitted without issues in early March under an approved extension due to the timing of our annual audit.

Weather Curtailment

Ms. Decker thanked staff for making safe decisions about canceling service when the weather is dangerous.

Transit Measures

Ms. Copeland thanked Michael for his work on transit measures with SRPC staff.

Newington

Mr. Hebert noted that Newington passed the budget supporting COAST. He inquired about what other people are doing to gain support for COAST. All agreed that it would be helpful to have information available both to educate communities and to counter any negative information presented.

Ridership & Performance Information was presented as part of the Board Packet.

Takeaways

1. Status of asks
2. Federal Funding update
3. Explanation of Net Asset Ratio (setting and purpose)

VII. Adjournment

Mr. Hebert made a motion to adjourn the meeting and Mr. Dumont seconded. All voted in favor.

The meeting was adjourned at 10:00am.