



**Cooperative Alliance for Seacoast Transportation
DRAFT Minutes of the Board of Directors
Wednesday, March 23, 2016**

Present: Donna Benton (arr. 9:14am), Scott Bogle, Jen Decker, Steve Fournier (arr. 8:50am), Colin Lentz, Kenn Ortmann, Marty Pepin, Juliet Walker

Staff: Rad Nichols, Jeff Donald, Heather Hesse-Stromberg, Brian Deguzis

I. Call To Order

The meeting was called to order at 8:50

II. Approval of Minutes

Mr. Pepin made a motion to accept the minutes as presented and Ms. Decker seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols reported that he had received a nice thank you from NH Food Bank for the funds raised at #DayitForward (\$1,800). Mr. Nichols noted COAST had received a nice thank you from ADA client regarding the quality of service provided by COAST Demand Response Operators.

IV. Financial Report – January 2016 Income Statement and Balance Sheet

Mr. Nichols distributed the Audit Reports and reviewed the Income Statement and Balance Sheets. Of note:

- Advertising Revenues and Wages were down a bit in January
- Overtime is down dramatically and is a great improvement over last year. Mr. Nichols noted that we will likely see OT increase again as summer vacation coverage becomes urgent.
- Revenue side of Income Statement we are very close to plan or slightly over plan
- TMA and Coordination funding have seen lower expenses and revenues
- Kudos to Brian Deguzis for investigating fuel pricing and saving us significant money using Irving stations vs. state fuel pumps
- Balance Sheet: we continue to have significant available funds (over \$980,000). Receivables are very good.

There was some discussion about fueling the Route 6 bus and North Bus in Farmington and Mr. Nichols noted that we can reach out to the Irving Station owner in Farmington and try to convert that into good will in the community.

Mr. Bogle made a motion to accept the Financial Report as presented, which was seconded by Mr. Lentz. All voted in Favor.

Mr. Ortmann noted that the audit showed that COAST is a low-risk auditee and that the audit was as clean as you can get. He thanked staff for their good work.

V. Old Business

Route 1 Ridership Performance

We are seeing a nice gain on Saturday ridership and we are starting to get closer to where we were each month.

Mr. Nichols was invited to Somersworth Budget Workshop to be held on Sat. 4/2. Mr. Nichols noted there have been revenue benefits from shelter advertising. Mr. Pepin suggested Mr. Sprague or Mr. Dumont represent Somersworth at future discussions of our Funding Formula.

VI. New Business

ACTION ITEM: Route 20 Elimination

Mr. Nichols noted that the availability of a public hearing was posted and there were no requests received. Eliminating Route 20 will save approximately \$70,000 in variable costs associated with providing this service.

Ms. Walker made a motion to authorize the elimination of the current iteration of Route 20, effective starting April 2. Mr. Bogle seconded the motion and all voted in favor.

DISCUSSION ITEM: Strategic Planning Initiative Overview

Mr. Nichols gave an overview of the Strategic Planning process in which we've engaged with Janice Williams. We received one proposal and, after due diligence and consultation with FTA, we determined the proposal was fair and reasonable and are moving ahead. The Board was informed that Ms. Williams is the spouse of a member of our Board, Dave Sandmann, but that is not a conflict per our Procurement Policy. This will be a 6 month process and will be influenced by internal and external stakeholders. Board Members will have an opportunity during data gathering and small interviews scheduled for April 20th, 21st and 22nd. Additionally, there is the opportunity for one to two Board Members to sit on the Steering Committee, however this is a significant time commitment. Ms. Williams will attend the April meeting to give a presentation on the initiative.

Ms. Walker made a motion that the Board of Directors support the decision of the staff to enter into a contract with Janice Williams acknowledging that she is the spouse of a Board member and noting that they do not see that as a conflict. The motion was seconded by Mr. Pepin and all voted in favor.

VII. Information Items

- The Emergency Backup Generator is installed and ready to go.
- Five Minibuses will be delivered in June/July. (2 for Rockingham Nutrition MOW and 3 for COAST ADA).
- COAST's On-Time Goal is 90% and we are near that, or have reached it on most routes.
- Mr. Nichols noted there has been yet to be any interest shown in a Community Appreciation Week.
- Mr. Nichols would like the first meeting of the Funding Formula Committee to be in early May.

Mr. Pepin made a motion to adjourn the meeting which was seconded by Mr. Lentz. All voted in favor.

The meeting was adjourned at 9:18am.