



**Cooperative Alliance for Seacoast Transportation
DRAFT Minutes of the Board of Directors
Wednesday, May 25, 2016**

Present: Donna Benton, Scott Bogle, Cynthia Copeland, Jennifer Decker, Kenn Ortmann, Marty Pepin, Dave Sandmann, Maria Stowell, Juliet Walker (Arr. 8:40)

Guests: Denis Hebert (Town of Newington)

Staff: Rad Nichols, Heather Hesse-Stromberg, Toby Schreier

I. Call To Order and Introductions

The meeting was called to order at 8:35 AM. All present introduced themselves and welcomed Mr. Hebert who is the Chair of the Planning Board in Newington.

II. Approval of Minutes

Mr. Sandmann made a motion to accept the April 20, 2016 minutes as presented and Mr. Pepin seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols reported that Brian Deguzis resigned and Mr. Schreier is filling in and doing a wonderful job. Mr. Nichols noted that COAST had to terminate two long-term employees in the last two weeks and noted it will be difficult to fill those positions due to the lack of qualified candidates. Mr. Nichols stated that staff is in the process of re-organizing as part of the Strategic Planning process and will look to replace Mr. Deguzis in the next several months.

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

Mr. Nichols reviewed the Income Statement and Balance Sheets and noted there is not much variance from past months reports. Of note:

1. Both Farebox Revenues and Advertising Revenues were very strong in March. Advertising is slightly over plan having recently been running under.
2. Because we bill quarterly, our receivables are high for the month of March and our payables remain low.
3. Our available funds are near a record high but are still significantly short of our goal.

Mr. Nichols noted that there were several overdue pay adjustments that will be reflected in the May financials.

V. Old Business

Route 1 Ridership Performance

Mr. Nichols noted that weekday ridership has experienced a notable drop when compared with the previous six month average Saturday ridership has recovered more quickly but still lags behind last year's Saturday ridership.

Farmington Selectboard Meeting

Mr. Nichols reported that he attended a follow-up meeting on May 9th that went very well. Farmington has voted to fully support COAST's financial request and to allow COAST to advertise in its bus shelters in town. Mr. Nichols noted that the Farmington Town Administrator did not have an update on Ms. Vento, nor on the potential of replacing her on the COAST Board of Directors. Mr. Nichols noted he is working with ATA Outdoor on the advertising.

Upcoming Special Events

COAST will be providing transportation, or otherwise participating, in the following special events: June 4 – Wings & Wheels in Rochester, June 11 – Market Square Day in Portsmouth and June 18 – Somersworth Children's Festival in Somersworth.

Non-Emergency Medicaid Transportation (NEMT)

Mr. Nichols reported that in April COAST provided 187 NEMT trips and invoiced CTS for \$2,198 (or \$11.75/trip). Through the first half of May COAST has provided 73 NEMT trips and invoiced CTS for \$1,330 (or \$18.22/trip). Mr. Nichols noted that there is a struggle between COAST's capacity and the offers of work to be performed. He noted that there is also inconsistency in the quality of work CTS offers. Mr. Nichols reminded the Board that this work currently fills what would otherwise be down time between COAST ADA trips.

Executive Director Annual Review

Mr. Nichols' review process began on March 3rd. Mr. Ortmann noted that the Personnel Committee is not ready to present a proposal this month due to busy schedules. He noted that the Committee is meeting after the Board Meeting and it is expected that a proposal will be made to the full board at the June meeting.

VI. New Business

ACTION ITEM: Additional Boarding Fee in Somersworth

Mr. Nichols informed the Board of the financial consequences of the additional boarding fee. Estimated additional fare revenues collected as a result of the implementation of the fee are \$5,074 from August 2015 – January 2016. Estimated fare revenues lost as a result of the overall impact of ridership decline on Route 1 are \$6,983. The estimated net impact of the additional fee has been a loss of \$1,090 despite the additional revenues brought in by the additional fee.

Mr. Nichols noted that the additional fee is one of the only mechanisms we have to respond with when communities underfund COAST's request. He stressed that the decrease in ridership reflects the likelihood that people are not getting out as often or where they want/need to go. Mr. Nichols reminded members that fares cannot be used to leverage additional Federal funds.

Discussion regarding who has been impacted by the additional free and how riders have responded noted that the only thing that would have a significant impact would be the proposed elimination of the route. Board members noted that riders have not responded by contacting the council or attending meetings but also noted that getting there is likely a problem for many

passengers. Board Members agreed to have this go back to the Somersworth Funding Committee for further discussion with a report to be made to the full Board at the June meeting.

Mr. Hebert noted that it is difficult to get support for COAST in Newington because only the Malls are served and there are no stops in Newington's residential areas. There was discussion regarding how each community looks at the service and how it connects the communities as a whole.

DISCUSSION ITEMS

Discussion Item #2 – Bus Shelter Advertising – Revenue Earnings (Out of order)

Ms. Copeland needed to leave early so Discussion Items were taken out of order so she could participate in the discussion.

Mr. Nichols reported that revenues from bus shelter advertising are having a positive impact for all involved.

Ms. Copeland asked who is responsible for upkeep of shelters. After discussion, the Board formed a subcommittee to explore developing an agreement to clarify who is responsible for each aspect of shelter maintenance and upkeep. Members include: Mr. Sandmann, Ms. Benton, Ms. Copeland, Ms. Walker and Ms. Decker.

Discussion Item #1 – Strategic Planning Initiative Overview

Mr. Nichols reported that the Strategic Planning process is going very well and that the Steering Committee has met twice. The work of the committee thus far has focused on resetting the foundational elements of the organization such as the mission, goals, values, and vision. Setting objectives to work on over the next one to three years will be up next.

VII. Information Items

New Bus Shelters

Mr. Nichols reported that ten new bus shelters with ad boxes have arrived and will be placed in communities this construction season.

Workers' Compensation Insurance

Mr. Nichols informed the Board that COAST has been accepted to New Hampshire Motor Transit Association (NHMTA)'s Workers' Compensation pool.

Ridership

Ridership data was provided to the Board as part of the packet.

VII. Adjournment

Mr. Pepin made a motion to adjourn the meeting and Ms. Decker seconded. All voted in favor.

The meeting ended at 9:59 AM.