



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, June 22, 2016**

Present: Donna Benton, Cynthia Copeland (Arr. 8:42), Jennifer Decker, Daniel Fitzpatrick, Kenn Ortmann, Dave Sandmann, Maria Stowell, Juliet Walker

Staff: Jeff Donald, Deidra Howard, Rad Nichols, 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. Fitzpatrick who will be representing the City of Rochester when Mr. Ortmann steps down.

II. Approval of Minutes

Mr. Sandmann made a motion to accept the May 25, 2016 minutes as presented and Ms. Decker seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols shared with the Board a letter that was received from the daughter of one of COAST's Demand Response riders who passed away. The letter expressed extreme gratitude for the hard work of COAST and their employees.

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

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

1. Advertising Revenues were lower in April, less activity and collection.
2. Contract services are low and there was an increase in planning expense due to COAST's strategic planning.
3. Wages remain under budget, although will likely tighten in June.

V. Old Business

Route 1 Ridership Performance

Mr. Nichols noted that weekday ridership continues to experience a notable drop when compared with the previous year's comparable periods. Saturday ridership has recovered more quickly but still lags behind last year's Saturday ridership.

Director of Operations Opening

Mr. Nichols reported that COAST had posted this open position on job sites, such as Indeed, as well as Community Transportation of America and several other outlets.

VI. New Business

ACTION ITEMS:

Action Item #1: Additional Boarding Fee in Somersworth

Mr. Nichols informed the Board that the Somersworth Municipal Funding subcommittee met on June 15 as a follow up to the discussion at the May meeting of the Board of Directors.

Mr. Nichols presented information from the most recent passenger survey (April 2016), went over how the decline in ridership has been significant enough that COAST is actually losing fare revenue vs. adding fare revenues with the additional \$0.50 fee, and the success of the bus shelter advertising program in Somersworth.

As a result of the discussions, recommendations from the subcommittee to the full Board include the following:

1. Decrease the additional fee by 50% to \$0.25 in recognition of the positive impact the City's allowance for bus shelter advertising is having COAST's ability to raise revenues in support of our operations.
2. Engage the City of Somersworth as an active participant in the upcoming review of the Municipal Funding Formula.
3. Continue to further our relationships with Somersworth businesses through We're On the Route program
4. Offer further opportunities to engage citizens and businesses of Somersworth through events like "Coffee with COAST" in the city.

Mr. Pepin made a motion to reduce the Somersworth surcharge to \$0.25 and Ms. Decker seconded the motion. All voted in favor.

Action Item #2: Executive Director Review

The Executive Committee presented the results of their completed review of the Executive Director's performance covering the period October 1, 2014 to September 30, 2015.

Over the past few months three meetings were held with the Executive Director (March 3, June 7 & June 20) to discuss his personal performance assessment, an internal peer review, and the Executive Committee members' evaluations.

Ms. Walker reported that the Executive Committee had discussed performance and goals and had given Mr. Nichols a positive review. Given the timing of this review, Mr. Nichols' next review will be in the fall of 2017. The Committee had reviewed the NH Center for Nonprofits' 2012 and 2014 Report on Nonprofit Wages & Benefits in Northern New England for comparable nonprofit salaries and agreed on a new suggested wage rate of \$52.00 per hour. This raise will come in two stages. The first stage is to increase Mr. Nichols' wage to \$49.90 effective October 1, 2015. The second stage is to increase the wage to the full wage of \$52.00 per hour effective

October 1, 2016. At this level, Mr. Nichols' salary remains nearly 20% below the average 2014 wage for FT Executive Directors with comparable operating budgets.

Mr. Ortmann made a motion to accept the Executive Committee's review and wage recommendation and Mr. Sandmann seconded the motion. All voted in favor.

DISCUSSION ITEMS

Discussion Item #1: Strategic Planning Initiative Overview

Mr. Nichols reported that last Wednesday the Strategic Planning Steering Committee had held their fourth day-long session to establish COAST's roadmap forward. Once again, they made significant progress on the topics at hand; settling on a draft vision and beginning work on objectives for the next one to three years (based on the data collected to date). Mr. Nichols also stated that Jan Williams is expected to attend the July 27 Board meeting to discuss the strategic planning process further with the Board.

Mr. Nichols handed out COAST's newly revised organizational chart to the Board.

Discussion Item #2: Bus Shelter Maintenance Subcommittee Report

Mr. Sandmann reported that the subcommittee met on June 13 at Dover City Hall to discuss bus shelter maintenance and how that impacts the images of the communities, COAST and potential advertisers. Mr. Sandmann stated that there are several owners of COAST bus shelters: COAST, State of New Hampshire, and local municipalities. The committee discussed having Board members reach out to the appropriate municipal departments about snow and trash removal and to be sure they include the bus shelters in their rotation. Mr. Sandmann hopes to have a draft agreement available mid-July.

VII. Information Items

New Cutaway Deliveries

Mr. Nichols reported that three new cutaway buses were delivered to COAST in late May. The three vehicles will be used primarily in COAST's ADA fleet. The vehicles can each carry up to eight ambulatory passengers and two individuals riding with mobility devices. The vehicles should be ready to be placed into service in July.

Mr. Nichols reported that two additional new cutaways buses will be delivered on June 23 for Rockingham Nutrition/Meals on Wheels. These vehicles are being purchased as part of the regional coordination fleet and will be based in Seabrook and Exeter.

FTA 5339 Grant

Mr. Nichols informed the Board that COAST and the City of Portsmouth were successful in their application for funds of pedestrian and bus stop amenities for our bus stop on Gosling Road in Portsmouth. The grant award is for \$16,720 (Federal portion), which will cover 80% of the project cost.

Ridership

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

VII. Adjournment

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

The meeting ended at 10:03 AM.