



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, October 26, 2016**

Present: Donna Benton (arr. 8:34), Scott Bogle, Jennifer Decker, Colin Lentz, Dave Sandmann, Maria Stowell (arr. 8:32), Juliet Walker

Staff: Rad Nichols, Heather Hesse-Stromberg, Michael Williams, Jeff Donald

I. Call To Order

The meeting was called to order at 8:32 AM. All present introduced themselves.

II. Approval of Minutes

Mr. Sandmann made a motion to accept the September 28, 2016 minutes as presented and Mr. Bogle seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols noted Toby Schreier is leaving COAST in his current capacity on November 4th but will remain on to help us with procurement. Mr. Nichols expressed COAST's thanks to Toby for his over 10 years of service, incredible positive impact on the organization in his many roles and noted we are sad to lose him.

Mr. Nichols introduced Michael Williams, COAST's new Director of Operations. Mr. Williams will oversee Fixed-Route, Demand Response services and Maintenance.

Mr. Williams spoke of his transit work experience having spent 5 years as a Bus Driver then advancing into a training role, a Dispatcher, Supervisor, Paratransit Manager up to a Director of Operations at Wave Transit in Wilmington, NC.

Mr. Nichols noted that COAST is very lucky to have Mr. Williams and he brings significant experience and knowledge to the organization.

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

Mr. Nichols noted that September financials are not yet ready as it is also the end of the Fiscal Year. He reported that next week Mr. Ruzinsky, COAST's CPA, will do a soft close on FY16.

V. Old Business

Municipal Funding Formula Review

Mr. Nichols reported that there will be a meeting on 10/26 at 2:00p at COAST to conduct an assessment of the municipal funding formula. The following individuals are members of the Committee: Scott Bogle (RPC), Dan Chartrand (Exeter), Dan Fitzpatrick (Rochester), Denis Hebert (Newington), Chris Parker (Dover), John Stoll (Berwick), Arthur Capello (Farmington),

Marty Dumont (Somersworth), Steve Fournier (Newmarket), Colin Lentz (SRPC), Nancy Colbert Puff (Portsmouth).

Portsmouth Naval Shipyard Partnership

The PNSY has advised us that the maximum rate we will be allowed to charge for Clipper Connection monthly passes will likely be \$155.00. We've been asked to provide a 5 year analysis on the level of funding we would require through non-USDOT sources to close any gap and continue providing services.

Mr. Nichols noted that PNSY seems to be nervous about COAST charging a different rate from the van pools (which are driven by PNSY employees and are allowed to park at PNSY, thereby having a much lower operational cost). Mr. Nichols reminded members that the rate COAST would need to charge for the service to be sustainable would be \$255.00. Mr. Nichols reported that COAST would need just under \$500,000 in additional funds which would include \$40,000 for replacement vehicles.

VI. New Business

ACTION ITEMS:

Action Item #1: Consideration of Service Alternatives for the Pending Whittier Street Bridge Closure

The Whittier Street bridge will be closing for 12-18 months for reconstruction. Route 1 buses in Dover pass over the bridge between Washington Street and Sixth Street.

A presentation was made at the meeting to discuss the proposed detour of Route 1 during the closure and alternative service concepts for maintaining some level of service during the closure.

Action Required: *That the Board of Directors consider an alternative service for maintaining some level of service along this portion of the affected route and take appropriate action to authorize and fund any alternative service options that are settled upon.*

Mr. Williams gave a PowerPoint that presented 3 Options.

- Option 1 included a detour down 4th, Grove and 6th Streets that would result in lost service at 2 stop locations nearest the Dover Housing Authority properties on Whittier Street.
 - This would be the most simple to implement and publicize and have the lowest impact on on-time performance and budget. However, it would result in lost service to two stops that have consistent ridership, and may result in increased ADA ridership from some riders who cannot travel as far to the nearest bus stop.
- Option 2 would run the detour from Option 1 with shuttle service from the missed stops using Demand Response vehicles.
 - This would provide a connection option for customers and maintain continuity of currently published schedules. However, this option would be the most expensive, may only provide limited service to stops (service day), would require a high level of daily effort from operational staff and would tie up already limited demand response resources.

- Option 3 would realign Route 1 and Route 33, requiring adjusted timing for all stops on both routes in order to offer a limited service to the residents in the affected areas nearest the DHA properties on Whittier Street.
 - This option would not require passengers to walk as far to the nearest stop, however, would result in reduced overall service levels to on Whittier Street, would produce some on-time performance and connection difficulties, and would result in significant timing changes impacting both routes and with minimal time for advance notification.

Members present expressed their concerns and support for various options. Ultimately, it was determined that a meeting would be set up with the City of Dover and Dover Housing Authority to discuss options and potential funding assistance.

DISCUSSION ITEMS:

Discussion Item #1: Strategic Planning Initiative Update

At the August Board Meeting, members reviewed the data collected through interviews for the Strategic Plan. From those interviews, a list of draft Board objectives was developed. The Board reviewed the draft objectives and refined the objectives as needed and to set dates on when the objectives are to be completed.

Discussion Item #2: Board Development Committee Reactivation

Previous Board Development Committee members included: Ms. Walker, Ms. von Aulock, Mr. Sandmann and Ms. Copeland. The goals of the Committee are to increase Board membership, encourage attendance and participation and expand the Executive Committee membership. Members who indicated their interest in participating in the Board Development Committee going forward were: Mr. Sandmann (Chair), Mr. Pepin, Ms. Benton and possibly Ms. Copeland.

VII. Community Updates/Information Items:

FTA Triennial Review

Mr. Nichols reported that the FTA has radically changed how they are handling Triennial Review schedules. We are up for review in 2017 and were informed in early October that our Grantee Information Request (GIR) is due December 16, 2016. The GIR is the desktop portion of the Triennial Review. Our on-site portion of the review is scheduled for May 24-25, 2017.

Annual Audit

The on-site portion of our annual audit has been scheduled for November 28-December 1.

New Federal OT Rules

As a result of new Fair Labor Standards Act rules, COAST will shift some previously exempt employees to non-exempt status effective November 26, 2016.

Rochester Bus Stop Improvements

The southbound Rt. 2 bus stop on South Main Street/Lincoln Street is in the process of being improved with the addition of a new bus shelter and landing pad to hopefully be completed this fall.

Ridership and Performance Information

Ridership data was presented. Performance charts have not been developed for September because the financials have not been completed.

VIII. Adjournment

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

The meeting was adjourned at 10:09am.