

Coos County Area Transportation District (CCATD)  
Board of Directors

**AGENDA**

Coos County Area Transit  
800 N Bayshore, Coos Bay, OR 97420  
March 10, 2025, 9:00 a.m.

The Coos County Area Transportation District (CCATD) Board of Directors will hold a regular meeting at 9:00am on March 10<sup>th</sup>, 2025 at South Coast Business, 800 N Bayshore, Coos Bay, OR 97420. The meeting will be accessible via zoom <https://zoom.us/j/667827645> Or Dial: +1 346 248 7799; Webinar ID: 667 827 645

- 1. CALL TO ORDER**
- 2. ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
- 3. ROLL CALL/CONFIRMATION OF QUORUM OF ADVISORY COMMITTEE**
- 4. CHANGES TO AGENDA**
- 5. CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**

*Public comment in a meeting is a "one-way" communication where the public shares input on the record without expecting a dialogue or direct response.*

**6. CONSENT AGENDA**

Approval of [Minutes February 10, 2024](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for January 2025

Accept the [Ridership Report](#) for January 2025

**BOD Motion:** To accept the Consent Agenda as presented.

**7. OLD BUSINESS**

**a. Elections**

The following positions are coming up for election on the Transportation Board of Directors:

Position 1	Nelson	4 Year Term	7/1/2025	6/30/2029
Position 2	Mason Long	4 Year Term	7/1/2025	6/30/2029
Position 3	Baker/Harper	4 Year Term	7/1/2025	6/30/2029

Interested individuals must file with the Coos County Election office by March 20, 2025. There is a \$10 filing fee. The [Candidate Manual](#) is available online and contains all the pertinent information and required forms.

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**b. Budget Committee Member Recruitment**

The Budget Committee consists of the seven Board members and seven appointed volunteers who serve three-year terms. Members of the committee must be registered voters and live within Coos County. The Budget Committee typically meets once or twice in Mar/April. I am requesting assistance from the Board of Directors to promote this opportunity to serve on the Budget Committee. The deadline to complete the application is March 3, 2025.

More information on the Budget Committee is available here:

<https://coostransit.org/budget-committee/>

We currently have 4 vacancies:

Positions 2:	Vacant	Expires December 2026
Position 3 & 4:	Vacant	Expires December 2027
Positions 7:	Vacant	Expires December 2025

Documentation: [Budget Committee Application](#)

**c. Accounting/Human Resource Services Contract**

Background: It is required for the District to conduct procurement for services every four to five years at minimum. The RFP was authored, published, and circulated by Jane Stebbins to establish independence from South Coast Business. There are two respondents. Next steps are to identify two volunteers from the Board of Directors to work with Jane to review applications. The committee may determine that more information may be necessary and the committee may conduct interviews or send out supplemental questions before forming a recommendation to the full Board.

**8. NEW BUSINESS**

**a. Ordinance 2-2025 Governing Conduct/Transit Exclusion**

Background: To maintain public transportation services that are orderly, safe, secure, comfortable, and convenient, CCAT is proposing to enact the Rules of Conduct. The Rules of Conduct are intended to regulate conduct occurring on CCAT vehicles, within or upon CCAT facilities and properties, and in connection with CCAT's provision of public transportation services.

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The following proposed Ordinance is being brought to the Advisory Committee and Board of Directors for a first reading. Action on this item will take place at the April Board of Directors meeting.

**Document:** [Ordinance Governing Conduct/Transit Exclusion](#)

**BOD Motion:** Move to approve the First Reading to be read by title only.

**Title is read:** Ordinance 2-2025 Governing Conduct on District Property/Transit Exclusion

**AC Motion:** Move to recommend the Board of Directors approve the First Reading of the Ordinance Governing Conduct/Transit Exclusion.

**BOD Motion:** Move to approve the First Reading of the Ordinance Governing Conduct/Transit Exclusion.

**b. Title VI Plan**

Pursuant to FTA Circular 4702.1B, the CCATD is required to submit its Title VI program to its governing entity for approval. The Limited English Proficiency Plan is hereby incorporated as a part of the CCATD 2025 Title VI Program and Non Discrimination Policy, to ensure that individuals who do not speak English well and who have limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter and are not excluded from participating in, denied benefits of or assistance on the basis of race, color, or national origin is included in the Plan.

This document has been reviewed by the Civil Rights Office at ODOT and is now ready for review and adoption.

**Document:** [Resolution 2025-2](#)      [Title VI Plan](#)

**AC Motion:** The CCATD AC moves to recommend that the Board of Directors adopt Resolution 2025-2 approving the Title VI Program Plan.

**Board Motion:** Move to adopt Resolution 2025-2 approving the Title VI Program Plan which includes the Limited English Proficiency Plan.

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**c. Maintenance RFQ**

Background: It is required for the District to conduct procurement for services every four to five years at minimum. The RFP was authored and published on February 18, 2025 and closes on March 7, 2025 at 5pm. Based on the evaluation of quotes, the District will compile a list of approved vendors, including their contact details, pricing information, days and hours services are performed and key capabilities.

*Due to timing, a report on the outcome of the Request for Quotes will be shared at the meeting.*

**9. GENERAL MANAGER REPORT**

- **Required Training:** Under ORS 192.700, every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend or view training on Public Meeting Law at least once during the member's term of office. Webinars calendar is available [here](#).
- **SDAO Board Assessment**
- **Fare Media Report**
- **Hydrogen Meeting in California**
- **Transit Center Project**
- **ODOT Program Monitoring, March 17-18**

**10. CITIZEN COMMENTS ON NON AGENDA ITEMS** (Limited to three minutes/person)  
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**11. NEXT MEETING –**

**Next Meeting of the Board of Directors April 14, 2025 9AM**

**12. ADJOURN**