

Coos County Area Transportation District (CCATD)  
Board of Directors & CCATD Advisory Committee  
Meeting

**AGENDA**

Coos County Area Transit  
800 N Bayshore, Coos Bay, OR 97420  
October 14, 2024, 9:00 a.m.

The Coos County Area Transportation District (CCATD) Board of Directors will hold a joint meeting with the CCATD Advisory Committee at 9 am on October 14<sup>th</sup>, 2024 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. **CALL TO ORDER OF THE JOINT MEETING CCATD BOD & CCATD AC**
5. **CHANGES TO AGENDA**
6. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**
7. **CONSENT AGENDA**

Approval of Minutes [September 9 2024](#) and [September 23 2024](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for August 2024

Accept the Ridership Report for [August 2024](#)

Accept the Outreach Report for [September 2024](#)

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

8. **OLD BUSINESS**

- a. **Advisory Committee Election of Officers**

At its first meeting of the new fiscal year, the Advisory Committee shall elect by majority vote a Chairperson and Vice-Chairperson to serve for that fiscal year, provided there is a quorum. Current CCATD Advisory Committee Chair: Lauren Morris and CCATD Advisory Committee Vice-Chair: Mike Marchant.

Roster of the CCATD AC include: Mike Marchant, Lauren Morris, Lindsay Ward, Harper Thompson, Michelle McIntyre, Michael Babcock

**AC Motion:** [state your name] I would like to nominate [name] for [position].

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**b. CCATD STIF/5310 Solicitation Update**

Per the ODOT State Management Plan, and approved by the Oregon Transportation Commission, Section 5310 small urban funds are distributed by formula to Qualified Entities, who then conduct a local solicitation process and select projects for funding from their allocated amount.

The solicitation was posted September 10th, applications were due October 1<sup>st</sup>.

**Document:** Consistent with years past, there were no responses.

**9. NEW BUSINESS**

**a. Professional Consulting Services**

On July 30, 2024 CCATD issued a request for proposal to develop a project concept and site assessment for the Coos Transit Center & Mobility Hub. The planning and design principles will be based on input from CCATD Staff, related transit agency stakeholders, relevant planning documents, industry white papers, and transit operating needs that serve the community and visitors of the area and provide connections to support transit partners. The final product will be a project concept and site assessment report to be used by the CCATD Board of Directors for decision making.

There were multiple entities who participated in the Question & Answer period; however, only one entity submitted a proposal, Crow/Clay & Associates Inc. The proposal came in within budget.

Document: [RFP Response](#)

**BOD Motion:** Move to authorize staff to move forward with the negotiation of the contract between Crow/Clay and CCATD.

**b. QE Project Review**

The Statewide Transportation Improvement Fund (STIF) Discretionary and Statewide Transit Network (STN) Program solicitation process provides Qualified Entities (QEs) and their advisory committees the opportunity to review and comment on applications relevant to their areas of responsibility.

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The only application that was submitted for our area was the Coos Transit Center & Mobility Hub. The District has been requested by ODOT to make a recommendation of **Fund** or **Do Not Fund** this project.

**AC Motion:** Move to support funding for the Transit Center & Mobility Hub as a crucial element in the Coordinated Health and Human Services Transportation Plan, working towards a more equitable and accessible transportation system for all.

**BOD Motion:** Move to support funding for the Transit Center & Mobility Hub which aims to improve accessibility and connectivity for transit users at our highest volume location, building capacity for infrastructure decarbonization, and empowering individuals by enhancing facilities, multi-modal connections, and travel training programs.

c. **STIF Service Plan for 2025/2027**

Background: The CCATD Advisory Committee and the CCATD Board of Directors acting as the Qualified Entity reviewed and prioritized services for 2025/2027 on September 9, 2024. Staff ran projections of the cost of services against the projected funding and it is necessary to prioritize and curtail services.

Document: [STIF Plan 2025/2027](#)

AC Motion: Move to support the STIF Plan for 2025/2027.

BOD Motion: Move to adopt the STIF Plan for 2025/2027 and authorize staff to move forward with submission of the STIF Plan.

d. **Service Curtailment 2024/2025**

Background: The Oregon Department of Transportation has informed Qualified Entities that reimbursement grants may be delayed by as much as seven months during the 2024/2025 period. To ensure there are adequate funds for ongoing cash flow and essential infrastructure investments—such as vehicles, land, buildings, alternative fueling, and maintenance—the following service reductions are being considered, with potential implementation starting January 1, 2025.

- **CoosGo Bandon** moving from 5 days a week to 3 days a week, M, W, F
- **CB/NB Deviated Fixed Rte** from 6 days a week to 5 days a week, M-F
- **Roseburg Express** from 2 days a week to 1 day a week.

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**e. Fares Ordinance Second Reading**

A review was conducted to simplify and align fares across all modes, maximize ridership, improve data collection and cover costs of rising operational expenses.

Document: [Fare Ordinance](#)

BOD Motion: Move to read the Ordinance in title only.

BOD Motion: Move to accept the Ordinance reading by title only.

BOD Motion: Move to pass the Fare Ordinance.

**f. General Manager Report**

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

**11. NEXT MEETING –**

**Joint Meetings of the Board and Advisory Committee  
November 11, 2024 9AM (Veterans' Day)**

**12. ADJOURN**