

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

**AGENDA**

Coos County Area Transportation District  
800 N Bayshore, Coos Bay, OR 97420  
February 12, 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 February 12, 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. CHANGES TO AGENDA**
- 4. CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**
- 5. CONSENT AGENDA – ACTION ITEM BOD**

Approval of [Minutes January 8, 2024](#)

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

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

Accept [ODOT Agreement No 35636](#), \$473,664 Operating Funds, No match

Ratify payment [Tower Ford](#) \$66,590, ODOT Agrmt. No. 35336, Maint. Pickup

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

**6. OLD BUSINESS**

**a. Inter-Governmental Agrmt. with City of North Bend – Stebbins**

Background: Coos County Area Transportation District has been granted funding to create a “Super Stop” that will provide improved transportation options to the citizens of the City of North Bend. A condition of the agreement between the Transportation District and its funding source is that a restrictive covenant attach to the property that will become the Super Stop; the restrictive covenant preserves the property upon which the Super Stop is built for public transportation use.

Document: [Combined IGA map description](#)

**BOD Motion:** Move to execute the Inter-Governmental Agreement as presented.

**AGENDA**

Coos County Area Transportation District  
800 N Bayshore, Coos Bay, OR 97420  
February 12, 2024, 9:00 a.m.

---

**b. Update CCATD Board of Directors Bylaws Review Committee –Stebbins**

The Bylaws Review Committee met and made the following recommendations.

Documents: [Resolution 2024-1 Adopt Updates to Bylaws](#), [Bylaws with Tracked changes](#), [Bylaws Final Copy](#)

**BOD Motion:** Move to adopt Resolution 2024-1 updating the District Bylaws.

**c. 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. The continuing budget committee volunteer is Abdoulaye Dione. 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 February 29, 2024.

More information on the Budget Committee is available here:  
<https://coostransit.org/budget-committee/>

We currently have **6 vacancies**:

Positions 1 & 2: Vacant, Expires December 2026

Position 3: Abdoulaye Dione, December 2024

Position 4: Vacant, Expires December 2024

Positions 5, 6, & 7: Vacant, Expires December 2025

Documentation: [Budget Committee Application](#)

**d. CCATD Advisory Committee Recruitment – Metz**

The Advisory Committee has a minimum of five (5) members to a maximum of seven (7) members to represent Coos County. Each member is appointed for a period of two (2) years. The Advisory Committee consists of users of transportation services, providers of transportation services, and representatives of low-income, elderly or disabled persons. The Advisory Committee meets at minimum twice a year. Members are encouraged to attend the CCATD Board of Directors meetings. The Committee advises the CCATD Board of Directors on grants and public transportation priorities. We

**AGENDA**

Coos County Area Transportation District  
800 N Bayshore, Coos Bay, OR 97420  
February 12, 2024, 9:00 a.m.

---

currently have **one vacancy** opening February 14, 2024 and **one vacancy** opening April 11, 2024:

I am requesting assistance from the Board of Directors to promote these opportunities to serve on the CCATD Advisory Committee. Applications will be processed on a rolling basis until filled.

More information about the Advisory Committee can be found here:

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

Documentation: [Advisory Committee Application](#)

**7. NEW BUSINESS**

**a. Appointment to the CCATD Advisory Committee**

Background: The Board of Directors appoints individuals to serve on the Advisory Committee to advise on all matters regarding the operations of the Coos County Public Transportation System. The Advisory Committee will advise and assist the CCATD Board of Directors in carrying out the Statewide Transportation Improvement Fund (STIF) by prioritizing projects to be funded by STIF monies as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

Document: Application for appointment on file.

**BOD Motion:** To appoint **Mr. Harper Thompson** to the Coos County Area Transportation District Advisory Committee representing low-income individuals, as well as social equity and environmental advocates.

**b. Drivers Manual**

This manual was last written and adopted in January 2020 and was due for a review and update. This manual is designed as a guide to the duties and responsibilities of Coos County Area Transportation District (CCATD) drivers.

Document: [Driver Manual](#)

**BOD Motion:** To adopt the Driver Manual.

**c. CCATD Budget Calendar**

Each year the Board of Directors reviews and approves the budget calendar for the CCATD. The calendar provides a detailed schedule of deadlines for the completion of the 2024-2025 fiscal year budget.

Document: [2024 Budget Calendar](#)

**BOD:** Move to approve the 2024 Budget Calendar.

**AGENDA**

Coos County Area Transportation District  
800 N Bayshore, Coos Bay, OR 97420  
February 12, 2024, 9:00 a.m.

---

**d. Resolution 2024-2: CCATD Budget Officer**

Oregon budget law requires that a Budget Officer be appointed by the Board of Directors for each budget cycle. The Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with budget law.

Document: [Resolution 2024-2](#) Appointing the Budget Officer

**BOD:** Move to approve Resolution 2024-2 appointing the Budget Officer.

**e. Resolution 2024-3: Appointments to the Budget Committee**

Background: To give the public ample opportunity to participate in the budgeting process, Local Budget Law requires that a budget committee be formed that includes voters from the district. The budget committee considers the budget proposed by the budget officer and comments made by the public and may make additions or deletions. When the budget committee is satisfied, it approves the budget.

Document: Not available in advance, as no applications have been received.

**BOD Motion:** To approve Resolution 2024-3 appointing citizen members to the Budget Committee

**8. GENERAL MANAGER REPORT – Metz**

- Customer Concerns
- The Routing Company Pilot
- Transit Day January 2024
- Quotes for vehicle detailing

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

**10. NEXT MEETING – Joint Meeting CCATD BOD & AC – Mar. 11, 2024 9AM**

**11. ADJOURN**