

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

MINUTES

Coos County Area Transit
800 N Bayshore, Coos Bay, OR 97420
September 8, 2025, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9AM by Director Harper Thompson.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**

BOD Present: Director Veysey, Director Claassen, Director Dovenspike, Director Nelson, Director Thompson, Director Taylor

BOD Absent: Director Johnson

Staff and Others Present: AC Lindsay Ward, AC Richard Rogers, AC Cynthia Ramirez, AC Lauren Morris, Carrie Muth, Karen Dubisar, Melissa Metz, and Jane Stebbins.

3. **EXECUTIVE SESSION**

The CCATD Board of Directors will now recess to go into executive session pursuant to ORS 192.660(2)e, to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

~Reconvene~

BOD Motion: Director Veysey moved to ratify the Crow/Clay contract to increase spending authority by \$40,500 thereby expanding the scope of work to include the required reports for Environmental, Geotechnical and survey. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson and Dovenspike. Director Taylor opposed, and no one abstained. The motion passed.

BOD Motion: Director Nelson moved to authorize the staff to enter into a sales agreement with contingencies upon receiving concurrence on the appraisal report and review of the appraisal report from the FTA. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson and Dovenspike. Director Taylor opposed, and no one abstained. The motion passed.

BOD Motion: Director Veysey moved to authorize earnest money of \$10,000 to be deposited within 3 days of executive sale agreement. Director Nelson seconded.

Melissa Metz explained that the money funding the project comes from 5339 – Federal FTA, STIF discretionary that is earmarked for only this project, and then local match provides 20% and comes from our operating budget which is the transit payroll tax portion.

All in favor were Directors Nelson, Veysey, Claassen, Thompson and Dovenspike. Director Taylor opposed, and no one abstained. The motion passed.

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4. CHANGES TO AGENDA – Item 9 will be moved to 8a.

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.

Carrie Muth said thank you for fixing the texting with the paratransit/DAR system. The texts are now telling riders when the bus will be there instead of when it had already arrived.

6. CONSENT AGENDA

Approval of BOD Minutes [July 14, 2025](#) [July 25, 2025](#) [August 11, 2025](#)

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

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

BOD Motion: Director Veysey moved to accept the Consent Agenda as presented. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

7. OLD BUSINESS - NONE

8. GENERAL MANAGER REPORT

a. PASSIO Technologies/Ecolane

Passio was the reason that we weren't having success with the Paratransit texting. We amended the contract with Passio and brought back Ecolane for Paratransit supports.

b. RFP for Construction Manager/General Contractor

The Construction Manager/General Contractor (CM/GC) approach is often used for complex construction projects because it allows for early contractor involvement during the design phase, leading to improved constructability, cost savings, and reduced risks. By collaborating with the contractor early on, owners can benefit from their expertise in areas like cost estimating, scheduling, and risk assessment, ultimately leading to a more efficient and predictable project.

BOD Motion: Director Veysey moved to support staff in drafting and posting a RFP to select a Construction Manager/General Contractor. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

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c. RFP to Replace Bus 216

Background: Insurance is cover \$54,000 to replace Bus 216 and STIF funds will pick up the remainder.

BOD Motion: Director Nelson moved to support staff in issuing a RFP to replace Bus 216. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

d. Community Renewal Energy Grant Program

This grant program will support solar and wind, if we choose, as well as energy storage. This can be up to \$100,000 and is due by Sept 15, 2025.

BOD Motion: Director Nelson moved to authorize Melissa Metz to apply for the Community Renewal Energy Grant Program, as well as authorize her as the signatory for the Grant application. Director Claassen seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson and Dovenspike. Director Taylor opposed, and no one abstained. The motion passed.

9. NEW BUSINESS

a. Safety Update and Direction – Dean Martin, Compliance & Safety Officer

Documents: [FirstNet AT&T Fleet Management](#), [FirstNet Camera Service](#), [FirstNet Proposal](#)

BOD Motion: Director Veysey moved to support staff in conducting a 30-day trial of the Fleet Management System with ATT FastNet. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

b. Public Transportation Agency Safety Plan

Background: The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires certain operators of public transportation systems that are recipients or subrecipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). CCATD does not fall under this rule; however, as safety is one of our agency's values it is prudent to have a document that creates the framework for our safety efforts.

Document: [Agency Safety Plan](#)

BOD Motion: Director Nelson moved to adopt the Agency Safety Plan.

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This agenda does not limit the ability of the Directors to consider additional subjects. The CCATD Board reserves the right to place a time limit on public testimony on any matter. The meeting place is accessible to those with disabilities. If a special accommodation is needed, please contact the office at least 24 hours prior to the meeting (541.267.7111).

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Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

c. Banner Bank

Background: CCATD's current financial institution, Umpqua Bank, has changed hands and has increased fees. Staff recommend changing financial institutions to Banner Bank.

Documents: [Banking Proposal](#), [CCATD Summary](#), [Resolution 2025-6](#)

BOD Motion: Director Veysey moved to adopt Resolution 2025-6 thereby changing financial banking institutions and identifying signatories and agents on the account. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

d. Oregon Transportation Infrastructure Bank

Background: The Oregon Transportation Infrastructure Bank (OTIB) is a statewide revolving loan fund designed to promote innovative financing solutions for transportation needs, leverage additional funds for infrastructure, and encourage innovative financing techniques to further Oregon's livability and economic competitiveness. Oregon's program has been focused on small communities and rural communities to support and advance Federal-aid projects.

Challenge: The District is funded by large degree through federal reimbursement programs. As the District plans for its upcoming construction project, it too will be primarily funded with federal reimbursement grants. To ensure the District has sufficient cashflow to pay contractors timely, staff recommends requesting funds from the infrastructure loan program to use as a local revolving fund between federal reimbursements to the District for the duration of the project.

Information: Staff has submitted a request for financing information under the OTIB program and now requests two representatives from the Board to participate in reviewing the OTIB information when it comes available.

BOD Motion: Director Nelson moved to appoint the following two Board Members Doug Veysey and Phil Taylor to serve on an OTIB finance committee. Director Dovenspike seconded. All in favor were Directors Nelson, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and Director Veysey abstained. The motion passed.

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- e. Ordinance No. 01-2025R Amending Ordinance 01-2024R (Setting Fares for the Use of District Services) and Declaring an Emergency

Background: With the curtailment of CoosGo days of service in Coquille/ Myrtle Point and Bandon, it is necessary to adjust their monthly fare cap. Coquille/Myrtle Point went from 5 days to 2 days of service. Bandon went from 3 days to 2 days of service. Proportionate to the reduction in service, the corrected monthly fare should be \$30/mo.

Document: [Ordinance No. 01-2025R](#)

Ordinance No. 01-2025R is read

BOD Motion: Director Veysey moved the first reading of Ordinance 01-2025R to be by title only. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

Chairman Thompson reads Ordinance 01-2025R by title only.

BOD Motion: Director Nelson moved the second reading of Ordinance 01-2025R to be by title only. Director Taylor seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

Chairman Thompson reads Ordinance 01-2025R by title only.

BOD Motion: Director Veysey moved to adopt Ordinance 01-2025R. Director Nelson seconded.

The unanimous approval of all members of the board at the meeting, a quorum being present, is required to adopt an emergency ordinance. [1971 c.268 §5]

Chairman Thompson polls the Board of Directors.

Director Veysey: Yes

Director Nelson: Yes

Director Johnson: Absent

Director Taylor: Yes

Director Dovenspike: Yes

Chairman Thompson: Yes

Director Claassen: Yes

Motion: Carries unanimously

- f. Coos Go Social Media Campaign

Background: In June 2023, CCATD adopted a Marketing Plan to increase

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awareness of services to potential customers, updating the bus branding, engaging students, engaging and educating stakeholders and communicating our dedication to the community. The Board voted in July 2024 to enter into contract with Pivot to support these efforts. With our difficulties with Passio much of the CoosGo marketing had to be put on hold last fiscal year. Attached is a proposal to restart a social media campaign around our CoosGo services in Coquille-Myrtle Point and Bandon, as well as our fixed route system in Coos Bay/North Bend. There are some minor housekeeping changes that the General Manager will work through with Pivot.

Document: [Proposal](#)

BOD Motion: Director Veysey moved to support the General Manager to restart social media efforts utilizing services from Pivot. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

g. Appoint a New Member to the 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: Director Veysey moved to appoint Karen Dubisar, Deputy Executive Director of the North Bend City/Coos-Curry Housing Authority, to the Coos County Area Transportation District Advisory Committee representing local government and low-income individuals. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

10. CITIZEN COMMENTS ON NON AGENDA ITEMS (Limited to three minutes/person) - None

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11.NEXT MEETING – CCATD Board of Directors October 13, 2025 9AM

12.ADJOURN – Meeting adjourned at 10:07AM by Director Thompson.