

Coos County Area Transportation District (CCATD)
Board of Directors

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
October 9, 2023, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9AM by Director Veysey.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
BOD Present: Director Veysey, Director Johnson, Director Claassen, Director Baker, Director Mason-Long, Director Taylor
BOD Absent: Director Dovenspike
3. **ROLL CALL OF OTHERS PRESENT**
Staff and Others Present: Schira Nelson, Jane Stebbins, Jennifer Boardman, Manager Melissa Metz, Staff Selena Kelley Irvin
4. **CHANGES TO AGENDA** - None
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)** - None
6. **CONSENT AGENDA – ACTION ITEM BOD**
Approval of [Minutes September 11, 2023](#)
Accept the [Financial Report](#) and [Balance Sheet](#) for August 2023
Accept the [Ridership Report](#) for August 2023
BOD Motion: Director Claassen moved to accept the Consent Agenda as presented. Director Johnson seconded, and the motion passed unanimously.
7. **OLD BUSINESS**
 - a. **Update Super Stop** – Melissa Metz shared that the shelter, safety railing and garbage can were installed at the Super Stop. We will be looking forward to a ribbon cutting.
 - b. **Update CCATD Board of Directors Bylaws Review Committee** – Jane Stebbins reported that due to a couple of mishaps, she had nothing to deliver. Director Baker and Director Claassen will soon review the BOD bylaws and they will meet again.
8. **NEW BUSINESS**
 - a. **Appointment 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

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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.

BOD Motion: Director Claassen moved to appoint Ms. Lindsay Ward to the Coos County Area Transportation District Advisory Committee representing elderly and persons with disabilities who are transit users, as well as employers and non-profit entities that provide public transportation services. **Director Johnson** seconded, and the motion passed unanimously.

9. GENERAL MANAGER REPORT

Communications Officer – The Communications Officer will design and present one-on-one and group travel training for persons with disabilities, senior citizens, Veterans and other individuals, to prepare them to use fixed route services, including introduction to CCAT's bus system and scheduling mobile app when available, mobility device instruction, boarding and de-boarding, street crossing, safety skills and trip planning. The Communications Officer will also develop and maintain social media, the website, the mobile app, and print efforts to enhance use and awareness of public transit services with Coos County Area Transportation District.

We had an interview Friday and will have another interview on Tuesday.

Drivers - We have been short-staffed recently due to an unanticipated extended leave request. We are looking to hire 1 full-time driver. As a reminder on-boarding takes a good two to three weeks depending on the individual's background before a driver can drive on his or her own.

Bus Deliveries - This week we are expecting the delivery of two buses - 14 seats or 12 seats and 2 ADA stations - which are wrapped in our brand. We are also looking to receive 3 vans in November.

Footprint - Good news and bad news is that we are outgrowing our footprint at 2810 Ocean Blvd. In addition to the lack of parking spaces for buses, we need a safe place for the public to come into the office and a footprint that can accommodate future infrastructure needs to accommodate alternatives to fossil fuels- i.e. propane, electric natural gas or hydrogen fuel cells.

I anticipate we will be writing a planning grant in January to position ourselves for future capital funding requests.

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Our service of People Moving

When I think about where we want to be a year from now – I think about

- Realtime transit information on the website and handheld app.
- Scheduling trips one's own trips through the website or handheld app.
- Dynamic ability for a dispatcher to enter a deviation on a fixed route with communication to the driver's tablet.

We do not have the correct tools to do this now. We had hoped that Ecolane was the correct tool but after three years, I can with confidence say CCAT was oversold on the product, and you get what you pay for.

I am recommending CCAT go through a procurement process that includes a proof-of-concept pilot, if possible.

10. CITIZEN COMMENTS ON NON-AGENDA ITEMS (Limited to three minutes/person) – Jennifer Boardman mentioned that ODOT will be providing training in the winter that may benefit our team.

11. NEXT MEETING – Board of Directors Nov 13th, 2023 9AM

12. ADJOURN – Meeting adjourned at 9:26AM by Director Veysey.