

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
December 11, 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 Dovenspike, Director Mason-Long
BOD Absent: Director Taylor
3. **ROLL CALL OF OTHERS PRESENT**
AC Present: Schira Nelson
Staff and Others Present: Jennifer Boardman, Manager Melissa Metz, Staff: Selena Kelley Irvin, Jane Stebbins, Richard Rodgers, David Rupkalvis
4. **CHANGES TO AGENDA** – Director Johnson requested a discussion of the Attendance Policy
5. **SPECIAL GUEST** - Richard Rodgers – CCAT Transit Operator
Richard shared that we have new buses that are larger and we have gotten some feedback from riders. He would like to see our routes continue to expand and for us to have a mechanic on staff at the yard.
Melissa Metz announced that Richard is “Employee of the Quarter” and we thank him for his hard work.
6. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person) - None**
7. **CONSENT AGENDA – ACTION ITEM BOD**
Approval of [Minutes November 13, 2023](#)
Accept the [Financial Report](#) and [Balance Sheet](#) for October 2023
Accept the [Ridership Report](#) for October 2023
BOD Motion: Director Johnson moved to accept the Consent Agenda as presented. Director Claassen seconded and the motion passed unanimously.
8. **OLD BUSINESS**
 - a. **IGA with City of North Bend – Jane**
Jane reported that we received an update from the state that requires another meeting with Mark.
 - b. **Update CCATD Board of Directors Bylaws Review Committee – Jane**

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Jane reported that the Review Committee has not met yet, but Directors Baker and Claassen have been working with her to get that meeting scheduled.

Jane also reported that at the end of this meeting, one of our Board Members has been absent 6 times, which is the maximum number according to our bylaws.

Melissa Metz stated that next steps are to post the opportunity, collect interest, and then the Board of Directors would appoint a replacement.

Jane explained that our bylaws state that a Board Member can be removed after three consecutive absences, or 6 total absences.

Director Claassen said that he had concerns about removing a Commissioner. He asked if it is the right thing to do and do the rules say we have to or that we can?

Director Johnson reasoned that it doesn't serve the public's best interest to not have a representative here. It could have an impact on our ability to have a quorum and the Member could fall behind on what is going on. This action would not jeopardize our relationship with the Coos County Commissioners.

BOD Motion: Director Johnson moved to direct staff to post the opening for Position 1 on our Board of Directors. Director Claassen seconded, and the motion passed unanimously.

9. NEW BUSINESS

a. Drug & Alcohol Policy - Metz

Background: The Federal Transit Administration (FTA) requires employers that receive financial assistance from the FTA and by contractors of those employers, to implement programs, as specified in 49 CFR Part 655, that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions. The draft Coos County Transportation District Drug and Alcohol Policy has been reviewed by RLS, ODOT Drug & Alcohol compliance contractor, and found to meet all the FTA requirements.

Document: [Policy](#)

BOD Motion: Director Claassen moved to adopt the revised Coos County Transportation District Drug and Alcohol Policy and replace the contents of Appendix A in the Human Resource Manual with this version. Director Baker

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seconded and the motion passed unanimously.

b. Let's Connect 2024 Campaign – Metz

Background: Passengers are given a button on Transit Day. January 24, 2024 corresponding with the Point in Time Count. Once a month thereafter, a "Let's Connect" customer appreciation day is designated on the fourth Wednesday. Any passenger wearing the button is allowed to ride for free. During the customer appreciation day, new buttons are distributed to paying passengers so they can enjoy the benefit the following month. Customers will wear their button throughout the day, identifying themselves as CCAT riders.

Objectives: 1) To reward the support of current riders of CCAT. 2) To increase awareness among employers and businesses that their employees and customers use CCAT.

BOD Motion: Director Claassen moved to adopt the 2024 Let's Connect program. Director Johnson seconded and the motion passed unanimously.

Director Veysey asked if we would be advertising this opportunity on the radio.

Melissa Metz introduced our new Communications Officer, David Rupkalvis, who will be handling marketing and communication moving forward.

c. Budget Committee Member Recruitment – Metz

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 4: Vacant, Expires December 2024

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

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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 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](#)

10. GENERAL MANAGER REPORT – Metz

Melissa reported that annually we show our Driver's appreciation with a one time salary adjustment in December. She proposes that part-time staff receive a \$75.00 adjustment plus fringe, and that our full-time staff get \$150.00 adjustment plus fringe, and that our manager gets a \$200.00 adjustment plus fringe. In total, that is \$2587. These will be given out in holiday cards at the pot-luck.

BOD Motion: Director Johnson moved to approve a one-time adjustment to show appreciation to our employees. Director Claassen seconded and the motion passed unanimously.

Director Johnson suggested that we discuss an increase to these amounts in November 2024.

11. CITIZEN COMMENTS ON NON-AGENDA ITEMS - None

12. NEXT MEETING – Board of Directors Jan 8, 2024 9AM

13. ADJOURN – Meeting Adjourned at 9:41AM by Director Veysey.