

Coos County Area Transportation District (CCATD)
Board of Directors

MINUTES

South Coast Business
800 N Bayshore, Coos Bay, Or 97420
February 13, 2023 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9:03AM by Director Doug Veysey.
2. **ROLL CALL/CONFIRMATION OF QUORUM BOARD OF DIRECTORS**

BOD Present: Director Veysey, Director Johnson, Director Claassen, Director Taylor, Director Mason-Long

BOD Absent: Director Dewater, Director Dovenspike

Staff and Others Present: AC Garrett Sherrill, AC Lauren Morris, AC Dick Leshley, Jane Stebbins, Jennifer Boardman, Manager Melissa Metz, Staff Selena Kelley Irvin, Staff Rebecca Jennings

3. **CHANGES TO AGENDA –**

BOD Motion: Director Johnson moved to approve agenda changes as presented by Melissa Metz. Director Taylor seconded and the motion passed unanimously.

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

5. **CONSENT AGENDA**

Approve the [Minutes January 9, 2023](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for December 2022

Accept the [Ridership Report](#) for December 2022

BOD Proposed Motion: Director Claassen moved to accept the consent agenda as presented. Director Johnson seconded and the motion passed unanimously.

6. **OLD BUSINESS**

- a. May 16 Special District Election

The following positions are coming up on the CCATD Board of Directors:

Position 1	Taylor	Next Election 2025		
Position 2	Mason Long	Next Election 2025		
Position 3	Claassen	2 Year Term	7/1/2023	6/30/2025
Position 4	Dovenspike	4 Year Term	7/1/2023	6/30/2027
Position 5	Dewater	4 Year Term	7/1/2023	6/30/2027
Position 6	Johnson	4 Year Term	7/1/2023	6/30/2027
Position 7	Veysey	4 Year Term	7/1/2023	6/30/2027

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Interested individuals must file with the Coos County Election office from February 6, 2023 through March 16, 2023. There is a \$10 filing fee. Information from the Coos County Clerk on the election is [available here](#).

7. NEW BUSINESS

a. Gay 90s Festival in Coquille – R. Jennings

Another opportunity to build clientele and visibility in Coquille on June 3rd.

BOD Motion: Director Claassen moved to participate in Gay 90s Festival. Director Johnson seconded, and the motion passed unanimously.

b. 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 2023-2024 fiscal year budget.

Document: [Budget Calendar](#)

BOD Motion: Director Taylor moved to approve the 2023-2024 Budget Calendar. Director Claassen seconded and the motion passed unanimously.

c. Resolution 2023-1: 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 2023-1](#) Appointing the Budget Officer

BOD Motion: Director Claassen moved to approve Resolution 2023-1 appointing the Budget Officer. Director Johnson seconded and the motion passed unanimously.

d. Budget Committee 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. Continuing budget committee volunteers are Garrett Sherrill and Abdoulaye Dione – Thank you!. Asking for

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assistance from the Board of Directors to promote serving on the opportunity to serve on the Budget Committee. We currently have five vacancies:

Position 2 Term Expiration 12/31/2023

Positions 4 Term Expiration 12/31/2024

Positions 5, 6 & 7 Term Expiration 12/31/2025

Document: [Application](#) to serve on the Budget Committee

e. STIF Advisory Committee Recruitment

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 two vacancies:

Document: [Application to serve on the CCATD Advisory Committee](#)

f. 5310 Grant

CCATD received notification from ODOT that we needed to change our line items on our 5310 Grant because of a new interpretation of allowable expenses under purchased services.

Line Item	Original Request	Change	Adjusted Request
Purchased Service Deviated Fixed Route	\$167,512	\$ (21,516)	\$145,996
Mobility Management	\$ 0	\$ 21,516	\$ 21,516

BOD Motion: Director Claassen moved to approve. Director Taylor seconded and the motion passed unanimously.

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g. 5339 Grant Solicitation due March 2023

BOD Motion: Director Johnson moved to authorize staff to move forward with the 5339 letter of intent and grant application. Director Taylor seconded and the motion passed unanimously.

8. GENERAL MANAGER REPORT

- February 7th, we received notification from ODOT that our STIF Plan is complete and recommended to PTAC for acceptance.
- Transit Day Success, [Ridership Report](#)
- New video cameras in all of our transit vehicles
- Bandon Monthly Newsletter and the Dunes News
- Public Transit Focus Groups, March 1st 12:30 and 3:30
- Public Transit Survey, link coming soon
- Website Update

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

10. NEXT MEETING – Board of Directors March 13th, 2023

11. ADJOURN - Meeting adjourned at 9:38AM by Director Veysey.