

Coos County Area Transportation District (CCATD)  
& CCATD Advisory Committee

**AGENDA**

PEG Broadcasting  
2455 Maple Leaf St. Unit #1, North Bend, Or 97459  
January 10, 2022 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 January 10<sup>th</sup> at PEG Broadcasting on 2455 Maple Leaf St Unit #1, North Bend, OR 97459.

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 BOARD OF DIRECTORS**
- 3. ROLL CALL/CONFIRMATION OF QUORUM ADVISORY COMMITTEE**
- 4. CHANGES TO AGENDA**
- 5. CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**
- 6. CONSENT AGENDA**

*This section allows the Board of Directors to consider routine items that require no discussion and can be approved in one comprehensive motion. Any item may only be discussed if it is pulled from the consent agenda.*

Approval of [Minutes December 13, 2021](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for November 2021

Accept the [Ridership Report](#) for November 2021

**BOD Proposed Motion:** Accept the consent agenda as presented.

- 7. AUDIT REPORT** – Dick Maxwell

Document: [CCATD Annual Report June 30, 2021](#)

- 8. INSURANCE RENEWAL SPECIAL PRESENTATION** – Spencer Gordon

Document: [Insurance Renewal](#)

BOD Proposed Motion: Accept the insurance renewal and initiate payment on the invoice.

- 9. ADVISORY COMMITTEE MEMBER APPOINTMENT**

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 Special Transportation Fund as governed by ORS 391.830 and OAR Chapter 732; and the Statewide

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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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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 Proposed Motion:** To appoint Lauren Morris to the Coos County Area Transportation District Advisory Committee representing Public Transportation Service Providers, Employers, Public health, social and human service providers, transit users, social equity advocates, bicycle and pedestrian advocates, individuals who are low-income, age 65 or older and people with disabilities.

**OLD BUSINESS**

- a. Legal Report
- b. Route Refinements for Safety & Efficiencies

Coos County Area Transportation District frequently reviews fixed routes in an effort to ensure the routes are able to maintain published schedules, and to ensure the most efficient route service is made available to the riding public. CCATD published the proposed refinements for Pirate, Charleston and Roseburg routes below for implementation January 18, 2022.

[Written comments](#) were invited and received.

Documents: [Proposed route adjustments](#)

**AC Proposed Motion:** Recommend that the Board of Directors adopt the proposed route refinements as published.

**BOD Proposed Motion:** Move to adopt the proposed route refinements as published for implementation effective January 18, 2022.

- c. Vehicles update

Background: At the November 29, 2021 the Board of Directors authorized the sale or trade of the Trolley. Tillamook County Transportation District has offered \$24,409 for the Trolley. CCATD is reinvesting this money into 3 Allstar Cutaways from RVTD for \$14,850 with only 85,000 miles each, thus reducing the average age of our fleet in miles from 137.6K to 102.5K. This would significantly stabilize our ongoing maintenance and enhance the safety for our passengers and drivers. The net \$9K will be used to brand the 3 buses with the CCATD logo and outfit with accessories, as necessary.

Document: [Invoice](#)

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**BOD Motion:** Move to approve the purchase of the 3 Allstar Cutaways from RVTB in the amount of \$14,850 and sale of the Trolley for \$24,409.

**10. NEW BUSINESS**

- a. Upcoming solicitations 5310 and 5339 vehicle replacement February 14 and 5339 vehicle expansion, signs and facilities February 28
- b. Human Resource Policy

Background: It was observed that full time staff who work 9 or 10 hour shifts in a weeks time and do not work for example on a Friday according to existing policy would not get the benefit of the holiday pay. After discussing with counsel this matter in the context of pay equity, it was agreed that full-time staff should be afforded full holiday pay and part-time staff afforded a proportionate amount of pay regardless of a shift landing on an observed date.

Document: [Holiday Pay Tracked Changes](#)

**BOD Motion:** Move to approve the Holiday Pay Policy as amended.

**11. GENERAL MANAGER REPORT**

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

**13. NEXT MEETING – Joint Board of Directors and Advisory Committee Meeting February 14th, 2021**

**14. ADJOURN**