

Coos County Area Transportation District (CCATD)  
Board of Directors

**MINUTES**

Coos County Area Transit  
800 N Bayshore, Coos Bay, OR 97420  
February 10, 2025, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9AM by Director Doug Veysey
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**  
**BOD Present:** Director Veysey, Director Claassen, Director Dovenspike, Director Nelson, Director Johnson, Director Thompson

**BOD Absent:** Director Mason-Long

3. **ROLL CALL/CONFIRMATION OF QUORUM OF ADVISORY COMMITTEE**

**AC Present:** Lauren Morris, Michael Babcock, Lindsay Ward

**AC Absent:** Michelle McIntyre, Mike Marchant

4. **CHANGES TO AGENDA** - None

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

Carrie Muth is interested in seeing what our solution is for the equity concerns. She also rode one of the new buses today. She suggests seat belt extenders for larger people, and noted that when deboarding, it is easy to hit your head. She suggested some pads being added.

Mary Rowe agrees with Carrie about the head clearance on the new bus. The seatbelts also cut across the rider's neck. She notes that being able to purchase passes over the phone with a debit card is great, but she worries dispatch won't have enough staff to handle this.

James Edwards from Lakeside commented that it is \$6 to Lakeside, but also only \$6 to Florence. The fare from North Bend to Hauser is \$1.50. The fare from Hauser to Lakeside is \$1.50.

Director Veysey explains that the difference is that they are different services, and our reimbursements vary according to the service type.

James Edwards believes this is unfair. He was told that the Board is responsible for setting fares.

Director Claassen states that is correct, but the price is not per mile. They have to take everything into consideration.

6. **CONSENT AGENDA**

Approval of [Minutes January 13, 2024](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for December 2024

Accept the [Ridership Report](#) for December 2024

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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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Accept [SDIS Insurance Renewal](#) and [Authorize Payment](#)

**BOD Motion:** Director Johnson moved to accept the Consent Agenda as presented. Director Claassen seconded.

Director Claassen added that insurance prices are increasing. He thinks that there should be statewide insurance for districts like ours that offers discounts. Director Johnson shares that Special Districts Insurance is exactly that, and we are getting the best prices available.

All in favor were Directors Nelson, Johnson, Veysey, Claassen, and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

## 7. PRESENTATION OF DRAFT AUDIT REPORT

Dave Hoagland, Principal, CliftonLarsonAllen

Dave started that the audit has been completed according to generally accepted audit standards and uniform guidance. It was a clean audit report. No significant estimates, no significant unusual transactions and no significant difficulties with performing the audit. No uncorrected misstatements.

It is a clean opinion. We operated at a profit. We had a couple of deficiencies with Internal controls that ended in findings. They don't give an opinion on internal controls, but they noted that there was a cash transfer done without approval, which is a material weakness. They also noted the significant deficiency was that the bank reconciliations were not being conducted in a timely manner.

**BOD Motion: Director Nelson moved** to accept the draft audit report as presented. Director Claassen seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

## 8. OLD BUSINESS

### a. Elections

The following positions are coming up for election on the Transportation Board of Directors:

|            |            |             |          |           |
|------------|------------|-------------|----------|-----------|
| Position 1 | Nelson     | 4 Year Term | 7/1/2025 | 6/30/2029 |
| Position 2 | Mason Long | 4 Year Term | 7/1/2025 | 6/30/2029 |
| Position 3 | Baker      | 4 Year Term | 7/1/2025 | 6/30/2029 |

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Interested individuals must file with the Coos County Election office from February 8, 2025 through March 20, 2025. There is a \$10 filing fee. The [Candidate Manual](#) is available online and contains all the pertinent information and required forms.

**9. NEW BUSINESS**

**a. CCATD Position 3 Vacancy/Appointment**

Per Section 3(b) of the CCATD Bylaws, the vacancy on the Board, was published on January 28, 2025 in The World and on social media. The District received one application. Harper Thompson is a current CCATD Advisory Committee member, a resident of Coos County and a registered voter. Application is on file.

**BOD Motion:** Director Johnson moved to appoint Harper Thompson as CCATD Board Member Position 3. Director Nelson seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

**b. Budget Committee Member 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. 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 March 3, 2025.

More information on the Budget Committee is available here:

<https://coostransit.org/budget-committee/>

We currently have 4 vacancies:

|                 |        |                       |
|-----------------|--------|-----------------------|
| Positions 2:    | Vacant | Expires December 2026 |
| Position 3 & 4: | Vacant | Expires December 2027 |
| Positions 7:    | Vacant | Expires December 2025 |

Documentation: [Budget Committee Application](#)

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**c. 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 2025-2026 fiscal year budget.

Document: [2025 Budget Calendar](#)

**BOD Motion:** Director Claassen moved to approve the 2025 Budget Calendar. Director Thompson seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, Thompson and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

**d. Resolution 2025-1: 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 2025-1 [Appointing the Budget Officer](#)

**BOD Motion:** Director Johnson moved to approve Resolution 2025-1 appointing the Budget Officer as Melissa Metz. Director Nelson seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, Thompson and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

**e. Paratransit Prepay**

With Paratransit Prepay, individuals with a disability and seniors 65+ using dial-a-ride have the option to prepay their fare. Fares may be paid by mail, phone or in person at the dispatch office. The District accepts payment by credit/debit card, cash or check.

Proposed Fare for Paratransit Prepay: 1 Ride \$2.50 and 31-Day Pass \$70.00. The 31-Day Pass requires some additional programming and will be available 3-1-2025.

Step 1. Simply prepay account with staff; Funds need to be available in the account prior to making a reservation for the trip.

Step 2. At the time of reservation, indicate to the reservationist to use the prepay account;

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Step 3. Funds will be automatically deducted from the account at the time a trip is booked, not when you actually take the trip. If you subsequently cancel the trip, the fare will be automatically refunded to your account immediately. For subscription riders, funds need to be available in the account eight (8) days prior to your subscription trip(s), since subscription trips are reserved in the system a week prior to the actual day of travel.

Step 4. Board the bus on the day of travel. The driver will see on his dispatch tablet that your trip is already paid in full.

Benefits

- Contactless payments: Paratransit riders can pay fares without using cash or a smart phone.
- Reduced administrative work: The District does not need to print physical fare media.
- Reduced revenue loss: The District can reduce the risk of theft and fraud
- Safety: The District can reduce the spread of disease by reducing the need for cash and paper media.
- Efficiency: Bus drivers are not cashiers; their primary responsibility is to ensure the safe and efficient transportation of passengers from one location to another.
- Ease: Paratransit customers using dial-a-ride can pay in advance without using cash or fare media or a smart phone at the time of travel.

Jane Stebbins commented that Melissa Metz worked with several agencies, including CLCM to work through this solution.

**BOD Motion:** Director Thompson moved to adopt the Paratransit Prepay Program. Director Dovenspike seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, Thompson and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

**f. Accommodation for pre-payment on fixed route**

We have created a 31-day Fixed Route Pass that will be punched with the expiration date at day of sale by dispatch. It is still contactless, because the rider will show it for verification.

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**BOD Motion:** Director Johnson moved to adopt the Fixed Route Pass Program. Director Nelson seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, Thompson and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

**g. Maintenance Plan**

Background: All recipients managing FTA-funded assets are required to implement maintenance plans for these assets. Public transit necessitates significant investments in infrastructure, equipment, and machinery. Ensuring proper maintenance is essential for safeguarding the FTA investment and extending the lifespan of the assets. It is mandatory for all recipients to maintain a documented maintenance plan for FTA-funded assets. These plans should outline a system for regular inspections and preventive maintenance to be conducted at specified intervals. The District last reviewed the vehicle and maintenance plan in December 2022 and now requires updating.

Document: [Maintenance Plan February 2025](#)

**BOD Motion:** Director Claassen moved to adopt the CCATD Maintenance Plan as presented. Director Thompson seconded. All in favor were Directors Nelson, Johnson, Veysey, Claassen, Thompson and Dovenspike. There were none opposed, and no one abstained. The motion passed unanimously.

**10. SDAO RECAP**

Tara Johnson started by saying that anyone that hasn't taken the public meetings law training needs to do so. She thanks ODOT for the scholarship so that she could attend. She met people from Special Districts across the state. It is easy to depend on staff to get information, but it is ultimately the Boards' responsibility. She suggests the Board attends one of these if possible. Jane Stebbins adds that there were some good classes, and she agrees with Tara. Tara adds that it was a great training and worth the time.

**11. TRAVEL TRAINING REPORT**

David Rupkalvis started that January was not the busiest month. He had 4 sessions with individuals and a call from an adult foster care home. He met with six of those individuals to help them learn how to use the bus.

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**12. GENERAL MANAGER REPORT**

- **Required Training:** Under ORS 192.700, every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend or view training on Public Meeting Law at least once during the member's term of office. Webinars calendar is available [here](#).
- **Selena and Melissa** will be attending a Hydrogen Meeting in California.
- **SDAO Board Assessment:** Email sent to SDAO.

**13. CITIZEN COMMENTS ON NON AGENDA ITEMS** (Limited to three minutes/person)  
– Carrie Muth asks when the Paratransit Prepay Program will start. Melissa says that single trips are available immediately. Monthly passes require more programming and should be ready on March 1.

**14. NEXT MEETING –**

**Next Meeting of the Board of Directors March 10, 2025 9AM**

**15. ADJOURN -** Meeting adjourned at 10:10AM by Doug Veysey.