

Coos County Area Transportation District (CCATD)
Board of Directors Meeting

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
August 12, 2024, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9:00AM by Director Doug Veysey.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
BOD Present: Director Veysey, Director Claassen, Director Dovenspike, Director Mason-Long, Director Nelson, Director Johnson
BOD Absent: Director Baker
3. **Staff and Others Present:** AC Lauren Morris, AC Lindsay Ward, AC Harper Thompson, David Rupkalvis, Melissa Metz, Jane Stebbins, Jennifer Boardman, and Michael Babcock.
4. **CHANGES TO AGENDA** - None
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)** – Director Veysey congratulated everyone that attended the Oregon Joint Host Senate Committee Meeting at Marshfield. Michael Babcock, the President of the Southwestern Chapter of the American Council of the Blind, is excited to see the potential of our website changes which would allow blind riders to book services online. He offers his assistance, as a screen-reader user, to help test the accessibility of our new website once it's updated. He's not a professional, but he does provide feedback. He'd be interested in having a visitor from CCATD attend their next meeting to discuss what services are available for blind riders, the second Saturday of September. He also offers to assist with our meeting audio to help anyone hard of hearing.
6. **CONSENT AGENDA**
Approval of [Minutes July 8, 2024](#)
Accept the Preliminary Financial Report and Balance Sheet for June 2024
Accept the [Ridership Report for June 2024](#)
BOD Motion: **Director Johnson** moved to accept the Consent Agenda as presented. **Director Claassen** seconded, and the motion passed unanimously.
Director Nelson likes seeing that our ridership has increased over the last year.
7. **OLD BUSINESS - NONE**
8. **NEW BUSINESS**
 - a. Website Redesign
Background: CCAT has had a goal of providing the public real-time General Transit Feed Specification (GTFS) data and on demand self-serve reservations. CCAT has invested in Passio a new scheduling platform that will provide the real-time GTFS feed and self-serve reservations. Now the District needs a hosted website solution that will parse and present that real-time GTFS information to the public.

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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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Recommendation: As MAC Transit Map for WordPress is a proprietary software that is the intellectual property of Madison Ave. Collective (MAC) and MAC has a demonstrated track record of integrating real-time GTFS information using Passio as demonstrated by rideclackamas.org, staff recommends that the District enter into a contract with MAC for development, migration, hosting, maintenance and ongoing training/support.

Document: [Cost Comparison Proposal](#)

BOD Action: Director Claassen moved to accept the proposal from Madison Ave. Collective. **Director Nelson** seconded. Director Claassen checked into MAC and he came away impressed. He supports this. Director Johnson also believes this is a good investment. Director Nelson thinks we get what we pay for and this is customer service that we would be investing in. The motion passed unanimously.

b. Engagement of Auditor for fiscal year ending June 20, 2024

Background: CCATD is required to perform annual audits in its capacity as a recipient of federal funds, and to comply with National Transit Database reporting requirements. Auditors are difficult to secure and CLA met our expectations last year. Staff recommends renewing the contract with CLA.

Document: [Contract](#)

BOD Action: Director Claassen moved to authorize staff to sign the engagement contract with CLA. **Director Johnson** seconded, and the motion passed unanimously.

c. Passio Additional Module

Background: We are in the midst of Passio implementation, and it has come to our attention that Passio left off a module for demographic counting. Our funding is reliant on accurate demographic counting making this module essential.

Document: [Quote](#)

BOD Action: Director Claassen moved to accept the quote for the passenger counting module on the mobile data terminals. **Director Nelson** seconded, and the motion passed unanimously.

d. Bay Cities Brokerage

Background: Currently CCAT has extra capacity in Coquille, Myrtle Point and Bandon. It would be in the interest of the district and residents of Coos County

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if CCAT became a Transportation Provider for Bay Cities Brokerage for Non-Emergency Medical Rides. Collecting fully allocated fares at \$31/trip, as capacity is available, will reduce the overhead costs funded by our limited federal resources.

Document: [Contract](#)

BOD Action: Director Nelson moved to enter into contract with Bay Cities Brokerage to accept nonemergency medical rides under contract as capacity is available. **Director Claassen** seconded, and the motion passed unanimously.

9. GM REPORT –

Melissa Metz shared that we are coming up on the time to plan for the next biennium. We will be calling on the Advisory Committee to provide input. We currently have 2 vacancies, and we should prioritize getting those slots filled.

UPDATED TIMELINE FOR GRANT SOLICITATIONS 2025/2027:

August 8 Letter of Interests were accepted for our Transit Center & Mobility Hub Project and a potential Van Pool for Powers

September 5 CCATD submit Application(s) for STIF Discretionary/Intercommunity Projects

September 6 Seek SWACT support of CCATD projects STIF Discretionary/Intercommunity Projects

September 9 **CCATD Advisory Committee deliberates** on the STIF local priorities for projects and hears public comment.

October 14 **CCATD AC recommends**, and BOD approves 5310 Solicitation that includes local priorities and eligibility criteria

CCATD AC and BOD consider priorities for a 5304-planning grant

- System design plans
- Americans with Disabilities Act (ADA) paratransit plans
- Transit marketing plans
- Environmental Justice plans
- Local coordination plans
- Alternative fuels plans
- Emergency action plans

October 25 SCB posts public solicitation for 5310 projects

November 29 Responses to 5310 Solicitations are due

December 9 **CCATD Advisory Committee reviews** and recommends for approval the STIF Plan FY2026 \$1,217,509; FY2027

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\$1,269,651

December 9 **CCATD Advisory Committee conducts** public project selection process from applications received for 5310 and provides opportunity for public comment.

January 13 CCATD Board of Directors approves the STIF Plan for Coos County and the 5310 projects recommended by the CCATD Advisory Committee

January 16 STIF Plan are due to ODOT.

January 16 5310 and 5311 applications due to ODOT

10. CITIZEN COMMENTS ON NON AGENDA ITEMS (Limited to three minutes/person) – Director Claassen stated that it is a pleasure to work with everyone. Jennifer Boardman shared that our LOIs were accepted and she thanks everyone that attended the Senate Summit.

11. NEXT MEETING –Meeting of the Board Sept 9, 2024 9AM

12. ADJOURN - Meeting Adjourned by Director Veysey at 9:37AM.