

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

**MINUTES**

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

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1. **CALL TO ORDER** - Meeting called to order at 9:01AM by Director Harper Thompson.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**  
**BOD Present:** Director Veysey, Director Claassen, Director Dovenspike, Director Nelson, Director Thompson, Director Taylor, Director Johnson  
**BOD Absent:** None  
**Staff and Others Present:** AC Richard Rogers, AC Lauren Morris, AC Karen Dubisar, Melissa Metz, Jason Barr, Jennifer Boardman and Jane Stebbins.
3. **CHANGES TO AGENDA** – Under New Business, Jennifer Boardman will give a funding update.
4. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**  
*Public comment in a meeting is a "one-way" communication where the public shares input on the record without expecting a dialogue or direct response.*
  - Mary Rowe of Coos Bay is asking if it's possible to hire another driver. She states that while the main dispatcher was on vacation, the backup dispatcher had to drive a few times, which affected having a dispatcher full time in the office.
5. **CONSENT AGENDA**  
Approval of BOD [Minutes October 13, 2025](#)  
Accept the [Financial Report](#) and [Balance Sheet](#) for September 2025  
Accept [Ridership Report](#) September 2025  
Ratify Contract for [Bus Detailing BAE](#)  
**BOD Motion:** Director Veysey moved to accept the Consent Agenda as presented. Director Johnson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Johnson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.
6. **OLD BUSINESS - none**
7. **NEW BUSINESS**
  - a. **Funding Update – Jennifer Boardman**  
Jennifer shared that the government shutdown just came to an end. Every year FTA shuts down funding. ODOT tries to get everything submitted prior

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to this. This year, they are waiting for funds to be approved, which is affecting us, especially the 5310 funds geared toward Seniors and People with Disabilities Services. The original estimate was that 5310 funds would be available by the end of December or first of February. ODOT awaits updates.

For STIF, there was a special meeting held by Oregon Legislature. There was a temporary increase in transit funding, but it is for a limited period. The governor must sign this, and then there is a public referendum hoping to put a pause on that funding. We will not know until after the signatures are collected for the referendum, and then the Secretary of State certifies the signatures. If the referendum passes, the funding will go to a vote of the people that will not take place until November 2026. Until then, the additional funding is unavailable.

The STIF plans will start coming around next year, late summer 2026, for the 2027 period.

Jennifer confirmed that we are anticipating our 5310 funds to be reduced in 2027.

Melissa added that the Budget Committee will be looking at multiple scenarios to prepare for funding fluctuations.

**b. Agency Safety Plan**

Safety is a core value at CCATD. The Agency Safety Plan documents our comprehensive strategy and establishes the framework of a safety management system that facilitates the implementation, maintenance, and ongoing enhancement of processes designed to protect the safety of our employees and the public we serve.

[Document](#)

**BOD Motion:** Director Nelon moved to adopt the Agency Safety Plan as presented. Director Taylor seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Johnson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

**c. CCAT Health Stipend for 2026**

Per policy the Board of Directors reviews the health insurance stipend this time of year and establishes the stipend amount for the following year. As health insurance premiums in 2026 are seeing a premium increase of 15%, staff recommend the health insurance stipend for 2026 increase from

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\$5,983 to \$6,880.

The stipend is taxed. Staff direct their stipend as they see fit for their medical needs.

**BOD Motion:** Director Veysey moved to approve the health stipend as presented. Director Johnson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Johnson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

**d. Holiday One-Time Salary Adjustment**

It has been an ongoing practice for the Board of Directors to show their appreciation to staff by extending a one-time salary adjustment in December.

**BOD Motion:** Director Nelson moved to approve \$100 plus fringe for part-time staff and \$200 plus fringe for the full-time staff to be issued in December with an estimated total payout of \$3,517. Director Claassen seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Johnson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

**e. Resolution 2025-6 Assigning Signatory Power to General Manager**

Background: The District has entered into an agreement to purchase property and construct new facilities. To avoid delays in securing essential purchase and construction-related contracts, staff proposes assigning signatory power to the General Manager to execute agreements not governed by state purchase and procurement statutes.

[Resolution 2025-6](#)

**BOD Motion:** Director Veysey moved to approve Resolution 2025-6 assigning signatory power to the General Manager. Director Claassen seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Johnson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

**8. GENERAL MANAGER REPORT**

- Melissa reported positive developments including FTA approval for land disturbance at LaClair and Newmark property
- A Medicare workshop will be taking place next Monday and CCATD will have a table for dial-a-ride.

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- Melissa shared new bus signage concepts with Concept 1 (navy blue) preferred over Concept 2 (royal blue).
  - The board also discussed potential adjustments to bus schedules in Florence
  - There was an announcement that scholarship funds are available for the upcoming SDAO conference in February.

**9. CITIZEN COMMENTS ON NON AGENDA ITEMS -NONE**

**10.NEXT MEETING – CCATD Board of Directors December 8, 2025 9AM**

**11.ADJOURN – Meeting Adjourned at 9:40AM by Director Harper Thompson.**