

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
November 13, 2023, 9:00 a.m.

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

BOD Present: Director Veysey, Director Johnson, Director Claassen, Director Baker, Director Dovenspike, Director Mason-Long

BOD Absent: Director Taylor

3. **ROLL CALL OF OTHERS PRESENT**

AC Present: Schira Nelson, Lindsay Ward, Steve Zehler, Lauren Morris

AC Absent: Mike Marchant, Garret Sherrill, Genavieve Sharkey

Staff and Others Present: Jennifer Boardman, Manager Melissa Metz, Staff Selena Kelley Irvin, Jane Stebbins

4. **CHANGES TO AGENDA** - None
5. **CITIZEN COMMENTS ON AGENDA ITEMS** - None
6. **CONSENT AGENDA – ACTION ITEM BOD**

Approval of [Minutes October 9, 2023](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for September 2023

Accept the [Ridership Report](#) for September 2023

Ratify payment to Model1 for one [Ford](#) and one [Chevy](#) bus

Ratify [final payment](#) to Partney Construction for SuperStop

BOD Motion: Director Claassen moved to accept the Consent Agenda as presented. Director Baker seconded, and the motion passed unanimously.

7. **OLD BUSINESS**

- a. **Final Construction Report on SuperStop – Selena**

The SuperStop is complete and signed off on.

- b. **IGA with City of North Bend – Jane**

The City of North Bend attorney sent another email saying they are very close to being done. We did discover that we didn't have a specific location on a map. We were able to do that with some help from Partney Construction and added that to the IGA.

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c. Update CCATD Board of Directors Bylaws Review Committee – Jane

Directors Claassen and Baker have copies of the correct bylaws now and they are trying to schedule a meeting soon. They should be finished before the December meeting.

8. NEW BUSINESS

a. Recommended Revisions to Employee Benefits for 2024 - Melissa

Background

CCAT Board of Directors reviews the Employee Health Stipend benefit every November to determine any adjustments for the next calendar year, as well as a cursory review of benefit package offerings to remain a competitive and reputable employer in the community.

Based on a review of health insurance increases on the ACA Marketplace staff recommend an increase of 8.37% for the health insurance stipend from \$5,160/year to \$5,592/year, as well as the attached language changes to the policy.

Document: [Health Stipend Policy](#) with tracked changes

BOD Motion: Director Claassen moved to adopt the revised Health Stipend Policy for 2024 and the 2024 stipend amount per employee of \$5,592/year. Director Mason-Long seconded the motion and it passed unanimously.

Based on a review of paid holiday offerings available at other local agencies, staff recommends moving from 7 holidays plus 1 floating holiday to 7 holidays plus 4 floating holidays. This will align CCATD with the standard 11 federal holidays for 2024.

Document: [Holiday Pay Policy](#) with tracked changes

BOD Motion: Director Johnson moved to adopt the revised Holiday Policy for 2024. Director Claassen seconded the motion and it passed unanimously.

Based on a review of retirement offerings available at other local agencies, staff recommends eligibility of retirement changes from after working 2080 hours to

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following the 90 day introductory period.

Document: [SEPP IRA Policy](#) with tracked changes

BOD Motion: Director Johnson moved to adopt the revised SEPP IRA Policy. Director Claassen seconded, and the motion passed unanimously.

9. ODOT Update on Policy Change for Grant Amendments – Jennifer

Currently there are no provisions for amendments on STIF contracts.

PTD is considering the following policy change to discretionary grant agreements when PTD staff determine eight conditions are met:

1. The request is not for a STIF-Discretionary award (OAR 732-044-0035(2));
 2. The request does not contravene OTC decisions on priorities or eligibilities;
 3. The recipient demonstrates that the circumstances were unforeseeable;
 4. The recipient demonstrates that the circumstances are not with their control;
 5. The recipient demonstrates that a time extension is not practical;
 6. The recipient demonstrates that a reasonable alternative exists; and
 7. PTD staff determine the change would not create unreasonable administrative burden or require additional funding;
 8. The amended project fulfill all applicable federal and state requirements.
- Jennifer is looking for feedback before this is sent to PTAC for approval.

10. GENERAL MANAGER REPORT – Metz

Go Coos Vets Program

	2023-2025	Qtr Plan	Qtr 9/30/23	Qtr 6/30/23	% increase
Rides	4152	519	819	687	20%
Rev Hrs	2260	282.5	415	369	12%
Rev Miles	45388	5673.5	7831	7480	5%

Coos County Area Transportation District (CCATD)
Board of Directors

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Saturday Trips: Red, Blue, Green

	July	August	Sept	October
Trips	464	333	323	304
Days of Service	5	4	5	4
Trips per Day	92	83	65	76
Trips per hr	4.38	3.95	2.95	3.6

Mid-Cycle Grant Solicitations

Grant Solicitations will be published January 3, due March 12, and awarded Oct 1. We need to consider funding for our bus facilities, an emergency plan, and mobility management.

We may also want to consider a Feasibility Study Report (Property / Infrastructure / Alternative fuels).

Staffing

We had two drivers separated from the company with little notice because of health reasons personally or in the family. We are hiring. We have hired Kayla Weatherston as our Communications Officer – she will start at the end of the month.

Bay Area Chamber is hosting the 31st Annual Economic Outlook Forum

Friday, Dec 8, 2023 – Mill Casino, Focus on Transportation
Board or Advisory Committee members that want to attend, let us know.

Jennifer Boardman reported on an opportunity for a micro-mobility bike share program for our consideration.

11. CITIZEN COMMENTS ON NON-AGENDA ITEMS - None

12. NEXT MEETING – Board of Directors Dec 11th, 2023 9AM

13. ADJOURN - Meeting adjourned at 9:58AM by Director Veysey.