

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

**AGENDA**

Coos County Area Transportation District  
2810 Ocean Blvd SE, Coos Bay OR 97420  
November 14, 2022, 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:** Chair Doug Veysey, Director Taylor, Director Mason-Long, Director Claassen, Director Dovenspike, Director Dewater.

**BOD Absent:** Director Johnson

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

**AC Present:** Mike Marchant, Lauren Morris, Genavieve Sharkey, Garrett Sherrill, Dick Leshley

**AC Absent:** Steve Zehler

**4. ROLL CALL OF STAFF AND GUESTS**

**Present:** Manager Melissa Metz, Rebecca Jennings, Jane Stebbins, Tracy and Corinna with Nelson Nygaard, Jennifer Boardman

**5. CALL TO ORDER OF THE JOINT MEETING CCATD BOD & CCATD AC**

**6. CHANGES TO AGENDA - None**

**7. CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person) - None**

**8. CONSENT AGENDA**

Approve [Minutes October 10, 2022](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for September 2022

Accept the [Ridership Report](#) for September 2022

Approve Invoice Payment [Creative Bus Sales VA120000038](#)

Approve [Updated Grant Solicitation Timeline](#)

Background: The original timeline was approved in August 2022 before some of the actual deadline dates were published by ODOT. The timeline has been updated with tracked changes.

**BOD Motion:** Director Dewater moved to accept the Consent Agenda as presented. Director Dovenspike seconded. Motion passed unanimously.

**9. SPECIAL SPEAKER: COORDINATED TRANSIT-HUMAN SERVICES PLAN**

Presentation of the Coordinated Public Transit-Human Services Transportation

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Plan by Nelson Nygaard.

Document: [Coordinated Human Services Plan](#)

**BOD Motion:** Director Claassen moved to adopt the CCATD Coordinated Public Transit-Human Services Transportation Plan. Director Dewater seconded. The motion passed unanimously.

## 10. OLD BUSINESS

### a. Fare Ordinance

A review was conducted on the intercity fare structure against number of miles traveled between stops and the following changes are being brought to the Advisory Committee and Board of Directors for a second reading and action.

Document: [Fare Ordinance](#)

**BOD Motion:** Director Claassen moved to read the Fare Ordinance by title only. Director Dewater seconded. The motion passed unanimously.

**BOD Motion:** Director Claassen moved to adopt the Fare Ordinance effective January 1, 2023. Director Mason-Long seconded. The motion passed unanimously.

## 11. NEW BUSINESS

### a. Approval of New Passes

Background: Previously we had multiple punch passes and monthly passes available for customers to purchase. Unfortunately, monthly passes do not provide the functionality to count # of sponsored rides, a required National Transit Database reporting element. An additional challenge is that monthly passes were not intended for dial-a-ride and our services both fixed and dial-a-ride are comingled on some vehicles. We received from a customer who uses both services a complaint that she bought a monthly pass which only worked on the fixed route service.

Recommendation: Implement new punch passes that provide for a free ride after it is fully punched. Like a monthly pass there is an acknowledgement of appreciation and benefit to frequent ridership.

Document: [new pass proposal](#)

**AC Motion:** Lauren Morris moved to recommend to BOD to adopt new pass proposal. Garrett Sherrill seconded. The motion passed unanimously.

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**BOD Motion:** Director Dewater moved to adopt new pass proposal. Director Claassen seconded. The motion passed unanimously.

**b. Approve Contract for Construction Administration of the SuperStop**

Background: In July 2020, CCATD was awarded \$139,983 grant with a commitment of the district to match \$34,996 with a vision to establish a Super Stop to accommodate three buses and include the purchase and installation of a shelter near the North Bend Veteran's Center.

The Veteran's Center contracted with Crow/Clay for designing the building expansion project of 5,544SF. The Super Stop was incorporated into the planned expansion. CCATD entered into an architectural agreement June 2022 with Crow/Clay for the design and preparation of construction documents, plans and specifications for the Super Stop.

Crow/Clay is presenting a contract for the CCATD to consider for Construction Administration of the Super Stop.

Document: [Construction Administration Agreement](#)

**BOD Motion:** Director Dovenspike moved to authorize the execution of the Construction Administration for the Super Stop. Director Mason-Long seconded. The motion passed unanimously.

**c. CCATD STIF/5310 Solicitation**

Per the ODOT State Management Plan, and approved by the Oregon Transportation Commission, Section 5310 small urban funds are distributed by formula to Qualified Entities, who then conduct a local solicitation process and select projects for funding from their allocated amount.

To that end the CCATD Advisory Committee and Board of Directors are reviewing the draft solicitation that communicates local priorities and eligibility criteria to be used in support of a public process for agencies to respond for consideration in the provisioning of the identified core services and supplemental critical services which are consistent with the coordinated public transit-human services transportation plan for funding with the Population-Based STIF and 5310 funds.

The solicitation will be posted November 15th, applications will be due December 9th, applications will be reviewed December 12th by the CCATD Advisory Committee with a recommendation to the CCATD Board of Directors,

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the CCATD Board of Directors will make provisional awards on that same day on December 12<sup>th</sup>.

Document: [Draft Solicitation Document](#) [Federal Clauses](#)

**AC Motion:** Dick Leshley moved to recommend to the CCATD Board of Directors to approve the STIF/5310 Solicitation. Garrett Sherrill seconded. The motion passed unanimously.

**BOD Motion:** Director Dovenspike moved to approve the STIF/5310 Solicitation. Director Claassen seconded. The motion passed unanimously.

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

Background: Opportunities to submit a 5304-planning grant will be available this winter; however, CCATD does have some 5311 Admin funding that can be invested in planning now before the funds expire June 30, 2023.

Types of planning grants include:

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

Staff recommends issuing a RFP for Transit Marketing & Communication Services

Document: [Draft RFP Document](#)

**BOD Motion:** Director Claassen moved to authorize staff to post RFP for Marketing Services. Director Dewater seconded. The motion passed unanimously.

**e. Health Insurance Stipend**

Background: In November 2021, CCATD BOD passed a policy to provide a Health Insurance Stipend to cover personal insurance premiums including ACA Marketplace and Medicare. The allowance is a monthly contribution and a taxable benefit which is reviewed annually in November by the Board of Directors.

As Medicare costs are going down for 2023, CCATD staff recommend flat funding the Health Insurance Stipend for 2023 at \$430 per month.

**BOD Motion:** Director Claassen moved to continue to fund the Health

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Insurance Stipend for 2023 at \$430 per month for full-time employees after their first 60 days of employment. Director Dewater seconded. The motion passed unanimously.

**12. General Manager Report**

Metz gave an update from last meeting that the letters of intent were submitted as discussed in October and the payroll tax issue was resolved.

Metz discussed two promotional campaigns Have a Holly Jolly Bus Ride in Bandon and Coquille/Myrtle Point and "I Have Connections" 2023 Campaign.

Abilitree has gone out of business and has two transit vans for sale. Staff would like to position CCATD as potential buyers for the vans.

**BOD Motion:** Director Dovenspike moved to authorize Metz to make an offer on the two Abilitree transit vans in the amount of \$29,904. Director Claassen seconded. The motion passed unanimously. Director Claassen moved to authorize the sale of Vehicle 300 (2019 NORCAL Ford Transit 350 Medium Roof) previously funded by STIF and Kelly Blue Book value is \$47,484 if Abilitree vans are secured. Director Dovenspike seconded. The motion passed unanimously.

Beginning Saturday Oct 29, 2022, we had approximately 70 gallons of fuel stolen from our buses in 3 separate incidences, all taking place after hours. The fence was cut and has since been repaired, and the authorities were brought in.

**13. CITIZEN COMMENTS ON NON AGENDA ITEMS** (Limited to three minutes/person) -  
None

**14. NEXT MEETING –**

**Joint Meeting of the Board and Advisory Committee  
December 12, 2022 9AM**

**15. ADJOURN –** Meeting Adjourned at 10:22AM by Director Veysey.