

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

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
July 8, 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 Baker, Director Nelson, Director Johnson
BOD Absent: Director Dovenspike, Director Mason-Long
3. **Staff and Others Present:** AC Lauren Morris, David Rupkalvis, Melissa Metz, Selena Kelly Irvin, Jane Stebbins, and Jennifer Boardman
4. **CHANGES TO AGENDA** - None
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)** - None
6. **CONSENT AGENDA**
Approval of [Minutes June 10, 2024](#)
Accept the [Financial Report](#) and [Balance Sheet](#) for May 2024
Accept the [Ridership Report](#) for May 2024
BOD Motion: Director Nelson moved to accept the Consent Agenda as presented. Director Claassen seconded, and the motion passed unanimously.
7. **OLD BUSINESS - NONE**
8. **NEW BUSINESS**
Welcome to Eliot, our Summer Intern!
 - a. Coos Go Social Media Campaign – David Rupkalvis
Background: In June 2023, CCATD adopted a Marketing Plan to increase awareness of services to potential customers, updating the bus branding, engaging students, engaging and educating stakeholders and communicating our dedication to the community. Attached is a proposal to initiate a social media campaign around our Coos Go service in Coquille-Myrtle Point and Bandon, as well as our fixed route system in Coos Bay/North Bend.
Document: [Proposal Coos Go Campaign](#)
BOD Action: Director Johnson moved to accept option 1 of the proposal from PIVOT Social Media Consulting. Director Baker seconded. Director Nelson brought up concerns about the cost of this campaign. The motion passed unanimously.
9. **PRESENTATION OF THE AUDIT 2023- CLA Dave Hoagland**

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Documents: [Audit Report 2023](#); [Governance Letter](#)

Dave stated that CLA has done an audit in accordance with government audit standards and the single audit act. None of the accounting policies have changed. We made a restatement based on grant requirements for the prior year.

This was a clean audit report with no findings.

Jane Stebbins asked for clarification on the restatement. Dave explained that we were restating the opening balance of the year due to the revenue that should have been recognized in the previous year.

BOD Motion: Director Johnson moved to accept the audit as presented. Director Baker seconded, and the motion passed unanimously.

10. GM REPORT –

Melissa Metz shared sad news of the passing of Judy Metcalf, our blue line driver. We will be hosting a Remembrance for her on July 13 at South Coast Business. We will be exploring counseling options for staff.

Melissa will be working on the TGM quick grant to support efforts in the project concept and site assessment for the Mobility Hub.

She's also been having conversations with Trillium, who currently hosts and supports our website. We haven't been completely satisfied with the service. Melissa opened a conversation with Mad Collective, who runs the Ride Clackamas website. Clackamas uses Passio, which we will be rolling to in September. We shared this website with Trillium and stated that we want this level of functionality on our own website. They didn't give us a definitive answer as to their capabilities. Mad Collective has given us a price quote, which is about twice as expensive as Trillium. We will be talking with Trillium again, but if they are not able to provide us what we need, Melissa will be asking for Board support to move providers.

Melissa will also be meeting with the Port District, the Airport District, Shannon Souza with Sol Coast and Commissioner Sweet to talk about Hydrogen. The Department of Energy is hosting a listening session on Hydrogen fuel demand mechanisms specifically for transit districts that are interested in hydrogen.

We need to start thinking about a project manager to handle the various activities associated with the Mobility Hub.

Selena Kelly Irvin shared that we are in the beginning stages of implementing Passio.

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

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12. NEXT MEETING – Meeting of the Board Aug 12, 2024 9AM

13. ADJOURN – Meeting Adjourned by Director Veysey at 9:40AM.