

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

MINUTES

Coos County Area Transit
800 N Bayshore, Coos Bay, OR 97420
October 13, 2025, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9AM 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 Michael Babcock, AC Richard Rogers, AC Cynthia Ramirez, AC Lauren Morris, Carrie Muth, Melissa Metz, Dean Martin, Jennifer Boardman and Jane Stebbins.

3. **EXECUTIVE SESSION**

The CCATD Board of Directors will now recess to go into executive session pursuant to Statute 192.660(2)(f) to consider information that is exempt by law from public inspection and 192.660(2)(h) to confer with legal counsel regarding rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Board, Legal Counsel and Representatives of the news media will be moved to a breakout room. The Board will reconvene the regular session after the executive session to take any actions which may be required.

~Reconvene At Approx 9:10am~

No motions as a result of the Executive Session

4. **CHANGES TO AGENDA - None**

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

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.

6. **CONSENT AGENDA**

Approval of BOD [Minutes September 8, 2025](#)

Accept the [Balance Sheet](#) for August 2025

Ratify Payment of [Ecolane Invoice](#)

BOD Motion: Director Veysey moved to accept the Consent Agenda as presented. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Claassen, Thompson, Johnson, Taylor and Dovenspike. No one was opposed,

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and no one abstained. The motion passed unanimously.

7. OLD BUSINESS

a. Transit Center & Mobility Hub Update & Timeline

We have moved forward with signing the purchase agreement for the parcel located at Newmark Ave and LaClair St.

8. NEW BUSINESS - none

9. GENERAL MANAGER REPORT

a. Update on RFP to Replace Bus 216

Background: Bus #216 was involved in an accident that requires a bus replacement. The District plans on funding the replacement using insurance \$54,136 and STIF Agreement 35836 has funds earmarked for vehicle replacement. On 9/16/2025, CCAT sent Request for Quotes (RFQ) to all vendors on the State Price Agreement asking for a vehicle with seating for up to 10 passengers and 2 wheelchair stations. A due date of 10/10/2025 was established. Two responses were received. Schetky offered the low bid \$150,935.82 with a custom-built chassis that meets all the specification requirements. The second response did not meet all the required specifications. Delivery date expected from Schetky is approximately April 2026.

Staff recommend moving forward with a purchase agreement from Schetky and invites the board to entertain a motion.

BOD Motion: Director Johnson moved to approve a purchase agreement with Schetky. Director Veysey 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.

b. Update on Review of Fare Cap in Coquille/Myrtle Point and Bandon

In September, the Board of Directors adjusted the fare caps in Coquille/Myrtle Point and Bandon Coos Go services for the service curtailment of moving to two days a week. Staff did review August and September fare records and no one experienced a negative impact during that time frame when the fare ordinance did not align with the curtailment.

c. Update on Audit

The staff has been actively collaborating with the CLA Auditors. For the fiscal year ending June 30, 2025, the District did not meet the federal spending

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threshold required for a Single Audit. As a result, there will be no federally mandated testing for the major program. These thresholds were established by the federal government to ensure oversight of federal funds while also considering the practical challenges faced by smaller organizations. The District is expected to reach the threshold for a Single Audit in 2026. We are planning to have the auditor make his presentation at the December Board meeting.

d. [Financial Report](#) August 2025

The district appropriates funds across three-line items personnel, material and services and capital. The District also established a contingency of \$100K. I want to call the Boards attention to Materials and Services...it is at 23% in August. That is driven by myself and Crow Clay working diligently on the Transit Center. The District may or may not need to do a supplemental budget but that is a line item the Board should be monitoring.

e. [Ridership Report](#) August 2025

10. CITIZEN COMMENTS ON NON AGENDA ITEMS (LIMITED TO THREE MINUTES/PERSON) -

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Carrie Muth said that reaching out to students is a great idea. Looking at bus purchasing, we should look ahead because the more recent buses we purchased have a low ceiling and narrow walkways. The big green van that is used for DAR is not very friendly, so should be considered for retirement.

Michael Babcock wanted to bring up that 2 visually impaired riders have spoken to him about inconsistencies with where the buses stop each time. As well he has been told about the drivers not acknowledging the visually impaired rider so that they are aware the correct bus is there and ready to be loaded.

11. NEXT MEETING – CCATD Board of Directors November 10, 2025 9AM

12. ADJOURN – Meeting Adjourned at 10:05AM by Director Harper Thompson.