

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
Sept 11, 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 Dovenspike, Director Claassen, Director Mason-Long
BOD Absent: Director Taylor, Director Baker
3. **ROLL CALL OF OTHERS PRESENT**
AC Present: Mike Marchant, Steve Zehler, Lauren Morris
AC Absent: Garret Sherrill, Genavieve Sharkey
Staff and Others Present: Schira Nelson, Jane Stebbins, Jennifer Boardman, Manager Melissa Metz, Staff Selena Kelley Irvin
4. **CHANGES TO AGENDA** - None
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)** - None
6. **CONSENT AGENDA – ACTION ITEM BOD**
Approval of [Minutes June 10th, 2023](#)
Accept the [Financial Report](#) and [Balance Sheet for June 2023](#)
Accept the [Financial Report](#) and [Balance Sheet for July 2023](#)
Accept the [Ridership Report for June 2023](#)
Ratify the [payment](#) 1 and [payment](#) 2 to Partney Construction for SuperStop.
Ratify payments to Model 1 bus sale for receipt of 3 buses: [1](#), [2](#), and [3](#)
BOD Motion: Director Johnson moved to accept the Consent Agenda as presented. Director Claassen seconded, and the motion passed unanimously.
7. **OLD BUSINESS**
 - a. **Update Super Stop – Selena**
We are currently using the Super Stop. We are almost finished, just waiting for the shelter and trash can to arrive and be installed.
 - b. **Update CCATD Board of Directors Bylaws Review Committee – Jane**
The first meeting is close to being scheduled.

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8. NEW BUSINESS

a. Advisory Committee Appointment – ACTION ITEM BOD

Background: The Board of Directors appoints individuals to serve on the Advisory Committee to advise on all matters regarding the operations of the Coos County Public Transportation System. The Advisory Committee will advise and assist the CCATD Board of Directors in carrying out the Statewide Transportation Improvement Fund (STIF) by prioritizing projects to be funded by STIF monies as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

Document: Application for appointment on file.

BOD Motion: Director Claassen moved to appoint Ms. Donna “Schira” Nelson to the Coos County Area Transportation District Advisory Committee representing Public health, social and human service providers, Individuals age 65 or older, Social equity advocates, and Environmental advocates. Director Dovenspike seconded, and the motion passed unanimously.

b. CCATD Advisory Committee Election of Officers – ACTION ITEM AC

Background: At its first meeting of the new fiscal year, the Advisory Committee shall elect by majority vote a Chairperson and Vice-Chairperson.

The current roster for the CCATD AC includes: Mike Marchant, Chair; Lauren Morris, Vice Chair; Genavieve Sharkey, Garret Sherrill, Steve Zehler, and Schira Nelson.

AC Motion: Lauren Morris offered, and Mike Marchant seconded the nomination for Lauren Morris for Chair. The motion passed unanimously.

Lauren Morris nominated Mike Marchant for Vice Chair and Schira Nelson seconded. The motion passed unanimously.

9. GENERAL MANAGER REPORT

CCATD participated in the Stand Down and collected 12 new applications for Veterans. We also participated in the Restoring Hope Community Fair and the Bandon Cranberry Festival. These opportunities have helped raise visibility for Public Transit in our area.

We have a short period of time to submit a letter of intent for additional veteran resources. This is a continuation of the Rural Veterans Healthcare where

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Veterans get free rides for the purposes of health and wellness.

BOD Motion: Director Johnson moved to ratify the letter of intent that has been submitted to request Veteran support funds. Director Claassen seconded, and the motion passed unanimously.

August 10, 2023 RLS conducted a FTA drug and alcohol testing review for ODOT FTA sub-recipients. Monitoring Programs such as this one are designed to assist ODOT and public transportation providers with the assessment of how transit agencies in Oregon meet the compliance requirements of USDOT-FTA drug and alcohol regulations. The review was of documentation from July 2022 – June 2023 and the monitoring also included Bay Area Hospital Labs.

USDOT released an amended version of 49 CFR Part 40 on May 02, 2023 which became effective on 06/01/2023; however the states are still waiting on final guidance/direction from FTA on the required policy revisions.

The review of processes and procedures used the June 1 amended policies as the policy standard even though we are waiting for guidance from FTA because the purpose of the review is to enhance programs using a forward-looking lens.

Back in May we moved the administration of the D&A Testing Program from operations to human resources. We had staff trained in July on the regulations for D&A Testing Programs and we now have in place a team to check the boxes and move the paper systematically.

Findings/Improvements/Next Steps for CCATD:

1. We posted a hot-line number for the drug and alcohol help line in the employee breakroom.
2. Our current Drug and Alcohol Testing policy is out of date because of the federal amendments and we are asked to wait on any changes until RLS/ODOT gets guidance from the state. The Board of Directors should anticipate a new policy to approve in October or November.
3. CCATD was using forms from the FTA Drug and Alcohol Toolbox; however, RLS requested we make changes to the Reasonable Suspicion Form.
4. We were not asking candidates of safety-sensitive positions whether or not they have failed or refused a DOT pre-employment test in the previous two years nor seeking with previous employers testing records during the hiring process. Since HR is now involved in the intake process of candidates this is now being documented.
5. The monitoring revealed we did not have documentation of instances where candidates failed the pre-employment tests that we referred them to a

Coos County Area Transportation District (CCATD)
Joint Meeting of the Board of Directors and the Advisory Committee

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substance abuse program. Moving the DATP to HR should again ensure the box being checked.

6. We are pulling together accident investigator Go-Bags so that we have all the necessary paperwork including the post-accident drug & alcohol testing decision form.

BAH had some areas of improvement identified as well and they are collecting the documentation necessary for RLS so we can package a response by Nov 1.

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

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

12. ADJOURN - Meeting adjourned at 9:38AM by Director Veysey.