

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

AGENDA

Coos County Area Transit
800 N Bayshore, Coos Bay, OR 97420
December 8, 2025, 9:00 a.m.

The Coos County Area Transportation District (CCATD) Board of Directors will hold a regular meeting at 9 am on December 8, 2025 at South Coast Business, 800 N Bayshore, Coos Bay, OR 97420.

The meeting will be accessible via zoom <https://zoom.us/j/667827645> Or Dial: +1 346 248 7799; Webinar ID: 667 827 645

- 1. CALL TO ORDER**
- 2. ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
- 3. CHANGES TO AGENDA**
- 4. CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**

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.

- 5. CONSENT AGENDA**

Approval of BOD [Minutes November 10, 2025](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for October 2025

Accept [Ridership Report](#) October 2025

BOD Motion: To accept the Consent Agenda as presented.

- 6. OLD BUSINESS - none**

- 7. NEW BUSINESS**

- a. Applicant Privacy Policy**

Background: Data protection laws mandate organizations to inform individuals about the collection, use and disclosure of personal information. This template was provided by ADP.

[Document](#)

BOD Motion: Move to adopt the applicant privacy policy.

- b. Resolution 2025-7 Appointments to Budget Committee**

Background: To give the public ample opportunity to participate in the budgeting process, Local Budget Law requires that a budget committee be formed that includes voters from the district. The budget committee considers the budget proposed by the budget officer and comments made by the public and suggest changes to align the Board's goals within the projected revenues.

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When the budget committee is satisfied, it approves the budget.

Document: Resolution 2025-7 Appointments to Budget Committee

BOD Motion: To approve Resolution 2025-7 appointing Jeremy and Karen Dubisar to the Budget Committee.

c. Budget Committee Member Recruitment

Background: The Budget Committee consists of the seven Board members and seven appointed volunteers who serve three-year terms. Members of the committee must be registered voters and live within Coos County. The Budget Committee typically meets once or twice in Mar/April. Staff is requesting assistance from the Board of Directors and Advisory Committee to promote this opportunity to serve on the Budget Committee. The deadline to complete the application is February 3, 2026.

More information on the Budget Committee is available here:

<https://coostransit.org/about/budget-committee/>

We currently have 3 vacancies:

Position 3: Vacant Expires December 2027

Positions 6 & 7: Vacant Expires December 2028

Documentation: [Budget Committee Application](#)

d. Budget Calendar

Background: Each year the Board of Directors reviews and approves the budget calendar for the CCATD. The calendar provides a detailed schedule of deadlines for the completion of the 2026-2027 fiscal year budget.

Document: [2026 Budget Calendar](#)

BOD Motion: Move to approve the 2026 Budget Calendar

e. Resolution 2025-8: CCATD Budget Officer

Background: Oregon budget law requires that a Budget Officer be appointed by the Board of Directors for each budget cycle. The Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with budget law.

Document: [Resolution 2025-8](#) Appointing the Budget Officer

BOD Motion: Move to approve Resolution 2025-8 appointing the Budget Officer

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8. GENERAL MANAGER REPORT

a. Transit Day/2026 Button Day

Background: It has been the District's practice that passengers ride free and given a button on Transit Day in January. Once a month thereafter, a customer appreciation day is designated for any passenger wearing the button to ride for free. Staff recommends customer appreciation fall on the 4th Tuesday in 2026. During customer appreciation day, new buttons are distributed as supplies last to paying passengers so they can enjoy the benefit the following month. Customers will wear their button throughout the day, identifying themselves as CCAT riders.

Objectives: 1) To reward the support of current riders of CCAT. 2) To increase awareness among employers and businesses that their employees and customers use CCAT.

BOD Motion: Move to adopt free fares for Transit Day on January 28, 2026 and the 2026 Button Day program.

b. Coos Transit Center & Mobility Hub

[Most Current Drawing](#)

c. Required Training: Public Meetings Law (2.5hrs)

Under ORS 192.700, every member of a governing body with total expenditures for a fiscal year of \$1 million or more shall attend or view training on Public Meeting Law at least once during the member's term of office. Webinars calendar is available [here](#).

Missing Certificates of Completion from Tara Johnson, Mike Claassen and & Phil Taylor

d. Audit

David Hoagland, our Principal CPA, was expecting a draft of the audit report from his team last week so we plan to have the report finalized and come to the Board in January.

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

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10.NEXT MEETING – CCATD Board of Directors January 12, 2025 9AM

11.ADJOURN