

Coos County Area Transportation District (CCATD)  
Board of Directors

**AGENDA**

Coos County Area Transit  
800 N Bayshore, Coos Bay, OR 97420  
February 10, 2025, 9:00 a.m.

The Coos County Area Transportation District (CCATD) Board of Directors will hold a regular meeting at 9:00am on February 10<sup>th</sup>, 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. **ROLL CALL/CONFIRMATION OF QUORUM OF ADVISORY COMMITTEE**
4. **CHANGES TO AGENDA**
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**
6. **CONSENT AGENDA**

Approval of [Minutes January 13, 2024](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for December 2024

Accept the [Ridership Report](#) for December 2024

Accept [SDIS Insurance Renewal](#) and [Authorize Payment](#)

**BOD Motion:** To accept the Consent Agenda as presented.

7. **PRESENTATION OF DRAFT AUDIT REPORT**

Dave Hoagland, Principal, CliftonLarsonAllen

**BOD Motion:** To accept the draft audit report as presented

8. **OLD BUSINESS**

a. **Elections**

The following positions are coming up for election on the Transportation Board of Directors:

Position 1	Nelson	4 Year Term	7/1/2025	6/30/2029
Position 2	Mason Long	4 Year Term	7/1/2025	6/30/2029
Position 3	Baker	4 Year Term	7/1/2025	6/30/2029
Position 4	Dovenspike		Next Election 2027	
Position 5	Claassen		Next Election 2027	
Position 6	Johnson		Next Election 2027	
Position 7	Veysey		Next Election 2027	

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Interested individuals must file with the Coos County Election office from February 8, 2025 through March 20, 2025. There is a \$10 filing fee. The [Candidate Manual](#) is available online and contains all the pertinent information and required forms.

**9. NEW BUSINESS**

**a. CCATD Position 3 Vacancy/Appointment**

Per Section 3(b) of the CCATD Bylaws, the vacancy on the Board, was published on January 28, 2025 in The World and on social media. The District received one application. Harper Thompson is a current CCATD Advisory Committee member, a resident of Coos County and a registered voter. Application is on file.

The Board may

- i. Select and appoint one of the applicants to fill the unexpired term created by the departing member; OR
- ii. Republish the vacancy; OR
- iii. Fill the position by appointment from the citizenry at large.

**b. Budget Committee Member Recruitment**

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. I am requesting assistance from the Board of Directors to promote this opportunity to serve on the Budget Committee. The deadline to complete the application is March 3, 2025.

More information on the Budget Committee is available here:

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

We currently have 4 vacancies:

Positions 2:	Vacant	Expires December 2026
Position 3 & 4:	Vacant	Expires December 2027
Positions 7:	Vacant	Expires December 2025

Documentation: [Budget Committee Application](#)

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**c. Budget Calendar**

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 2025-2026 fiscal year budget.

Document: [2025 Budget Calendar](#)

**BOD:** Move to approve the 2025 Budget Calendar.

**d. Resolution 2025-1: CCATD Budget Officer**

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 2025-1 [Appointing the Budget Officer](#)

**BOD:** Move to approve Resolution 2025-1 appointing the Budget Officer.

**e. Paratransit Prepay**

With Paratransit Prepay, individuals with a disability and seniors 65+ using dial-a-ride have the option to prepay their fare. Fares may be paid by mail, phone or in person at the dispatch office. The District accepts payment by credit/debit card, cash or check.

Proposed Fare for Paratransit Prepay: 1 Ride \$2.50 and 31-Day Pass \$70.00. The 31-Day Pass requires some additional programming and will be available 3-1-2025.

Step 1. Simply prepay account with staff; Funds need to be available in the account prior to making a reservation for the trip.

Step 2. At the time of reservation, indicate to the reservationist to use the prepay account;

Step 3. Funds will be automatically deducted from the account at the time a trip is booked, not when you actually take the trip. If you subsequently cancel the trip, the fare will be automatically refunded to your account immediately. For subscription riders, funds need to be available in the account eight (8)

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days prior to your subscription trip(s), since subscription trips are reserved in the system a week prior to the actual day of travel.

Step 4. Board the bus on the day of travel. The driver will see on his dispatch tablet that your trip is already paid in full.

Benefits

- Contactless payments: Paratransit riders can pay fares without using cash or a smart phone.
- Reduced administrative work: The District does not need to print physical fare media.
- Reduced revenue loss: The District can reduce the risk of theft and fraud
- Safety: The District can reduce the spread of disease by reducing the need for cash and paper media.
- Efficiency: Bus drivers are not cashiers; their primary responsibility is to ensure the safe and efficient transportation of passengers from one location to another.
- Ease: Paratransit customers using dial-a-ride can pay in advance without using cash or fare media or a smart phone at the time of travel.

**BOD:** Move to adopt the Paratransit Prepay Program.

**f. Maintenance Plan**

Background: All recipients managing FTA-funded assets are required to implement maintenance plans for these assets. Public transit necessitates significant investments in infrastructure, equipment, and machinery. Ensuring proper maintenance is essential for safeguarding the FTA investment and extending the lifespan of the assets. It is mandatory for all recipients to maintain a documented maintenance plan for FTA-funded assets. These plans should outline a system for regular inspections and preventive maintenance to be conducted at specified intervals. The District last reviewed the vehicle and maintenance plan in December 2022 and now requires updating.

Document: [Maintenance Plan February 2025](#)

**BOD:** Move to adopt the CCATD Maintenance Plan as presented.

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**10. SDAO RECAP**

Jane Stebbins and Tara Johnson

**11. TRAVEL TRAINING REPORT**

David Rupkalvis

**12. GENERAL MANAGER REPORT**

- **Required Training:** Under ORS 192.700, every member of a governing body of a public 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](#).
- **SDAO Board Assessment:** Email sent to SDAO.

**13. CITIZEN COMMENTS ON NON AGENDA ITEMS** (Limited to three minutes/person)

**14. NEXT MEETING –**

**Next Meeting of the Board of Directors March 10, 2024 9AM**

**15. ADJOURN**