

Coos County Area Transportation District (CCATD)
Budget Committee Meeting

MINUTES

Coos County Area Transit
800 N Bayshore, Coos Bay, OR 97420
March 9, 2026, 9:30 a.m.

1. CALL TO ORDER – Meeting called to order at 9:30AM by Director Harper Thompson.

2. ROLL CALL

- a. **BC/BOD Present:** Director Veysey, Director Dovenspike, Director Nelson, Director Thompson, Director Claassen, Director Taylor, AC Lauren Morris, AC Karen Dubisar, BC Danielle Cleary, BC Simon Alonzo, BC Rae Lea Cousins, BC Tim Slater
- b. **BC/BOD Absent:** Director Johnson, BC Jeremy Oliver
- c. **Staff and Others Present:** Melissa Metz.

3. ELECTION OF OFFICERS

a. Chairperson

MOTION: AC Morris nominated Director Veysey. Director Claassen seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor, Claassen and Dovenspike; AC Members Morris and Dubisar; and BC Members Cleary, Alonzo, Cousins and Slater. No one was opposed, Director Veysey abstained. The motion passed.

b. Secretary

MOTION: Director Veysey nominated Lauren Morris. BC Simon Alonzo seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor, Claassen and Dovenspike; AC Members Morris and Dubisar; and BC Members Cleary, Alonzo, Cousins and Slater. No one was opposed, AC Lauren Morris abstained. The motion passed.

4. BUDGET MESSAGE

“TO: CCATD Board of Directors
Members of the Budget Committee
Patrons and Citizens of the Coos County Area Transportation District (RVTD)

In accordance with Oregon law, as set forth in Chapter 294.305 to 294.565 of the Oregon revised statutes, CCATD has prepared and hereby presents its budget for the 2026-2027 fiscal year.

Having been established in 2019 as a transportation district, as defined under ORS 267.510, CCATD is celebrating 6 years operating as a District and 37 years of providing safe, efficient, and cost-effective public transportation services to the

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citizens of Coos County.

The Coos County Area Transportation District's budget for 2026-2027 emphasizes strategic investments aimed at staff retention and stabilization, recognizing the critical role of well-supported personnel in delivering high-quality transportation services. Additionally, the budget allocates resources for essential infrastructure improvements, ensuring that transportation system remains reliable and accessible. This comprehensive approach not only addresses immediate staffing needs but also reinforces the district's commitment to focusing on core services, ultimately enhancing the overall quality and reliability of public transportation in the region.

The proposed budget is organized into two funds: the General Fund and the Transit Hub Fund. The proposed budget recommendations for all funds and accounts total \$9.4M which include \$1.9M for Public Transit Operations, \$700k unallocated requirements, \$2.9M for the Transit Hub and \$3.9M Unappropriated Reserve.

In response to ongoing funding uncertainties at both the state and federal levels, the District is proposing to discontinue Coos Go South, a Bandon/Myrtle Point demand response service, reducing intercity connection between Coos Bay and Myrtle Point from 3 times a day to twice a day and discontinuing the Powers Weekly Shopper in the hopes a volunteer driver will emerge from the local community who can drive a CCAT van. The proposed changes reflect the challenges faced by local transit authorities in Oregon to maintain transit services amid rising cost pressures and no long term funding solution.

The Budget Process

The budget process begins in February of each year with a review of current programs and service levels. This is followed by determination of staffing levels necessary to provide the anticipated bus operations. Worksheets that are used to develop the budget are then updated to reflect anticipated staffing levels and payroll-related cost changes, including anticipated compensation increases and changes in employee benefits including, but not limited to, insurance premiums.

The proposed budget is submitted to the Budget Committee. The Budget Committee is composed of the seven members of the District's Board of Directors and a like number of lay members as prescribed in the Oregon Budget Law. All the lay members are volunteer members of the community, the only requirement

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being that they reside within the District's boundaries. The function of the Budget Committee is that of review, with specific emphasis placed on the role of the lay members in providing input from the public into the process.

The Budget Committee meets as many times as necessary to review, make modifications to, and approve the proposed budget. Historically, the committee meets once to receive the budget along with management's overview of significant changes from the prior year and to ask specific questions. Questions from the general public are both welcomed and encouraged during these meetings.

Once the Committee members are satisfied with the budget, they approve it and recommend it to the CCATD Board of Directors for adoption.

Finally, the budget moves into the approval and adoption stage. Prior to July 1st, the beginning of the new fiscal year, the Board of Directors holds a Budget Hearing for the purpose of receiving public comment, adopting the budget, and making appropriations. At any time prior to adoption, the Board has the ability to make modifications to the approved budget within the limits set forth in the Oregon Budget Law.

Of course, the budget process does not end with the adoption of the budget. Unforeseen changes can occur throughout the course of the fiscal year, some of which require modifications through the supplemental budget process. The Board of Directors can approve most of the small modifications by resolution during their monthly meetings, whereas larger changes require public hearings to be held prior to the adoption of the resolution.

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LB-20 Resources

RESOURCES

General Fund
(Fund)

	Historical Data CCATD			D YTD ACTUAL 1/31/2026	E PROJECTED YEAR END	RESOURCE DESCRIPTION	Budget for 2026-2027		
	Actual		C ADOPTED BUDGET 2025-26				F Proposed by Budget Officer	G Approved by Budget Committee	H Adopted by Governing Body
	A CCATD 2023-24	B CCATD 2024-25							
1						1 RESOURCES			
2	1,617,161	2,178,720	2,384,537	2,268,314	2,268,314	2 Beginning Working Capital	1,868,314		
3						3 Grants			
4	215,312	167,642	279,379	125,377	250,754	4 5310 Purch Svs. & MM	279,379		
5	141,628	141,907	284,905	107,570	215,140	5 5311 Admin/OP/PM	284,905		
6	339,283	431,635	-	266,307	356,307	6 5311 PM/BUS	-		
8	48,473	35,327	48,505	33,000	99,000	8 Rural Veteran Health Transport	116,667		
9	1,857,185	834,418	2,157,253	821,200	1,642,400	9 STIF Formula/Discretionary	1,084,400		
10	17,500	17,500	-	17,500	17,500	10 Coquille Tribe FTA Pass Thru	17,500		
12	53,952	2,048	1,633,888	27,952	1,633,888	7 5339 Capital 35681	-		
13	271,372	-	-	8,000	115,000	13 Miscellaneous Grants	343,554		
14	81,497	120,885	85,000	49,735	99,470	14 Fares	100,000		
15	3,500	40,121	10,000	33,500	33,500	15 Local Funds	40,000		
16	90,084	3,500	102,851	56,256	120,939	16 Miscellaneous	108,000		
17	3,119,786	1,794,983	4,601,780	1,546,397	4,583,898	17 TOTAL REVENUE	2,374,404	-	-
18	4,736,947	3,973,703	6,986,317	3,814,711	6,852,212	18 TOTAL RESOURCES	4,242,718	-	-

LB-30 Public Transit

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund
(Fund)

	Historical Data CCATD			D YTD ACTUAL 1/31/2026	E PROJECTED YEAR END	REQUIREMENTS FOR: <u>Public Transit</u>	Budget for 2026-2027		
	Actual		C ADOPTED BUDGET 2025-26				F Proposed by Budget Officer	G Approved by Budget Committee	H Adopted by Governing Body
	A CCATD 2023-24	B CCATD 2024-25							
1						1 PERSONAL SERVICES			
2	818,343	732,593	883,242	393,829	645,114	2 Salaries	661,178		
3	199,244	297,700	294,778	153,508	263,157	3 Benefits and OPE	270,000		
4						4			
5						5			
6	1,017,587	1,030,293	1,178,020	547,337	908,270	6 TOTAL PERSONNEL SERVICES	931,178		
7	15.16	16.00	17.70		14.50	7 Total Full-Time Equivalent	12.50		
8						8 MATERIALS AND SERVICES			
9	145,009	176,026	209,860	92,395	170,575	9 Operating Overhead	177,398		
10					0	10 Contracted Services			
11	108,308	87,422	99,072	60,858	104,328	11 SCBEC Accounting/HR	109,544		
12	7,064					12 SCBEC Staffing Services			
13	102,779	121,937	118,908	75,920	130,149	13 SCBEC GM Services	136,656		
14	22,957	27,441	27,347	25,049	29,049	14 Audit	30,400		
15	8,447	11,062	14,577	6,156	10,553	15 Legal	10,975		
16		10,975	5,000	3,206	5,496	16 Elections	8,244		
17	44,196	48,546	98,110	175,779	290,779	17 Other, Consulting	0		
18			750			18 Purchased Transportation	0		
19	54,745	58,202	87,323	51,009	87,444	19 Dispatch System	87,444		
20	46,368	92,962	100,782	60,472	103,666	20 Vehicle Maintenance & Repairs	103,666		
21	190,454	142,017	151,323	72,263	123,879	21 Fuel/Oil	123,879		
22	11,883	12,121	13,000	6,226	10,673	22 Tires	10,673		
23			8,000	5,316	9,113	23 Shelters/Signage	9,478		
24	742,210	788,711	934,051	634,649	1,075,705	24 TOTAL MATERIALS & SERVICES	808,359		
25						25 CAPITAL OUTLAY			
26	148,616	377,010	154,000	303,768	503,768	26 Rolling Stock	200,000		
27						27 Building Improvements & furniture			
28	225,144	0	2,522,776		1,794,000	28 Super Stop Shelter & Transit Center			
29	373,760	377,010	2,676,776	303,768	2,297,768	29 TOTAL CAPITAL OUTLAY	200,000		
30	2,133,557	2,196,014	4,788,847	1,485,754	4,281,743	30 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,939,537		

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LB-30 Not Allocated

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Historical Data CCATD			General Fund (Fund)			Budget for 2026-2027		
Actual		ADOPTED BUDGET 2025-26	REQUIREMENTS DESCRIPTION	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
CCATD 2023-24	CCATD 2024-25							
				1				1
			2				2	
			3				3	
0	0	0	4	600,000	0	0	4	
			5	100,000			5	
			6	0	0	0	6	
			7	1,603,181	0	0	7	
0	0	0	8	2,303,181	0	0	8	
2,133,557	2,196,014	4,788,847	9	1,939,537	0	0	9	
2,603,391	1,777,689		10				10	
4,736,947	3,973,703	6,986,317	11	4,242,718	0	0	11	

SPECIAL FUND

LB-10 Transit Hub Fund RESOURCES AND REQUIREMENTS

Transit Hub - Special Revenue Fund
(Fund)

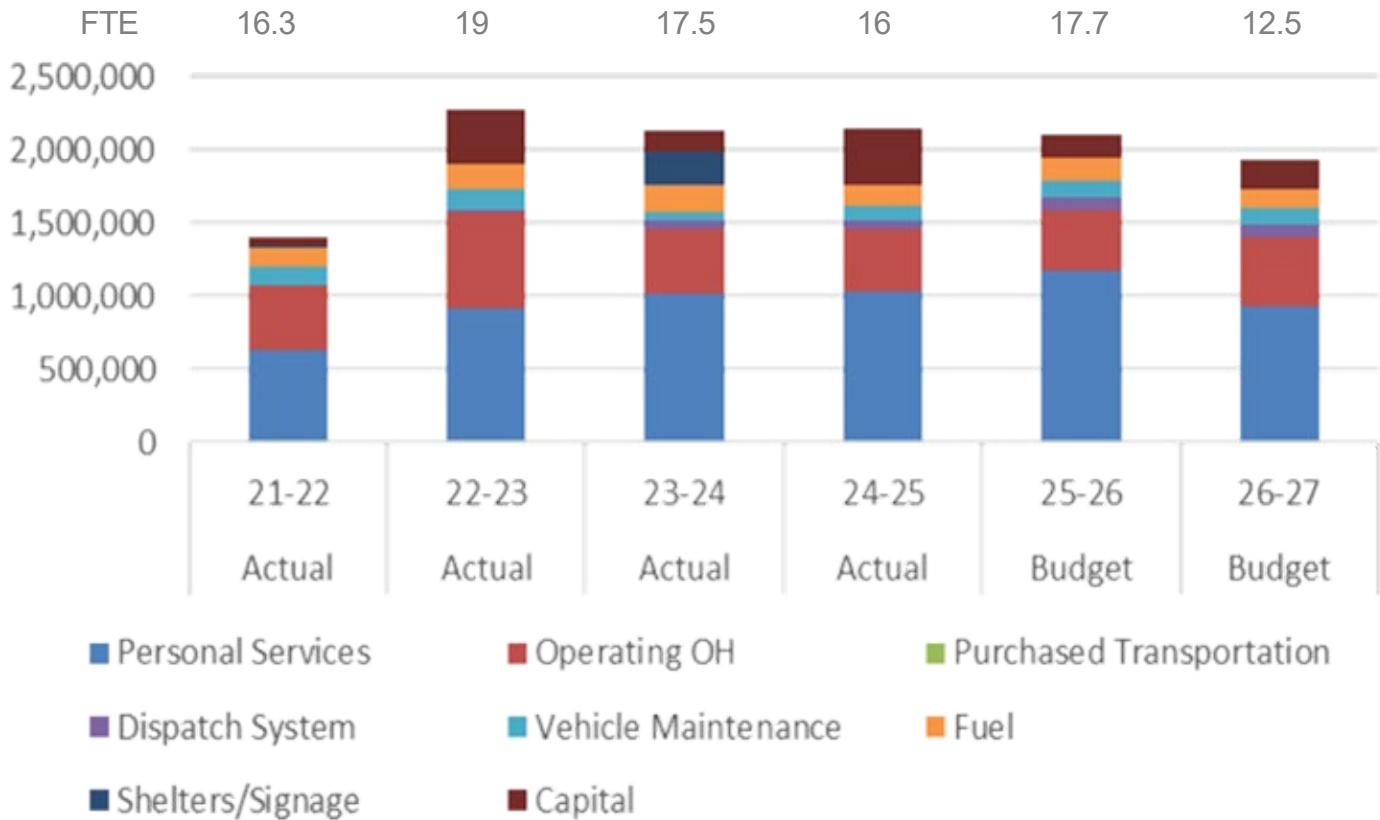
Historical Data CCATD			DESCRIPTION			Budget for 2026-2027			
Actual		ADOPTED BUDGET 2025-26	RESOURCES AND REQUIREMENTS			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
CCATD 2023-24	CCATD 2024-25								
			1	RESOURCES					
			2	Beginning Working Capital					
			3	Grants					
-	-	-	4	STIFD 35896		1,652,624			
			5	5339 Capital		1,000,000			
			6	Revenue from Oregon Transportation Infrastructure Bank		1,950,000			
			7	Transferred IN, from General Fund					
			8	Statewide Transportation Improvement Fund Carry		600,000			
			9						
			10						
-	-	-	11	TOTAL RESOURCES			5,202,624	-	-
			12	REQUIREMENTS**					
			13	Org Unit or Prog & Activity	Object Classification	Detail			
			14	Facilities	Personal Services		75,400		
			15	Facilities	Materials & Services		1,577,224		
			16	Facilities	Capital		1,000,000		
			17	Facilities	Contingency		265,000		
			18						
			19						
-	-	-	20	Ending balance (prior years)					
			21	Unappropriated Ending Fund Balance			2,285,000	0	0
-	-	-	22	TOTAL REQUIREMENTS			5,202,624	0	0

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Fiscal Year 2026-27 General Fund Public Transit



In our budget for the upcoming year, we are planning for a total of 12.5 Full-Time Equivalents (FTEs), a reduction from the 14.5 FTEs employed in the 2025-2026 period. To ensure our salary offerings remain competitive, we conducted a thorough salary review comparing our compensation structures with both peer organizations and national benchmarks. Recognizing that the current health stipend has proven ineffective in securing insurance by staff who lack health benefits, we propose transitioning to a group health insurance plan starting in July 2026. Moreover, we remain committed to providing employer-paid retirement benefits at a rate of 6%, as well as offering \$10,000 in life insurance coverage to support the financial security of our employees.

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Bus Operator Salary Range History

Fiscal Year	Non-CDL Driver	CDL Driver
2020	11.50-13.55	12.50-13.09
2021	14.55-15.95	14.80-15.60
2022	15.00-17.14	17.00-23.10
2023	15.00-17.14	17.00-23.10
2024	15.00-17.14	17.00-23.10
2025	18.68-21.65	21.00-24.32
2026*	20.60-25.07	23.00-27.99

*Proposed for July 1, 2026, average \$3/hr increase

2026-2027 Compensation

FTE	Category	Training Rate	Salary Range
.5	Maintenance		16.55-22.72
1	Non-CDL Operators	20.10	20.60-25.07
8.5	CDL Operator/Dispatcher	22.50	23.00-27.99
.5	CDL Trainer		25.19-29.20
2	Supervisors		31.17-39.91

Group Health Insurance Preliminary Quote

	Regence	Delta						
	BCBS	VSP Vision	Dental	Total	ER %	EE %	ER \$	EE \$
EE	1,309.83	6.08	40.08	1,355.99	85%	15%	1,152.59	203.40
ES	2,619.65	12.66	83.37	2,715.68	85%	15%	2,308.33	407.35
EC	2,423.18	14.60	96.19	2,533.97	85%	15%	2,153.87	380.10
EF	3,733.00	21.79	143.49	3,898.28	65%	35%	2,533.88	1,364.40

*The District will need to requote once we get closer to July 1, 2026.

Materials & Services

Materials and Services in the amount of \$808,359 is expected to decrease by 15% compared to last year's budget because the District is establishing a Transit Hub Fund to track contracted consulting services for the Hub separately.

- Dispatch Communications includes ATT internet connectivity for the tablets, ATT cellular for the radios, Passio for the Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) and Ecolane for demand response.
- The General Manager has taken a leadership role on hydrogen infrastructure, coordinating the environmental documentation for the transit hub and packaging information for the Federal Transit Administration which has resulted in an increase in FTE to .80 FTE year-round.
- The increased fiscal complexity will lead to more time and effort on behalf of the accounting staff at South Coast Business and the auditing staff of CLA

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both are expected to increase by 5% over the projected year end for 2026.

Capital Project Fund

The District leverages federal and state funding with local sources to maintain our fleet.

Description	QTY	25-26 Adopted	26-27 Projected Budget	27-28 Projected Budget	28-29 Projected Budget	29-30 Projected Budget	30-31 Projected Budget	31-32 Projected Budget
REVENUE VEHICLES								
2019 Ford Transit (216, Replacement)	1	200,000	200,000					
2019 Ford Transit (300)	1			160,000				
2023 E450 (104)	1			160,000				
2023 Ford Transit (230/231/232)	3			246,100	123,050			
2023 Spirit of Mobility (304/305/306/307)	4					200,538	401,077	212,570
2023 Spirit of Mobility (308)	1				235,750			
2026 E450 HLE Mavryk (310/311)	2							
SOURCES OF FUNDS								
FTA				128,000	334,190	160,430	320,861	170,056
STIF/ STIF Discretionary			96,847	438,100	24,610	40,108	80,215	42,514
Other			54,088					

Accomplishments 2025-2026

- Purchased and replaced two 2017 buses with two 2026 E450 HLE Mavryks
- Secured concurrence from the Federal Transit Administration to purchase property
- Secured \$8.8M Federal Transit Administration grant to build the Coos Transit Center
- Supported the Employee Association meeting once a month.
- The Compliance and Safety Supervisor completed training in Drug & Alcohol Program Management, Bus Collision Investigation and Safety, Security, and Emergency Management Considerations for FTA Capital Projects
- Anticipate 3 drivers will secure their CDL with passenger endorsement.
- Anticipate the lead dispatcher will complete his certification as a Paratransit Manager

Key Performance Indicators

	Year Ending <u>6/30/2027</u> Planned	Year Ending <u>6/30/2026</u> Projected	Year Ending <u>6/30/2025</u> Actual	Year Ending <u>6/30/2024</u> Actual	Year Ending <u>06/30/2023</u> Actual	Year Ending <u>06/30/2022</u> Actual	Year Ending <u>06/30/2023</u> Actual
Revenue Miles	244,143	268,686	284,412	324,968	285,755	265,316	304,473
Revenue Hours	15,927	17,283	18,111	21,125	18,902	18,450	20,933
Boardings	61,824	63,510	64,820	72,145	56,991	31,590	30,749
Boarding/Rev Hr	3.88	3.60	3.58	3.41	3.01	1.71	1.47

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Fiscal Year 2026-27 Transit Hub Special Fund

The bulk of the 2026-2027 fiscal year will be architecture and engineering services, land use and building permitting, grading and utilities and the very start of construction.”

5. COMMENTS FROM PUBLIC – Comments are limited to 2-3 minutes.

Amanda Johnson submitted a public comment expressing concern about service reductions in rural areas, emphasizing the disproportionate impact on residents who rely on transit for essential needs.

6. DISCUSSION OF THE PROPOSED BUDGET

The Budget Committee discussed the budget for the fiscal year July 1, 2026 to June 30, 2027.

8. ACTION

Motion: Director Thompson moved to approve the proposed budget for the 2026-2027 fiscal year. BC Simon Alonzo seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor, Claassen and Dovenspike; AC Members Morris and Dubisar; and BC Members Cleary, Alonzo, Cousins and Slater. No one was opposed, no one abstained. The motion passed unanimously.

9. ADJOURN - Meeting Adjourned at 10:24AM by Director Doug Veysey.