

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

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
March 11, 2024, 9:00 a.m.

1. **CALL TO ORDER** -Meeting called to order at 9:00AM by Director Doug Veysey.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
BOD Present: Director Veysey, Director Baker, Director Claassen, Director Dovenspike, Director Johnson, Director Mason-Long

BOD Absent: Director Nelson,

3. **ROLL CALL/CONFIRMATION OF QUORUM OF ADVISORY COMMITTEE**

AC Present: Lauren Morris, Steve Zehler, Lindsay Ward, Harper Thompson

AC Absent: Mike Marchant, Garrett Sherrill

4. **Staff and Others Present:** David Rupkalvis, Susan Rodgers, Melissa Metz, Selena Kelley Irvin, Jane Stebbins

5. **CHANGES TO AGENDA** - None

6. **CELEBRATING SUSAN RODGERS 10 YEARS WITH CCATD!**

Melissa Metz thanked Susan for her decade of service, working to make passengers feel safe and comfortable getting to their destinations. She presented Susan with a ten-year pin.

Susan Rodgers began with changes she has seen over the years. Our communication between staff and management has improved. We have brand new buses that are working well. Melissa is doing great. The VA improvements are great, but the shelter could use sides for when its raining sideways. We have a lot of good drivers but miss the drivers we've lost. As a company, we are growing every day. She likes being part of that growth. She enjoys being able to chat with passengers while driving. Her favorite part of working for CCATD is that she is trusted to do her job without someone hanging over her shoulder. She loves her route and thanks CCATD for everything they do for our community.

Mike Claassen thanked Susan and said that what people think of CCATD is because of the drivers like her.

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

8. **CONSENT AGENDA – ACTION ITEM BOD**

Approval of [Minutes](#) February 12, 2024

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

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

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This agenda does not limit the ability of the Directors to consider additional subjects. The CCATD Board reserves the right to place a time limit on public testimony on any matter. The meeting place is accessible to those with disabilities. If a special accommodation is needed, please contact the office at least 24 hours prior to the meeting (541.267.7111).

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BOD Motion: Director Johnson moved to accept the Consent Agenda as presented. **Director Claassen** seconded, and the motion passed unanimously.

9. OLD BUSINESS

a. CCATD Advisory Committee Recruitment – Metz

The Advisory Committee has a minimum of five (5) members to a maximum of seven (7) members to represent Coos County. Each member is appointed for a period of two (2) years. The Advisory Committee consists of users of transportation services, providers of transportation services, and representatives of low-income, elderly or disabled persons. The Advisory Committee meets at minimum twice a year. Members are encouraged to attend the CCATD Board of Directors meetings. The Committee advises the CCATD Board of Directors on grants and public transportation priorities. We currently have **one vacant position and one vacancy opening April 11, 2024:**

I am requesting assistance from the Board of Directors to promote these opportunities to serve on the CCATD Advisory Committee. Applications will be processed on a rolling basis until filled.

More information about the Advisory Committee can be found here:

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

Documentation: [Advisory Committee Application](#)

10. NEW BUSINESS

a. Resolution 2024-4: Appointments to the 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 may make additions or deletions. When the budget committee is satisfied, it approves the budget.

Document: [Resolution 2024-4](#)

BOD Motion: Director Johnson moved to approve Resolution 2024-4 appointing citizen members to the Budget Committee. **Director Claassen** seconded, and the motion passed unanimously.

b. Legal's SDAO Conference Report

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Jane Stebbins reported that she went to the SDAO Conference in February. Some of her highlights are the following:

- Board Members are going to be required to start attending at least one training session per term.
- Procurements numbers are changing. The Low level, requiring no comparison, is increasing from \$10,000 to \$25,000. The Intermediate level, requiring comparison of bids, is increasing from \$150,000 to \$250,000. Anything over that still requires the full RFP process.
- They've set up a new corporation, known as a B-Corp in other states, that would allow a company to get preference when looking for contracts.
- The OR Government Ethics Commission can now investigate complaints about public meetings being mishandled.
- There is a new option for calling executive sessions, allowing sessions to discuss safety measures to protect the Board and Staff, as well as cyber security purposes.
- They have added into Oregon law that serial communication, usually via email, is not allowable. If you are going to be talking to another Board member about any business for CCATD, don't discuss it unless in the public meeting.
- Oregon says that special districts can be sued if the correct steps are taken. This excludes contracts and some property items.
- Boards are responsible for policy, financial and legislative oversight, and they handle that by being the overseer of the General Manager.

c. **Coos Transit Center & Mobility Hub**

Background: Coos County Area Transportation District (CCATD) currently operates on a .44 acre lot which is inadequate for the present fleet size and does not allow for future growth. As part of an overall plan to improve services and facilities, CCATD requires a new Administration/Operations & Maintenance facility to service the fleet with a companion multimodal transfer hub for maximum efficiency and safety estimated at 1.5 acres.

AC Motion: Harper Thompson moved to recommend the CCATD Board of Directors support the work of staff to improve CCATD services and facilities through the development of a Transit Center & Mobility Hub in Coos Bay/North Bend. **Steve Zehler** seconded, and the motion passed unanimously.

AC Motion: Steve Zehler moved to submit a letter of support to the Board of Directors. **Harper Thompson** seconded, and the motion passed unanimously.

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BOD Motion: Director Johnson moved to authorize staff to pursue funding through grant applications, secure a vendor for a feasibility study and cultivate partnerships and collaborations that the District may develop a Transit Center and Mobility Hub in Coos Bay/North Bend to improve CCATD services and facilities. **Director Claassen** seconded, and the motion passed unanimously.

Document: [Slide Deck](#)

11. GENERAL MANAGER REPORT

Melissa Metz announced that CCATD was approached to support an event on May 18, 2024, from 11am to 1pm. The event is the Battlefield Cross Dedication at the David Dewitt Veteran's Memorial. We would be providing a shuttle service from Jordan Cove's parking lot to the Memorial.

BOD Motion: Director Claassen moved to support our services being provided at the Dedication event. **Director Johnson** seconded, and the motion passed unanimously.

Melissa Metz will be attending the renewable hydrogen town hall on March 14 at the fire hall from 6-7:30pm.

12. CITIZEN COMMENTS ON NON-AGENDA ITEMS (Limited to three minutes/person)

-None

13. NEXT MEETING – Joint Meeting CCATD BOD & AC – Apr 8, 2024 9AM;
CCATD Budget Committee – Apr 8, 2024 9:30AM

14. ADJOURN – Meeting adjourned at 11:12AM by Director Veysey.