

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
February 12, 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 Nelson, Director Mason-Long, Director Dovenspike, Director Johnson
BOD Absent: None
3. **ROLL CALL/CONFIRMATION OF QUORUM OF ADVISORY COMMITTEE**
AC Present: Mike Marchant, Lauren Morris, Steve Zehler, Garrett Sherrill
AC Absent: Lindsay Ward
4. **Staff and Others Present:** Harper Thompson, David Rupkalvis, Manager Melissa Metz, Staff Selena Kelley Irvin, Jane Stebbins, Michael Babcock
5. **CHANGES TO AGENDA** - None
6. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)** - None
7. **CONSENT AGENDA – ACTION ITEM BOD**
Approval of [Minutes January 8, 2024](#)
Accept the [Financial Report](#) and [Balance Sheet](#) for December 2024
Accept the [Ridership Report](#) for December 2024
Accept [ODOT Agreement No 35636](#), \$473,664 Operating Funds, No match
Ratify payment [Tower Ford](#) \$66,590, ODOT Agrmt. No. 35336, Maint. Pickup
BOD Motion: Director Dovenspike moved to accept the Consent Agenda as presented. Director Claassen seconded, and the motion passed unanimously.
8. **OLD BUSINESS**
 - a. **Inter-Governmental Agrmt. with City of North Bend – Stebbins**
Background: Coos County Area Transportation District has been granted funding to create a “Super Stop” that will provide improved transportation options to the citizens of the City of North Bend. A condition of the agreement between the Transportation District and its funding source is that a restrictive covenant attach to the property that will become the Super Stop; the restrictive covenant preserves the property upon which the Super Stop is built for public transportation use.
Document: [Combined IGA map description](#)

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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 Dovenspike moved to execute the Inter-Governmental Agreement as presented. Director Nelson seconded, and the motion passed unanimously.

b. Update CCATD Board of Directors Bylaws Review Committee –Stebbins

The Bylaws Review Committee met and made the following recommendations.

Documents: [Resolution 2024-1 Adopt Updates to Bylaws](#), [Bylaws with Tracked changes](#), [Bylaws Final Copy](#)

BOD Motion: Director Baker moved to adopt Resolution 2024-1 updating the District Bylaws. Director Claassen seconded. The Board requested one amendment to included 'mail or email' for disbursement of the Board Packet. The motion, with amendment, passed unanimously.

c. 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. The continuing budget committee volunteer is Abdoulaye Dione. 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 February 29, 2024.

More information on the Budget Committee is available here:
<https://coostransit.org/budget-committee/>

We currently have **6 vacancies**:

Positions 1 & 2: Vacant, Expires December 2026

Position 3: Abdoulaye Dione, December 2024

Position 4: Vacant, Expires December 2024

Positions 5, 6, & 7: Vacant, Expires December 2025

Documentation: [Budget Committee Application](#)

d. 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

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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 vacancy** opening February 14, 2024 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](#)

9. NEW BUSINESS

a. Appointment to the CCATD Advisory Committee

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 Johnson moved to appoint **Mr. Harper Thompson** to the Coos County Area Transportation District Advisory Committee representing low-income individuals, as well as social equity and environmental advocates. Director Claassen seconded, and the motion passed unanimously.

b. Drivers Manual

This manual was last written and adopted in January 2020 and was due for a review and update. This manual is designed as a guide to the duties and responsibilities of Coos County Area Transportation District (CCATD) drivers.

Document: [Driver Manual](#)

BOD Motion: Director Claassen moved to adopt the updated Driver Manual. Director Nelson seconded, and the motion passed unanimously.

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c. CCATD 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 2024-2025 fiscal year budget.

Document: [2024 Budget Calendar](#)

BOD Motion: Director Nelson moved to approve the 2024 Budget Calendar. Director Johnson seconded, and the motion passed unanimously.

d. Resolution 2024-2: 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 2024-2](#) Appointing the Budget Officer

BOD Motion: Director Johnson moved to approve Resolution 2024-2 appointing Melissa Metz as the Budget Officer. Director Claassen seconded, and the motion passed unanimously.

e. Resolution 2024-3: 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: Not available in advance, as no applications have been received.

BOD Motion: Director Claassen moved to approve Resolution 2024-3 appointing Colleen CoCo Sutton to position 4 on the Budget Committee. Director Baker seconded, and the motion passed unanimously.

10. GENERAL MANAGER REPORT – Metz

• Customer Concerns

At the last meeting in January of the Board of Directors and CCAT Advisory Committee we received a list of written concerns from a concerned citizen.

Concern #1: Service animals not remaining under control of the owner.

Concern #2 is that the conduct of riders isn't being regulated

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Concern #3 there should not be any music or radio on the buses from the bus itself or passengers.

Concern #4: The Coos Bay Public Library Shelter is currently deteriorating, rusting overcoat paint, seating dented peeling and unkempt, as well as pavement directly around and within.

The customer gave over 20 specific examples of his concerns for management and the safety committee to review.

In closing the Customer's summary statement is CCATD needs 1) A Transit Center that can accommodate public information and ticketing, bus maintenance and staff/public parking; 2) The district should secure new larger and wider buses; and 3) The district should retain badged security officers on and around all bus stops.

CCATD Staff appreciates this customer's diligence of observation and feedback to improve the public transit experience. In response, Management plans the following:

1. At the next Driver's Meeting, review:
 - a. FTA guidance around service animals
 - b. Driver best practices managing the boarding/deboarding process
 - c. Drivers will discuss best practices for regulating conduct
 - d. Incident Reporting – what and when does a report need to be written
 2. Posting Rider Conduct Expectations on Each Bus
 3. Assessing shelters and exploring options for refurbishment or removal
- Transit Day January 2024
January 2023 was our first Transit Day and we increased ridership from 108 in 2022 to 297 on that day. In 2024 we had 267 riders, which is 90% of last year.
 - The Routing Company Pilot
CCATD was selected as a part of the Routing Company pilot program, which encompasses free implementation and use of the system for 6 months. One feature is that riders in Bandon, Coquille and Myrtle Point will be able to order a ride using an app. Training and support is included in this pilot program.
 - Quotes for vehicle detailing
We will be requesting quotes for vehicle detailing to get our Fleet interiors cleaned beyond our daily cleaning.

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

-None

12. NEXT MEETING – Joint Meeting CCATD BOD & AC – Mar. 11, 2024 9AM

13. ADJOURN – Meeting adjourned at 9:45AM by Director Veysey.