

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

MINUTES

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

1. **CALL TO ORDER** - Meeting called to order at 9:00AM by Director Harper Thompson.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
BOD Present: Director Veysey, Director Dovenspike, Director Nelson, Director Thompson, Director Taylor, Director Claassen
BOD Absent: Director Johnson
AC Present: Richard Rogers, Lauren Morris, Karen Dubisar, Cynthia Ramirez, Michael Babcock
AC Absent: Michelle McIntyre
Staff and Others Present: BC Simon Alonzo, Jason Barr, Melissa Metz, Jennifer Boardman and Jane Stebbins.
3. **CHANGES TO AGENDA - None**
4. **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: Director Nelson moved to accept the Consent Agenda as presented. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.
5. **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. -None
6. **OLD BUSINESS - none**
7. **NEW BUSINESS**
 - a. Bandon-Coquille Dial-A-Ride
There have been too many days where the District has had a driver on the clock with no rides in Coquille/Mrytle Point while the District has had customers interested in service on these same days in Bandon. Staff recommends the following program design changes.
 - Allow Medical rides to be scheduled up to 1 month in advance on Dial-A-

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Ride system-wide. This new business rule will naturally allow for prioritization for non-emergency medical rides over education, employment, shopping or entertainment which only has a two-week window.

- Merge the two service areas of Coquille/Myrtle Point Mon/Wed and Bandon Tues/Thurs into one service area Mon-Thurs. This will provide the dispatcher with optimal flexibility in negotiating and arranging customer requests into day and time blocks as needed Mon-Thurs for maximum efficiency with a general rule of thumb of only one round trip on 42S per day originating from COQ/MP.
- If the Advisory Committee and Board of Directors support the service change, what do we call the new combined service area? I prefer not to reference the service as Bandon-Coquille-Myrtle Point. Do we call it Bandon-Coquille? Coquille Valley? Southern Coos?

AC Motion: Richard Rogers moved to recommend the changes to Bandon and COQ/MP routes to the Board of Directors. Michael Babcock seconded the motion. All in favor were Richard Rogers, Lauren Morris, Karen Dubisar, Cynthia Ramirez, Michael Babcock. No one was opposed, and no one abstained. The motion passed unanimously.

BOD Motion: Director Nelson moved to accept the recommended changes to Bandon and COQ/MP routes from the Advisory Committee. Director Veysey seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

b. 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: Director Claassen moved to adopt the applicant privacy policy. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

c. Resolution 2025-7 Appointments to Budget Committee

Background: To give the public ample opportunity to participate in the

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

Document: Resolution 2025-7 Appointments to Budget Committee

BOD Motion: Director Veysey moved to approve Resolution 2025-7 appointing Jeremy Oliver and Karen Dubisar to the Budget Committee. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

d. 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](#)

e. 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: Director Veysey moved to approve the 2026 Budget Calendar. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

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f. 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: Director Nelson moved to approve Resolution 2025-8 appointing the Budget Officer as Melissa Metz. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

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: Director Veysey moved to adopt free fares for Transit Day on January 28, 2026 and the 2026 Button Day program. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

b. Coos Transit Center & Mobility Hub

[Most Current Drawing](#)

- i. The FTA has published a notice of award that CCAT is funded the full \$8.8M for the Hub Project. I did specify in the scope of work that CCAT would be ready to obligate within 12 months of project

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selection announcement which based on the Notice of Funding Opportunity (NOFO) was 9/15/26. Based on preliminary conversations with the ODOT financial team, we have learned that CCAT is 13th in the prioritization cue. The project then will not be obligated between FTA/ODOT until March 2027 and CCAT can not seek reimbursement against the \$8.8M until June 2027. This news has resulted in much shuffling in the last couple days to the project timeline. The project will now be done in phases to mitigate cashflow risk and we will be focusing on parcel securement, earth moving, utilities and bus terminals in phase I with the initial \$5M budget with the benefit being getting customers and our buses out of the Walmart parking lot.

- ii. Crow/Clay is releasing a RFP for Construction Manager / General Contractor for our project Wed. Dec 10, 2025. There will be a required bidders conference on Dec 18 at the construction site. We just changed up the timeline on Friday due to the news on the \$8.8M availability.

CM/CG Timeline -

Advertising	WED. 12/10/2025
Required Bidders Site Visit	11 AM 1/8/2026
Proposal Due	2 PM 1/28/2026
Evaluation Meeting	TBD
Evaluation Committee Interviews	TBD
Notice of Intent to Award	TBD
Award Contract	MARCH 2026

We have a standardized contract for the CM/GC with a Guaranteed Maximum Price and Jane Stebbins has reviewed it.

Does the Board want to have a Construction Attorney to review the CM/GC Guaranteed Maximum Price (GMP) agreement? This would be a document review consultation. We would not retain a construction attorney.

BOD Motion: Director Nelson moved to have Melissa Metz secure a

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Construction Attorney to review the agreement. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

Is there one or two Board Members interested in evaluating and interviewing Construction Managers? Melissa Dovenspike and Mike Claassen

iii. Biological Evaluation

Background: Stormwater is currently the primary issue concerning our construction project. The FTA has requested a Biological Evaluation to be conducted. David Evans and Associates (DEA) is the ideal vendor for this task, as they have been involved with the Empire Corridor project for the City of Coos Bay, which is adjacent to the Hub Project. On Thursday, DEA, ODOT, Crow/Clay, the National Marine Fisheries Service, and I met to finalize the necessary scope of work. Attached is the resulting document from that meeting, which includes a contract for \$27,375.44.

DEA did inflate the estimated work hours for contingency purposes to avoid having to amend the contract down the road. DEA will only bill for actual hours.

BOD Motion: Director Veysey moved to execute the contract to David Evans & Associates for the biological evaluation not to exceed \$27,375.44. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen, Taylor and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

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

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come to the Board in January.

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

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Jennifer Boardman commented that she is holding a training for Advisory Board Members for Coos and Curry Counties.

10.NEXT MEETING – CCATD Board of Directors January 12, 2026 9AM

11.ADJOURN – Meeting Adjourned at 9:58AM by Director Harper Thompson.