

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

**MINTUES**

Coos County Area Transit  
2810 Ocean Blvd, Coos Bay, OR 97420  
May 13, 2024, 9:00 a.m.

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**PUBLIC HEARING**

The public hearing was called to order at 9:00AM by Director Veysey.

**Item 1: FY2024-2025 Budget**

Background: The CCATD Budget Committee approved the FY2024-2025 Budget on Mar 27, 2024. Furthermore, the legal notice of budget hearing was posted in the World Newspaper on April 30, 2024.

Document: [Form LB-1](#)

Director Veysey called for public testimony on the FY 2024-2025 Budget. No comments were received.

**Item 2: FY2023-2024 Supplemental Budget**

Background: For supplemental budgets proposing any change in fund's expenditure by more than 10 percent. Legal notice of the supplemental budget hearing was posted in the World Newspaper on April 30, 2024.

Document: [Form OR-LB-SBH](#)

Director Veysey called for public testimony on the FY 2023-24 Supplemental Budget. No comments were received.

Public Hearing was adjourned at 9:04AM

- 1. CALL TO ORDER** -Meeting called to order at 9:04AM 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 Nelson, Director Mason-Long  
**BOD Absent:** Director Johnson
- 3. ROLL CALL/CONFIRMATION OF QUORUM OF ADVISORY COMMITTEE**  
**AC Present:** Lauren Morris, Mike Marchant, Lindsay Ward, Harper Thompson  
**AC Absent:** Steve Zehler, Michelle McIntyre
- 4. Staff and Others Present:** David Rupkalvis, Melissa Metz, Selena Kelly Irvin, Jane Stebbins, and Jennifer Boardman
- 5. CHANGES TO AGENDA** -None

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

**7. CONSENT AGENDA**

Approval of [Minutes April 8, 2024](#)

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

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

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

**8. OLD BUSINESS**

a. **NONE**

**9. NEW BUSINESS**

a. **Adopt & Appropriate the Budget FY2024-2025**

**Document:** [Resolution 2024-7](#)

**BOD Motion:** Director Claassen moved to approve Resolution 2024-7 to adopt and appropriate the FY2024-2025 Budget. Director Nelson seconded and the motion passed unanimously.

b. **Adopt & Appropriate the Supplemental Budget FY2023-2024**

**Document:** [Resolution 2024-8](#)

**BOD Motion:** Director Claassen moved to approve Resolution 2024-8 to adopt and appropriate the FY2024-2025 Supplemental Budget. Director Baker seconded and the motion passed unanimously.

c. **Title VI Plan**

Background: Pursuant to FTA Circular 4702.1B, the CCATD is required to submit its Title VI program to its governing entity for approval. The Limited English Proficiency Plan is hereby incorporated as a part of the CCATD 2024 Title VI Program and Non Discrimination Policy, to ensure that individuals who do not speak English well and who have limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the

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Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter and are not excluded from participating in, denied benefits of or assistance on the basis of race, color, sex, age, disability or national origin is included in the Plan.

This document has been reviewed by ODOT and is now ready for review and adoption.

**Document:** [Resolution 2024-9, Title VI Plan](#)

**AC Motion:** Harper Thompson moved to recommend that the Board of Directors adopt Resolution 2024-9 approving the Title VI Program Plan. Mike Marchant seconded and the motion passed unanimously.

**BOD Motion:** Director Nelson moved to adopt Resolution 2024-9 approving the Title VI Program Plan which includes the Limited English Proficiency Plan. Director Claassen seconded and the motion passed unanimously.

**d. Dispatch System and Phone App**

Background: Back in February 10, 2020 ODOT funded a Technology Assessment for CCATD. The following were identified as priorities and incorporated into the RFI back in 2020 for a software solution with Ecolane but continue to be an unmet gap in service:

- Online booking of rides.
- Online vehicle maintenance tracking.
- Rider-facing real-time information.
- Accessibility of online schedule.

Staff have interviewed and received demos from Ecolane (current provider), Via, Swiftly, The Routing Company, Passio Technologies and several others to close the gap in our software solution. We received proposals from Ecolane, The Routing Company and Passio Technologies. Via provided a solution but would require that we change our delivery of services, as such was determined unresponsive. Swiftly was also unresponsive with a solution. The Routing Company had accepted CCATD into their pilot program and provided a cost proposal but after further discussion our companies did not share common objectives. Staff recommends transitioning to Passio Technologies from Ecolane. Legal counsel has reviewed the agreement.

**Document:** [Procurement Document](#)

**BOD Motion:** Director Baker moved to authorize staff to move forward in

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executing contract with Passio Technologies. Director Nelson seconded and the motion passed unanimously.

**10. GENERAL MANAGER REPORT**

Melissa received notice from ODOT that, though we submitted our 5339 grant application to them on time, due to staff shortages, they missed the deadline to submit our application to the Federal Agency. They made a couple of recommendations. The first is to submit an application for the carbon reduction program, which is due by the end of the month. The Match is only 10%, but the pool is not as big as the Federal Funding stream. We will be submitting many more applications to fully fund our Mobility Hub project. The second recommendation is for us to apply for the STIF discretionary grant.

Jennifer Boardman is pushing to get the Districts that lost out on this Federal grant opportunity first priority with the STIF discretionary grant.

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

**12. NEXT MEETING – Meeting of the Board June 10, 2024 9AM**

**13. ADJOURN** -Meeting adjourned at 9:41AM by Director Veysey.