

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
January 8, 2024, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9AM by Director Veysey.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
BOD Present: Director Veysey, Director Johnson, Director Claassen, Director Baker, Director Dovenspike, Director Mason-Long
BOD Absent:
3. **ROLL CALL OF OTHERS PRESENT**
AC Present: Schira Nelson, Lindsay Ward, Steve Zehler, Lauren Morris, Mike Marchant
AC Absent: Garret Sherrill, Genavieve Sharkey
Staff and Others Present: Jennifer Boardman, Manager Melissa Metz, Staff Selena Kelley Irvin, Staff David Rupkalvis, Harper Thompson, Jane Stebbins, and Spencer Gordon
4. **CHANGES TO AGENDA** - None
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person) –**
Director Veysey reported that he received a packet of concerns from a citizen that will be forwarded to management.
6. **CONSENT AGENDA – ACTION ITEM BOD**
Approval of Minutes [December 11, 2023](#)
Accept the [Financial Report](#) and [Balance Sheet](#) for November 2023
Accept the [Ridership Report](#) for November 2023
BOD Motion: Director Claassen moved to accept the Consent Agenda as presented. Director Johnson seconded, and the motion passed unanimously.
7. **SPECIAL GUEST – Spencer Gordon, Nasburg Huggins Insurance**
Spencer Gordon review the 2024 Special Districts Association of Oregon insurance renewal.
Document: [Renewal](#)
BOD Motion: Director Johnson moved to approve the payment for the 2024 insurance package renewal through Special Districts Association of Oregon. Director Dovenspike seconded, and the motion passed unanimously.

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
January 8, 2024, 9:00 a.m.

8. OLD BUSINESS

a. IGA with City of North Bend – Stebbins

This is still in review with the newest updates. Hopefully we will be able to approve these soon.

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

The meeting is scheduled.

c. CCATD Position 1 Vacancy/Appointment

Section 3(b) of the CCATD Bylaws, “In the event of a vacancy on the Board, the vacancy shall be published as soon as possible for the term of one week in a newspaper of general circulation in Coos County, Oregon. The Board will then review applications from all citizens meeting the minimum qualifications, required by law or other authority, decide whether interviews are appropriate, select and appoint one of the applicants to fill the unexpired term created by the departing member. If none of the applicants prove satisfactory to the Board, it may republish the vacancy or fill the position by appointment from the citizenry at large”

Documents: [Nelson App](#) [Thompson App](#)

1. The vacancy was published in the paper and posted on the CCAT website.
2. The Board reviewed applications from all citizens meeting the minimum qualifications, required by law or other authority
3. The Board called on each candidate for a few words.

BOD Motion: Director Claassen moved to appoint Schira Nelson to Position 1 on the Board of Directors. Director Baker seconded, and the motion passed unanimously.

d. Budget Committee Member Recruitment – Metz

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/>

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
January 8, 2024, 9:00 a.m.

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](#)

e. 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 vacancy** opening February 14, 2024 and **one vacancy** opening April 11, 2024 as well as a new opening in Schira Nelson's place:

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. Electric Micromobility and Public Transit Integration – Metz

Background: CCATD several years back prohibited e-bikes on buses because of lithium-ion batteries. Since then there have been instances where individuals have been stranded in our service area because they could not load an e-bike onto our bus. Lithium-ion batteries are commonplace in laptops, phones, cameras and vehicles and our society has come to depend on lithium cells for an increasingly mobile lifestyle. Innovations in batteries have soared in recent years — with researchers replacing flammable liquid electrolytes in standard lithium-ion batteries with more stable, solid electrolyte

MINUTES

Coos County Area Transportation District
800 N Bayshore, Coos Bay, OR 97420
January 8, 2024, 9:00 a.m.

materials like nonflammable gels, inorganic glass and solid polymers to create solid-state batteries.

Staff request the CCATD Advisory Committee and the Board of Directors to consider the benefit of supporting multi-modal journeys, first and last mile transportation, as well as, providing seamless integration and lift the prohibition of e-bikes.

Document: Background on [Micromobility in Oregon](#)

AC Motion: AC Member Marchant moved to recommend to the CCATD BOD to lift the prohibition of e-bikes on CCATD buses. AC Member Morris seconded, and the motion passed unanimously.

BOD Motion: Director Johnson moved to have staff establish operational guidelines for integrating e-bikes and other electric micromobility devices as a complement to CCAT services consistent with CCAT's mission of seamlessly connecting people, jobs and communities, while ensuring convenience, reliability and safety. Director Claassen seconded, and the motion passed unanimously.

10. GENERAL MANAGER REPORT – Metz

- Spencer Gordon mentioned Special Districts Benefits, one of which is HR Consultation, and we will be updating the HR manual and submitting that to SDOA for their review.
- Over the holidays, we did apply to The Routing Company for consideration in a free pilot for their electronic dispatching system. It is a six-month pilot and there will be a cost associated with new tablets, etc. This vendor appears to be the best alternative to Ecolane. We should hear soon if we have been selected.
- The February meeting will be a joint meeting again because there will be some drafts for discretionary grants and we will need input from both the Advisory Committee and the Board of Directors. Those grants are due on March 12. Hopefully one of those will be associated with securing new property since we have outgrown the location at 2810 Ocean Blvd.
- There are new 2024 buttons for Transit Day, the first of which is January 24th.

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

-We have a letter from Rod Taylor that reads:

“Dear Chair Veysey and esteemed members of the CCATD board of directors:

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
January 8, 2024, 9:00 a.m.

It has been a pleasure and an honor to have served with you all, seeking to better serve the transit needs of our constituents.

I would have preferred being able to attend the meetings required to remain on the board, and regret that that was not possible. I appreciate the work that you all do, and look forward to seeing the continued growth in service provided by CCATD.

God's richest blessings to you all.”

- 12. NEXT MEETING** – Joint Meeting CCATD BOD & AC – Feb. 12, 2024 9AM
13. ADJOURN – Meeting adjourned at 10:10AM by Doug Veysey.