

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

MINUTES

Coos County Area Transit
2810 Ocean Blvd, Coos Bay, OR 97420
June 8, 2026, 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 Claassen, Director Taylor, Director Johnson

BOD Absent: None

Staff and Others Present: AC Lauren Morris, AC Michael Babcock, AC Richard Rogers, Jennifer Boardman, Derek White, Melissa Metz and Jane Stebbins.

3. **CHANGES TO AGENDA** - None

4. **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

5. **CONSENT AGENDA**

Approval of [BOD Minutes](#) May 11, 2026

Accept the [Financial Report](#) and [Balance Sheet](#) for April 2026

Accept the [Ridership Report](#) for April 2026

BOD Motion: Director Veysey moved to accept the Consent Agenda as presented. Director Dovenspike seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor, Johnson, Claassen and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

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

AC Present: Lauren Morris, Michael Babcock, Richard Rogers, Cynthia Ramirez

AC Absent: Karen Dubisar

7. **OLD BUSINESS**

- a. **Solicitation Strategic Planning – No Update Until July Mtg**

Background: On March 10, 2026, the District announced a solicitation for proposals to engage qualified consultants tasked with developing a new Strategic Business Plan aimed at enhancing transit services, diversifying funding sources, and modernizing business practices over the next three to

pg. 1

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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five years. This comprehensive plan is intended to provide a roadmap for the Board and leadership, guiding program management, development, external communications, outreach integration, and internal capacity building. Following the solicitation, the District received six proposals from interested consultants.

Director Thompson and Director Johnson are on the evaluation committee.

b. Ordinance Governing Conduct on District Property/Transit Exclusion

Update: As there were version inconsistencies between the track changes document and the clean draft document, staff will do another review and bring back in July for a First Reading.

c. Annexation of Curry County into the Transportation District

Background: Curry Public Transit has formally requested that the Coos County Area Transit District (CCATD) consider redistricting to incorporate Curry County, a move that underscores the importance of consolidating transit services for enhanced sustainability and continuity along the southern Oregon coast. This initiative aims to streamline operations and improve service offerings by returning to a shared governance model reminiscent of the 1980s and 1990s, which aligns more closely with current transit patterns. Established as an independent municipal corporation, CCATD was designed to enhance administrative efficiency in navigating complex grant cycles, and this annexation is in line with its Transit Master Plan to foster better coordination with rural services. By integrating the two areas, the proposal promises to create a critical core of transportation services that meets the needs of the region more effectively.

Updated Tentative Next Steps for the District, if motion passes

June 15, 2026	Set forth an Ordinance of proposed new boundaries
June 15, 2026	First read Joint Advisory Committee Bylaws
July 13, 2026	Hearing on the question of annexation of Curry County
July 13, 2026	Set forth Bylaws for a Joint Advisory Committee
Aug 10, 2026	Board approving annexation, setting forth a new name of the district, and approving the boundaries and setting final hearing
Sept 3, 2026	<i>Deadline if Curry County needs to file a measure</i>
July 13, 2026	Publish Advisory Committee Vacancies
Aug 10, 2026	Final hearing on annexation

pg. 2

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May Election	If Curry is required to pose the change to the voters
Early 2027	Call for curry seats on the CCATD BOD for May election

8. NEW BUSINESS

a. ODOT 5339 Agreement 35681

Background: As of June 4, 2026, the District faces a critical funding challenge regarding the Transit Center project. Although we have a contract in place, there is currently no mechanism in place to invoice and accrue the land acquisition expenses against the federal 5339 grant (Agreement 35681) as ODOT has not opened the invoice portal. While the Oregon Department of Transportation (ODOT) has provided gap relief by granting access to the STIFD 35896 grant award to address immediate cash flow needs, the lack of an established process to allocate expenses to the federal project poses a significant risk to the overall viability of the Transit Center Project. Without the ability to accrue these costs against the federal funding stream we will deplete our non federal STIFD 35896 grant which was earmarked to meet matching requirements on the project. The District has no other mechanism to meet our non-federal matching requirements on the project. This precarious financial situation underscores the urgency of resolving the accrual issue prior to June 30, 2026 to ensure the project's success and sustainability.

I sent emails to ODOT on May 6, 2026, May 13, 2026, and June 2, 2026 and have spoken with Jennifer numerous times.

b. Personnel Manual

Background: The last full review of CCATD Personnel Manual was in January 2025. The bulk of the changes included incorporating health insurance, adjusting holidays so we are better aligned with our neighboring transit districts, and incorporation of law changes. Through SDAO we have preferred pricing with HR Answers. We customized the template provided by HR Answers and HR Answers reviewed the entire manual.

Document: [Personnel Manual](#)

BOD Motion: Director Dovenspike move to adopt the HR Policies & Procedures Manual. Director Taylor seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor, Johnson, Claassen and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

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c. Drug & Alcohol Testing Policy

Background: The Federal Transit Administration (FTA) requires employers that receive financial assistance from the FTA and by contractors of those employers, to implement programs, as specified in 49 CFR Part 655, that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions.

In May 2026 there was a change in the law changing the term gender to sex which triggered RLS to send out a new policy template.

The updated Coos County Transportation District Drug and Alcohol Policy consists of the template provided by RLS, ODOT Drug & Alcohol compliance contractor, and meets all the FTA requirements.

Document: [Drug and Alcohol Testing Policy](#)

BOD Motion: Director Veysey moved to adopt the Drug and Alcohol Testing Policy. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Thompson, Taylor, Johnson, Claassen and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

9. General Manager Report

a. Grants Update

- Oregon Health Authority – Submitted
- STIFD Phase 2 Final – Due June 22
- OCF – Due June 23
- Carbon Reduction Program – Due June 30
- 5310/5311 Final – Due 7/16
- Transportation & Growth Mgt Prgm – Due Aug 21
- We need funding for 55 trees

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

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Michael Babcock thanked Melissa Metz for her recent work with him and a potential vendor

pg. 4

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for accessibility improvements.

Director Nelson requested Melissa assist in scheduling a meeting for potential funding options discussion. Those included in the email should be Directors Harper and Nelson, Rae Lee Cousins and Richard Rogers.

11. NEXT MEETING –

Joint Board of Directors and Advisory Committee, Mon. June 15, 2026 9AM

Topics: First Reading Bylaws Joint Advisory Committee, First Reading Ordinance Annexation

Board Training “Effective Transit Boards” June 16 and 17 9am-noon, both days

Joint Board of Directors and Advisory Committee, Mon. July 13, 2026 9AM

Topics: Ordinance Annexation, Adopt Bylaws Joint Advisory Committee, First Reading Ordinance Conduct, Strategic Planning

12. ADJOURN – Meeting adjourned by Director Thompson at 9:36AM.