

**Coos County Area Transportation District  
Board of Directors/Advisory Committee  
Meeting Minutes December 13<sup>th</sup>, 2021**

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1. **CALL TO ORDER** - Meeting was called to order at 9:07 am by Chairman Veysey
2. **ROLL CALL/CONFIRMATION OF QUORUM BOARD OF DIRECTORS- Confirmed**  
Present: Chair Doug Veysey, Vice Chair Tara Johnson, Director Dovenspike, Director Irvin, Director Dewater and Director Taylor
3. **ROLL CALL/CONFIRMATION OF QUORUM ADVISORY COMMITTEE - Confirmed**  
Present: Dick Leshley, Mike Claasson, Diane Johnson, and Elizabeth Stephens

**BOD ABSENT:** Director Mason-Long

**ADVISORY ABSENT:** Genavieve Sharkey, Mike Merchant and Gabriella Colton

**STAFF:** Melissa Metz, Jane Stebbins and Corey Leckband

**GUEST:** Jennifer Boardman/ODOT, Lauren Morris

**Vice Chair Tara Johnson will be facilitating this meeting due to audio technical difficulties.**

4. **CHANGES TO AGENDA – Remove 8 b.**
5. **CITIZEN COMMENTS ON AGENDA ITEMS – None**
6. **CONSENT AGENDA**

*This section allows the Board of Directors to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.*

Approval of Minutes November 8th and November 29th  
Accept the Financial Report and Balance Sheet for October 2021  
Accept the Ridership Report for October 2021

**Motion:** Director Irvin moved to accept the consent agenda as presented.  
Director Taylor seconded. Passed unanimously

7. **OLD BUSINESS**

- a. Fare Ordinance Adoption

Background: The Ordinance previously passed in June has been problematic to operationalize when it comes to the intercity routes. It is necessary to present the intercity fares in a format that can more easily be understood and applied by both staff and the public. The Fare Ordinance was previously read at the November 8th meeting.

**BOD Motion:** Chairman Veysey moved to approve the second reading of the Fares Ordinance. Director Taylor seconded. Passed unanimously.

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**BOD Motion:** Chairman Veysey moved to adopt the Fare Ordinance effective January 12, 2022. Director Taylor seconded. Passed unanimously.

- b. Update Driver Shortage and Service Curtailment  
No Driver Shortage and no curtailment to report.
- c. Legal Report – Jane Stebbins  
Jane is still reviewing the contract with Nelson Nygaard and is still waiting to hear back from the insurance company.

**8. NEW BUSINESS**

- a. Route Refinements for Safety & Efficiencies

Coos County Area Transportation District frequently reviews fixed routes in efforts to ensure the routes are able to maintain published schedules, and to ensure the most efficient route service is made available to the riding public. CCATD is publishing the proposed refinements for Pirate, Charleston and Roseburg routes below.

Written comments are welcome and must be received by January 6, 2022, at Attn: Corey Leckband, Coos County Area Transportation District, 2810 Ocean Blvd, Coos Bay, Oregon, 97420. Both oral and written comments will be considered by the Board of Directors in deciding whether to adopt said refinements at the Joint Advisory Committee and Board of Directors Meeting January 10, 2022 for implementation January 18, 2022.

**AC Motion:** Dick Leshley moved to recommend that the Board of Directors move the proposed route refinements forward for public comment. Diane Johnson seconded. Passed unanimously

**BOD Motion:** Director Taylor moved to approve publication of public comment period on the proposed route refinements for safety and efficiencies. Chair Veysey seconded. Passed unanimously.

- b. Proposed Holiday Closures for 2022 and future years

As the district has the responsibility of balancing public access to essential services with employee work-life balance, it is recommended that the following changes are made in 2022 to the published closure dates:

Remove Martin Luther King Day, Veterans' Day and Christmas Eve.

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The revised list of closure dates are New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**AC Motion:** Diane Johnson moved to recommend that the Board of Directors adopts the revised closure dates for 2022 and future years. Dick Leshley seconded. Passed unanimously.

**BOD Motion:** Director Taylor moved to adopt and publish the closure dates as presented for 2022 and future years. Chairman Veysey seconded. Passed unanimously.

c. Holiday Closures December 2021 – Information Item

CCATD will be closed Friday, December 24 and Friday December 31 in observance of Christmas Eve and New Year's Day.

**9. General Manager Report**

Melissa reached out to the workforce division to see if they could get a couple of youths to ride the buses to survey ridership. Melissa met with a consultant to work on ordering 3 buses There will be more information for the board to review in January.

CCATD's payroll cycle will be changed to pay every other week starting in February. There is one applicant for the Transit Planner and Melissa will be interviewing later in the day. There are some grant opportunities coming around in February. The satellite radios were installed in November and are working better, there have been some glitches but will be getting that worked on.

**10. CITIZEN COMMENTS ON NON-AGENDA ITEMS –**

**11. NEXT MEETING** – Joint meeting with the Advisory Committee January 10<sup>th</sup>, 2022 at 9am,

**12. ADJOURNMENT** – The meeting was adjourned at 10:06 am by Vice Chair Tara Johnson