

**MINUTES**

South Coast Business  
800 N Bayshore, Coos Bay, Or 97420  
January 9, 2022 9:00 a.m.

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1. **CALL TO ORDER** -Meeting called to order at 9:04AM by Director Tara Johnson.
2. **ROLL CALL/CONFIRMATION OF QUORUM BOARD OF DIRECTORS**  
**BOD Present:** Director Johnson, Director Dewater, Director Claassen, Director Taylor, Director Mason-Long  
**BOD Absent:** Director Veysey, Director Dovenspike
3. **Staff and Others Present:** AC Dick Leshley, Jennifer Boardman, Matt Dutkevicz, AC Garrett Sherrill, AC Lauren Morris, Manager Melissa Metz, Staff Selena Kelley Irvin, Andy Goetz, Jane Stebbins.
4. **CHANGES TO AGENDA**
5. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**
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. Any item may only be discussed if it is pulled from the consent agenda.*

Approve the [Minutes December 12, 2022](#)

Accept the [Financial Report](#) and [Balance Sheet](#) for November 2022

Accept the [Ridership Report](#) for November 2022

Approve the [Insurance Renewal 2023](#)

**BOD Proposed Motion:** Director Taylor moved to accept the consent agenda as presented. Director Claassen seconded. The motion passed unanimously.

7. **OLD BUSINESS**

- a. CCATD STIF Plan and Distribution of Resources

Per the ODOT State Management Plan, and approved by the Oregon Transportation Commission, Section 5310 small urban funds are distributed by formula to Qualified Entities, who then conduct a local solicitation process and select projects for funding from their allocated amount.

On November 14, 2022, the CCATD Advisory Committee recommended, and the Board of Directors approved the STIF/5310 Solicitation.

The solicitation was posted November 15th, applications were due December 7th, and a single application was received from CCATD.

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At the December 12<sup>th</sup> meeting, the CCATD Advisory Committee found the solicitation response and the draft funding allocations consistent with the previously identified priorities; furthermore, the proposed projects either maintains or improves services that meet the needs of seniors and person with disabilities. It was moved and passed by the CCATD Advisory Committee to recommend the CCATD Board of Directors accept the STIF/5310 solicitation response and the draft allocations to services and programs.

Documents: [2023-25 STIF Plan and Distribution of Resources](#)

**Motion:** Director Claassen moved to adopt the 2023-25 STIF Plan and Distribution of Resources, as well as authorize staff to package and submit the respective grant proposals. Director Taylor seconded. The motion passed unanimously.

**Next Steps:**

Submission of STIF Plan to ODOT January 18th

Submission of 5310 and 5311 grant applications on January 20<sup>th</sup>

b. RFP Marketing -

Background: At the November 14, 2022 Board Meeting it was decided to post a RFP for Marketing Services. The solicitation was posted on 11/15/2022. One proposal was received by the deadline of 12/30/2022. Staff has reviewed the proposal and find that it is responsive.

Document: [CCATD Marketing Proposal from Transit 911](#)

**BOD Motion:** Director Dewater moved to contract with Transit 911 as outlined in the proposal. Director Taylor seconded. The motion passed unanimously.

**8. NEW BUSINESS**

a. Audit Services Contract

Background: Each year the District is required to have their financial statements reviewed by an independent audit firm, who then expresses an opinion as to whether the financial statements are presented in conformity with generally accepted accounting principles.

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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).

Coos County Area Transportation District (CCATD)  
Board of Directors

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The District is projecting expending more than \$750,000 in federal funds in one year due to anticipated receipt of four long awaited buses, the SuperStop and other one-time federal investments. As such our current audit firm, Dick Maxwell, will not be able to conduct the audit for the year ending June 30, 2023 due to the additional complexities of A-133 requirements.

CCATD did a RFP in 2020 and there were only two bidders - Dick Maxwell and CLA (CliftonLarsonAllen LLP). The response from CliftonLarsonAllen is below.

Professional Services	2020	2021	2022
Financial Statement Audit (including all requested deliverables)	\$22,000	\$22,500	\$23,000
Technology and client support fee (5%)	\$1,100	\$1,125	\$1,150

Staff has reached out to CLA who has provided a draft [Master Services Agreement](#) and [Statement of Work](#) consistent with their bid in 2020. CLA is currently the auditor for South Coast Business so there are some economies of scale going with this vendor. Staff recommends the Board award a contract to CLA.

**BOD Motion:** Director Taylor moved to contract with CLA for audit services for the fiscal year ending June 30, 2023. Director Claassen seconded. The motion passed unanimously.

b. Elections

The following positions are coming up for election on the Transportation Board of Directors:

Position 1	Taylor		Next Election 2025	
Position 2	Mason Long		Next Election 2025	
Position 3	Claassen	2 Year Term	7/1/2023	6/30/2025
Position 4	Dovenspike	4 Year Term	7/1/2023	6/30/2027
Position 5	Dewater	4 Year Term	7/1/2023	6/30/2027
Position 6	Johnson	4 Year Term	7/1/2023	6/30/2027
Position 7	Veysey	4 Year Term	7/1/2023	6/30/2027

Interested individuals must file with the Coos County Election office from February 4, 2023 through March 16, 2023. There is a \$10 filing fee.

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The [Candidates Manual](#) is available online and contains all the pertinent information and required forms.

**9. GENERAL MANAGER REPORT**

- a. Holly Jolly Bus Ride  
For the Myrtle Point Loop, we increased our number of trips from 10 prior to the promotion to 30. In Bandon, we increased from 130 trips to 157 trips. We are pleased with the outcome for this year.
- b. Transit Day January 25, 2023  
"I Have Connections" 2023 Campaign  
  
Background: Passengers are given a button on Transit Day. (DATE TBD) Once a month thereafter, an "I Have Connections" customer appreciation day is designated (fourth Wednesday). Any passenger wearing the button is allowed to ride for free. During the customer appreciation day, new buttons are distributed to paying passengers. 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.
- c. In the past couple of weeks, we have hired 3 new bus drivers, who are onboarding. We are fully staffed.

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

**11. NEXT MEETING – Board of Directors February 13th, 2023**

**12. ADJOURN** -Meeting adjourned at 9:26AM by Director Tara Johnson.