



Coos County Area Transit  
Sergio Gamino  
Public Transit Manager  
P.O. Box 1118  
Coos Bay, OR 97420  
(541) 267-7111

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## **Coos County STF Advisory Committee Meeting**

**Tuesday September 25<sup>th</sup>, 2018 at 10:00am**

**South Coast Business Employment Corporation**

**93781 Newport Lane, Coos Bay, Or 97420**

### **I. Call to Order/Introduction of members and guests/Additions to Agenda**

The meeting was called to order by Dick Leshley at 10:00am, members and staff were introduced.

#### **MEMBERS PRESENT:**

Dick Leshley  
Doug Veysey  
Mike Merchant  
Selena Irvin  
Mike Classen

#### **MEMBERS ABSENT:**

Cathy Pennington  
Melissa Dovenspike  
Melissa Cribbins

#### **STAFF PRESENT:**

Sergio Gamino, Transit Manager  
Andrew Burgmeier, Operations Supervisor  
Melissa Metz, CEO SCBEC

#### **GUESTS**

Stacey Dewater

### **II. Consent Agenda**

**MOTION:** Mike Classen moved to approve the Consent Agenda. The motion was seconded by Selena Irvin and Rodger Craddock simultaneously and passed unanimously.



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### **III. Managers' Update**

#### **A. Bylaws**

The Bylaws were adopted on the 18<sup>th</sup> of September by the Board of Commissioners. CCAT is now a STF/STIF Advisory Committee for Coos County. The new funds will marry up with the existing funds that are currently being distributed. For the County it will be about \$1.5 Million biennial, this will allow an increase in services for the public. Sergio will also be looking to hire a Road Supervisor which will dramatically increase CCAT's ability to respond to customer complaints, help manage the fleet of vehicles and driving staff as well as covering down. NTD reporting is a new system that came out from the Federal Transportation Administration to help manage both rolling stock and facility infrastructure for all transit organizations nationwide. ODOT has put their own timelines for that information to be submitted, the STIF application will be submitted October 11<sup>th</sup> and is due by November 1<sup>st</sup>. In addition to the STIF plan Sergio is also working on the NTD Reporting which is due October 12<sup>th</sup>.

#### **B. Program Updates - Grants**

Sergio is applying for a Safety and Security grant through special districts which will provide insurance coverage for CCAT, this is a 50/50 grant. He will be looking into upgrading the camera system at the main bus yard where all the vehicles are stored. There is coverage there now, but not 360 coverage. This grant is for about \$10,000.00.

CCAT applied for the TGM grant for \$150,000.00 and not only received that amount but ODOT had \$25,000.00 extra they could offer and so they received \$175,000.00 in total. With those funds they will create a Transit Master Plan, the first ever in Coos County. It will focus on the next 20 years of transportation management here in our Jurisdiction. This is a great opportunity for future transportation needs. The timing couldn't be better, the cities of North Bend and Coos Bay are working on their TSP's and the bulk of the work will be done already for the population centers.

#### **C. STIF Update**

CCAT has about 35 days before the STIF application is due, this is due by November 1<sup>st</sup>. The application will be sent for review by October 11<sup>th</sup>. CCAT is positive they will meet all requirements that need to be met.

To meet requirements the Advisory Committee needs 5 of the maximum 14 members, out of the 5 there must be 3 at a meeting to make a quorum. The members have to meet certain geographical requirements and represent the elderly and or persons with disabilities. Sergio will be sending forward the applications of the people to the BOC to formally appoint everyone.

### **IV. STIF Planning Moving Forward**

The STIF Project list was reviewed by the committee, the topics discussed were the Admin Project which was based on employee pay and insurance. Funding additional dispatch hours and creating new positions within CCAT. CCAT needs to build the



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internal capacity, by creating new positions will help create a stable workforce foundation. The rebranding/marketing project that involves the new look of CCAT and up-dating the website, installing new seats (36 total) and new brochures that include schedules and maps. Establish a contingency fund (10% per year, 2<sup>nd</sup> year of funding). The last few items that were discussed were having a new Transit Enterprise System that will include new radios and GPS trackers for the fleet (GPS Tracker is a necessity), new lines of service and expand their current services.

CCAT will be setting aside unused funds every year for a new Transit Center, they will work with community partners to find a location for the Hub. Everyone in the room seemed supportive of the Projects that were laid out.

CCAT is still looking at expanding services for the 3<sup>rd</sup> fixed route. The operating hours for this route is 7am to 5:30pm, they will establish a new fixed route service in Bandon from 10am to 4pm. ODOT wants to have a route that takes people from Coos Bay to Florence. They want to show connectivity on the coast. This 101 route ideally would be Tuesday, Thursday and Saturday, these services would not be taking place until next year. Dick went around the room and asked if everyone was on board for the 3<sup>rd</sup> Fixed Route for NB/CB, the Fixed Route in Bandon, and the Coos Bay to Florence and all agreed on these ideas.

- V. Motions:** Doug Veysey moved to approve appointment of members to BOC. The motion was seconded by Selena Irvin and passed unanimously.

**VI. Good of the Order/Adjournment – Next meeting**

The Advisory Committee will be meeting again October 11<sup>th</sup> at 10:00 am.

**The meeting was adjourned by Mike Classen at 11:55 am and was seconded by Selena Irvin.**