

**Coos County Area Transportation District  
Board of Directors  
Regular Meeting  
Minutes September 13<sup>th</sup>, 2021**

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1. **CALL TO ORDER** - Meeting was called to order at 9:00 am by Chairman Veysey
2. **ROLL CALL** –  
Present: Chair Doug Veysey, Vice Chair Tara Johnson, Secretary LouAnn Dewater, Director Mason-Long, Director Irvin, Director Taylor and Director Dovenspike  
  
Staff – Melissa Metz, Jane Stebbins and Corey Leckband  
  
Guest: Dick Leshley and Jennifer Boardman with ODOT
3. **CHANGES TO AGENDA – Add to Old Business Insert Section c. – Update on RFP**
4. **CITIZEN COMMENTS ON AGENDA ITEMS – None**

5. **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 August 9, 2021, August 20, 2021, August 27, 2021

Accept the Financial Report July 31 and Balance Sheet July 31

Approve the write off of an uncollectable amount of \$5,000 from ODOT  
Background: Coos County in their role of pass-through entity of 5310 funds, took their administrative cut thereby reducing the district's receivable.

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

6. **OLD BUSINESS –**

a. Compensation of Staff

In follow up to the last meeting, an Employee Feedback Survey was developed and distributed. The Board reviewed the survey results and recommended to have the survey redistributed to staff again in the next few months.

b. Update Driver Shortage and Service Curtailment

Melissa provided a table depicting driver and dispatch positions that are open, offers pending and trainees engaged in on-boarding. Andy Bushway the Road Supervisor will be covering a variety of services that will assist in keeping operations running. He has already filled in on the Charleston, Timber and Dial-A-Ride services. Below is a review of the curtailment of service.

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Curtailment between Aug 30 – Sept 10

Bulldog – no service Sept 1 and Sept 2

Timber Express – no service Sept 1, 7 and 9

Bandon DAR – no service week of Aug 30 and Sept 9-10

No lunch relief – suspension of services during lunch break

Charleston, Pirate & Bulldog Aug 30 – Sept 10

Reduce Bay Area DAR from 2 bays to 1 bay Sept 7

Curtailment between Sept 13 – Sept 24

Bandon DAR – no service Sept 13, 14, 16, 17, 21, 23

No lunch relief – suspension of services during lunch break

Charleston, Pirate & Bulldog Sept 13-24

Reduce Bay Area DAR from 2 bays to 1 bay: Sept 15, 16, 20, 22, 24

c. RFP Update – Jane Stebbins

Jane Stebbins with the help of David Hope put together a RFP to hire a contracting agency or individual to manage CCATD. This is a 3-year contract, and it will be available online to apply.

**7. NEW BUSINESS**

a. Appointment of Interim General Manager

**Motion:** Director Dewater moved to appoint SCBEC and Melissa Metz as Interim General Manager. Director Taylor seconded. One abstained. Motion passed.

b. Signers and Authorized Agents on CCATD accounts

Due to the departure of the General Manager, David Hope, Immediate Past Board Chair, Dick Leshley, and Chief Financial Officer, Amy LeBaron, Umpqua Bank requires an updated Banking Resolution and Signature Cards to remove Mr. Hope and replace with Melissa Metz as Interim General Manager, remove Dick Leshley and replace with Doug Veysey, remove Amy LeBaron and replace with David Conradt.

**Motion:** Director Dewater moved to approve Resolution 2021-4 with Melissa Metz recorded as Interim General Manager and the rest as drafted. Director Taylor seconded. One abstention. Motion passes.

c. Establish Scheduled Meeting Dates

**Motion:** Director Johnson moved to approve Resolution 2021-5 establishing the 2021-22 Meeting Schedule. Director Dewater seconded. Passed unanimously.

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**8. GENERAL MANAGER REPORT**

Document: DR Metrics; Fixed Rt Metrics; NTD; Passenger Trips; Charts;  
Accidents-Complaints-Deviations

Melissa addressed the monthly GM reports and with the help of the Board they will be changing the monthly presentation. They will decide in October to move the reports to the consent agenda.

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

Jennifer Boardman asked that CCATD continue some form of passenger trips data and financial reporting in place going forward.

**10. NEXT MEETING** – October 11th, 2021, at 9 am at SCBEC

**11. ADJOURNMENT** – The meeting was adjourned at 9:54 by Chairman Veysey