

**Coos County Area Transportation District  
Board of Directors  
Meeting Minutes  
January 6, 2020**

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- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE** - Commissioner John Sweet, Coos County Commissioner, called the meeting to order at 9:22 AM and asked all present to introduce themselves.

Present: Director Dick Leshley, Director LouAnn Dewater, Director Melissa Dovenspike, Director Lauren Morris, Director Timm Slater, and Director Doug Veysey

Staff: General Manager David Hope, Staff Melissa Metz

Coos County: Commissioner John Sweet, Nathaniel Greenhalgh-Johnson County Counsel, Debbie Heller County Clerk

Guests: Jennifer Boardman ODOT Regional Transit Coordinator, Spencer Gordon Nasburg Huggins Insurance

Commissioner Sweet explained that he was opening the meeting as it is part of the County's role in passing the baton to the Transportation District. Commissioner Sweet went on to thank the newly elected Board members for choosing to participate in this important work with the Transportation District.

- 2. SWEARING IN OF NEW BOARD MEMBERS** – Debbie Heller, County Clerk, officiated the swearing in of the newly elected Board of Directors: Dick Leshley, LouAnn Dewater, Melissa Dovenspike, Lauren Morris, Timm Slater, and Doug Veysey.

- 3. ELECTION OF OFFICERS**

Director Slater moved to elect Director Dick Leshley as Board Chairperson. Director Veysey seconded the motion. Motion carries unanimously.

Director Slater moved to elect Director Doug Veysey as Vice Chair. Director Dewater seconded the motion. Director Veysey abstained. Motion carries.

Director Slater moved to elect Director LouAnn Dewater as Secretary. Director Veysey seconded the motion. Director Dewater abstained. Motion carries.

- 4. CITIZEN COMMENTS** - Nathaniel Greenhalgh-Johnson, Coos County Counsel, commented that in his opinion the Transportation District should prioritize the securement of an attorney to represent the interests of the District considering that transactions like staggered terms and the Transfer of Assets/Liabilities from the County to the District are coming up.

Director Veysey took the opportunity to inquire on the status of Andrew Burgmeier, Transit Operations Manager. General Manager Hope responded that Mr Burgmeier resigned effective January 3, 2020 and that the position was posted and Rebecca Jennings was offered the position. Chair Leshley shared that he was in possession of Ms Jennings resignation letter to the Board of Directors.

- 5. CHANGES/POSTPONEMENTS** – None

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**6. ACTION ITEMS**

**Resolution 2020-1: To adopt the name of the county-wide transportation district**

On February 5, 2019 the Coos County Board of Commissioners (Board) approved the formation of a non-taxing transportation district authorized under ORS 267.510 to 267.650 to provide transportation services throughout Coos County. The Board of Commissioners determined that the name for the transportation district would be the Coos County Area Transportation District.

**MOTION:** Director Dovenspike moved to approve resolution 2020-01, to adopt the name Coos County Area Transportation District. Motion was seconded by Director Veysey. The motion carries with 5 votes in favor. Motion carries.

**Resolution 2020-16: To authorize the Chair to sign necessary insurance documents for coverage**

Spencer Gordon with Nasburg Huggins Insurance was in attendance and he explained that Coos County Area Transit continues to provide comprehensive coverage while the Transportation District is under formation. Now that there is a Board of Directors for the District; however, there is a need to get into place a General Liability policy and Directors and Officers policy which includes crime coverage.

In order to bind coverage Nasburg Huggins requires three documents: 1) Joinder of Trust Must; 2) "No Known Loss Letter"; and 3) Signed General liability Proposal.

S. Gordon explained that Special Districts Association of Oregon is a not-for-profit association of special districts and other local government entities in Oregon. SDAO administers Special Districts Insurance Services (SDIS) which is the self-insured trust for SDAO members. Through that program, SDAO offers various lines of insurance coverage including property, liability, workers' compensation, medical, and dental. All the members pay into the trust which provides a bigger pool to manage loss and maintain economical rates.

S. Gordon also mentioned that SDAI provides Board training and that he is organizing a training in Coos Bay on January 27<sup>th</sup> and he will provide the lunch. More details will follow. S. Gordon also mentioned the February Special Districts Conference in Seaside. M. Metz also mentioned the brochure is on nextcloud.

**MOTION:** Director Dovenspike moved to approve resolution 2020-16, to authorize Chair Leshley to sign the three documents to bind coverage. Motion was seconded by Director Morris. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-2: To adopt and bylaws for the Coos County Area Transportation District**

The Board reviewed the bylaws and discussion ensued around the following points:

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Chair Leshley felt that the use of the word transportation rather than transit would be more inclusive of services in Section 2 Objectives. There was a general consensus that item 7(b) be moved to Section 11 Election and Tenure and that officer elections coincide with a biennium. The last recommendation made by Director Morris was that an addition be made addressing the initial 1.5 year Officer terms as they are unique for the purpose of alignment to the election cycle.

**MOTION:** Director Morris moved to table resolution 2020-2, to provide time to refine the bylaws and bring them back to the next meeting. Motion was seconded by Director Dewater. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-3: To adopt Board of Director Protocols**

Director Slater inquired if meetings had been contentious in the past. Chair Leshley responded that meetings of the advisory committee had not been contentious.

**MOTION:** Director Dovenspike moved to approve resolution 2020-3, to adopt the Board of Director Protocols. Motion was seconded by Director Morris. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-4: To establish and appoint members to the Advisory Committee**

J. Boardman, ODOT Regional Transit Coordinator, explained that the establishment of an Advisory Committee is a requirement by Oregon Law for administering Special Transportation Funds and Statewide Transportation Improvement Funds. The Advisory Committee provides a public venue for input to the Board of Directors on Transportation Services. One role that J. Boardman mentioned was the Advisory Committee ranks transportation projects for funding. Chair Leshley commented that he is interested in having a very active Advisory Committee. Director Slater was pleased to hear that public input is a legal requirement. Chair Leshley wants the Committee to meet quarterly potentially 7-10 days before a Board meeting and Director Slater wants to ensure that the time spent by our volunteers is used constructively. J. Boardman pointed out that the Committee meetings will often revolve around the time when grants are coming due.

**MOTION:** Director Veysey moved to approve resolution 2020-4, to establish the Coos County Area Transportation District Advisory Committee and appoint Diane Johnson, Gabriella Colton, Tara Johnson, Selena Irvin, Debora Eversole and Genevieve Sharkey. Motion was seconded by Director Slater. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-5: To establish staggered board terms**

- Position 1: Timm Slater term expiring June 30, 2021
- Position 2: Richard Leshley term expiring June 30, 2021
- Position 3: Lauren Morris term expiring June 30, 2021
- Position 4: Melissa Dovenspike term expiring June 30, 2023
- Position 5: LouAnn Dewater term expiring June 30, 2023
- Position 6: Vacant term expiring June 30, 2023
- Position 7: Doug Veysey term expiring June 30, 2023

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**MOTION:** Director Veysey moved to approve resolution 2020-5, to establish staggered board terms. Motion was seconded by Director Slater. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-6: To authorize filings to complete formation of the Coos County Area Transportation District**

The General Manager and South Coast Business Employment Corporation (SCBEC) Staff acting as an Agent of CCATD require authorization on behalf of the CCATD Board of Directors to make any filings and applications including submittal of the Employer Identification Number Application, the System for Award Management registration form, the Secretary of State Audits Division registration form, and any other applications, forms, permits or licenses required by law or deemed necessary or advisable to complete the formation of the Transportation District to conduct business.

Chair Leshley recused himself as he also serves as Chair of the South Coast Business Employment Corporation Board of Directors.

**MOTION:** Director Veysey moved to approve resolution 2020-6, to authorize filings to complete the formation of the Coos County Area Transportation District. Motion was seconded by Director Morris. The motion passed with 4 votes in favor and 1 abstention. Motion carries.

**Resolution 2020-7: To establish a checking account with Umpqua Bank**

Staff seek authorization to open account with Umpqua Bank, for the Board to designate officers and agents of said account, as well as the Board designate authorized signers.

**MOTION:** Director Veysey moved to approve resolution 2020-7, to authorize the opening of an account with Umpqua Bank, authorize the General Manager and the District Board Chair as the authorized signers on the account and authorize Melissa Metz and Amy LeBaron as authorized agents of CCATD for the purpose of transacting business and maintain accounts. Motion was seconded by Director Slater. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-8: To establish procedures around public meetings and records law**

Staff asks the Board of Directors approve the procedures to comply with Oregon's Public Meeting and Records Laws, ORS chapter 192.

Director Slater did caution the group on the dangers inherent to chained electronic communication and cited Handy v. Lane County where the Public Meetings Law was found to be violated by 'deliberation' among a quorum even if the quorum is not all together at the same time and place.

Director Morris asked that this policy be reviewed by an Attorney once we secure one.

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**MOTION:** Director Veysey moved to approve resolution 2020-8, to adopt the Public Meetings and Public Records polices. Motion was seconded by Director Slater. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-9: To appoint David Hope as General Manager**

Director Dewater inquired if \$10,000 single transaction authority was sufficient for the General Manager. M. Metz explained that under the county the threshold was \$5,000 was a list of exceptions and the auditor felt that a higher threshold would be a better practice. General Manager Hope felt that \$10,000 was sufficient to carry out his duties.

**MOTION:** Director Dovenspike moved to approve resolution 2020-9, to appoint David Hope as the General Manager for CCATD. Motion was seconded by Director Dewater. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-10: To provide “Free Ride Week”**

Most transit agencies across the county provide free ride weeks or days on fixed routes for a variety of reasons. Free ride weeks and days promote ridership, market the system, and usually generate positive public relations. General Manager Hope reported that we historically have participate in a Free Transportation Day in connection to the HUD mandated “Point in Time” count. Director Veysey and Director Dovenspike both chimed in that this effort has been supported by CCAT for several years. Director Morris asked how this event will be promoted. General Manager Hope indicated that it would be promoted through press release and flyers. Several Board Members offered to help post and distribute information on the event.

**MOTION:** Director Veysey moved to approve resolution 2020-10, to provide “Free Ride Week”. Motion was seconded by Director Dovenspike. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-11: To adopt Scheduling, Dispatching, and Customer Service Guidelines**

General Manager Hope explained this is a new policy document to provide guidance and support training of staff. Chair Leshley recommended that this document go to the Advisory Committee for review and comments.

**MOTION:** Director Veysey moved to approve resolution 2020-11, to adopt Scheduling, Dispatching, and Customer Service Guidelines. Motion was seconded by Director Dovenspike. The motion passed with 5 votes in favor. Motion carries.

**Resolution 2020-12: To adopt Standard Operating Procedure (SOP) Process**

The General Manager will need to create, edit, and approve Standard Operating Procedures which will provide detailed instructions relative to specific job functions from time to time to staff and contractors.

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Director Slater asked if this process is adopted will SOPs come back to the Board. General Manager Hope confirmed that they would.

**MOTION:** Director Veysey moved to approve resolution 2020-12, to adopt the Standard Operating Procedure Process. Motion was seconded by Director Morris. The motion passed with 5 votes in favor. Motion carries

**Resolution 2020-13: To establish additional meetings of the CCATD Board of Directors**

A discussion of the best time to meet and location ensued. The Board landed on 8am Mondays at South Coast Business Employment Corporation. M. Metz asked J. Boardman when all the formation documents need to be finalized to ensure that funding was not delayed to the Transportation District. J. Boardman indicated January 24, 2020 for a February 3, 2020 cut over.

**MOTION:** Director Morris moved to approve resolution 2020-13 with the revised meeting schedule of 8am Monday mornings. Motion was seconded by Director Slater. The motion passed with 5 votes in favor. Motion carries

**Resolution 2020-14: To establish account in the Local Government Investment Pool**

Coos County Area Transit currently has an investment account through the local government investment pool. It has provided significant interest which is not available otherwise through a traditional banking institution.

**MOTION:** Director Slater moved to approve resolution 2020-13 to establish an account with the Local Government Investment Pool. Motion was seconded by Director Morris. The motion passed with 5 votes in favor. Motion carries

**Resolution 2020-15: To adopt the Human Resource Policy Manual**

**MOTION:** Director Veysey moved to approve resolution 2020-14 to adopt the Human Resource Policy Manual. Motion was seconded by Director Slater. Discussion ensued around the desire to spend more time reviewing the document. The motion was withdrawn.

**MOTION:** Director Dewater moved to table resolution 2020-14 to the next meeting. Motion was seconded by Director Morris. The motion passed with 5 votes in favor. Motion carries

Director Dovenspike requested a cover letter be drafted to accompany the handbook summarizing any significant changes.

**Resolution 2020-17: To appoint a Budget Officer for fiscal year 2019-2020**

**MOTION:** Director Veysey moved to approve resolution 2020-17 appointing Melissa Metz as the Budget Officer. Motion was seconded by Director Slater. The motion passed with 5 votes in favor. Motion carries

M. Metz indicated she would post a public meeting notice for the Budget Committee Meeting to take place on January 13, 2020, 9:30AM at South Coast Business Employment

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Corporation. The following Board of Directors volunteered to serve: Dick Leshley, LouAnn Dewater and Melissa Dovenspike.

**7. INFORMATION ITEMS**

J. Boardman gave a presentation on “ODOT Rail and Public Transit and Its Role”. The Board members received handouts including a PowerPoint presentation, map and a list of transit acronyms. J. Boardman explained that ODOT provides funding, helps manage assets, oversees compliance, provides technical assistance and is a resource for various polices and plans related to transit. As our Regional Transit Coordinator, J. Boardman will continue to provide technical assistance and training as the District comes online.

General Manager Hope gave an update on the suspension of Veteran rides to Roseburg as the funding has been exhausted. It is anticipated that the intercity route between Coos Bay/North Bend and Roseburg should come online in a couple months. In the meantime, the Area Agency on Aging has waived the 2 rides per year for this population as long as there are volunteers available to provide the rides.

**8. CONSENT AGENDA – none**

**9. ADJOURNMENT 11:35**