

Minutes
Douglas County Transportation District
Monday, January 14, 2019 5:30 pm
Roseburg VFW, 1127 Walnut Street

PRESENT: Mark Hendershott, Jennifer Bragg, John Parker, John Campbell, Sheri Moothart, Mike Baker, Kat Stone

ABSENT: none

GUESTS: Jennifer Boardman (ODOT)

I. Call to Order:

The meeting was called to order at 5:30 pm by Board Chair Mike Baker.

II. Roll Call

Roll Call was taken by the Board Chair Mike Baker. All District Directors were in attendance.

III. Pledge of Allegiance

Recitation of the Pledge of Allegiance

IV. Review and Approval of Minutes of January 7, 2019 meeting

MOTION: John Parker moved to accept the minutes from January 7, 2019. Motion was seconded by Jennifer Bragg. Motion carries.

V. Discuss Bylaws for DCTD Board of Directors

A copy of the Bylaws adopted by the Rogue Valley Transportation District Board of Directors was provided as a template for the Directors to review and make change recommendations and then adopt for their bylaws.

John parker asked for clarification where it stated no one but board members are allowed to attend staff meetings. That statement will be corrected in the DCTD bylaws.

Page 20 "Do not Attend Staff Meetings unless Requested by Staff". It was agreed to remove this section.

Mark Hendershott questioned if the "Roles and Responsibilities of Board Members" was needed. He felt it was redundant. Mike stated that the bylaws are just the first 3 ½ pages.

John Parker referenced page 2 section B where it referred to “keeping with Sturgis Standard Code of Parliamentary Procedure”. John stated that he would like to use Robert’s Rules of Order. Mike commented that he was not aware of the difference between the two practices.

Jennifer Bragg referenced page 1 section C “Absences”. The bylaws stated that Board members shall not be absent for more than four (4) consecutive monthly meetings, or from more than six (6) meetings in a consecutive 12-month period, verifiable serious illness or emergency situation accepted. Jennifer stated that number seems too high. It was agreed that changing to three (3) consecutive monthly meetings would be more reasonable.

Mark Hendershott had concerns with the bylaws stating “If a board member is unable to complete his term due to inability to attend and participate on a regular basis or for any other reason, he will notify the Board either verbally or in writing of his resignation”. John felt that it should state that they are expected to resign from their position.

Page 2 States Board members who, during his or her term of office, is convicted of a felony, or is convicted of any crime comprising obstruction of governmental administration, coercion, harassment, menacing or infliction of physical injury to another person, shall be deemed to have resigned from the board. It was agreed by the Directors to remove verbiage above that is underlined.

Meetings: The July meeting of any particular year is when terms start to elect new officers. Once the election is over they should stay until the election of new officers for the following fiscal year.

John Parker Page 2 section 5, under Officers. Recommended to add that the Chair term cannot be for more than 4 consecutive years.

Conflict of Interest section to be added for voting or participating to be placed before section 9 or after section 10.

Page 1 section b Vacancies: The Board needs to develop an application for vacancies. Change the first sentence to read: In the event of a vacancy on the Board, the vacancy shall be published as soon as possible for the term of one week in the newspaper of general circulation and placed on the website in Douglas County, Oregon.

Roles and Responsibilities will be removed (page 11)
Keep page 17 Board of Director Protocols and page 22 Code of Personal Decorum. Make it separate from the bylaws.

Page 20 Section 13: remove section b Budgeting Process.

Sheri will make the corrections that the committee agreed to change and it will be on the agenda for January 28th.

VI. Review existing Douglas County Coordinated Plan Jennifer Boardman (ODOT) Cheryl Cheas (UCAN)

Jennifer provided a copy of the Coordinated Plan to the Directors and reviewed the contents.

The Coordinated Plan is derived from public meetings and public input. The rule says that it should be updated every 3 years. This plan is dated in 2013 so it is a few years past it's prime. The rule says it should be updated, but does not have to be updated.

Most grant projects for 5310, STF and STIF are required to be a Coordinated Plan. The federal grants must be a Coordinated Plan. State plan can be a Master Plan, Coordinated Plan or a Transit Public Plan. They have to be developed through a public process and should cover the entire Douglas County service area.

The next round of application is due May 1st. Must go through the public process to get the projects into the plan. The funding for the application is available in October or the first part of November.

Jennifer reviewed the reasons to reject the plans. A timeline was included to show the project deadlines.

Projects

Section 5311 application is due 2/8/19

Section 5310 and STF applications are due 3/15/19

Dennis is running the process. The STIF/STAC committee are meeting on January 24th at 1:00 at the courthouse to make recommendations and prioritize to the Douglas County Transportation District Board for final funding. Funds will be dispersed in July.

The county is responsible for updating the Coordinated Plan. It typically becomes a compliance issue with the State. It is a project for STIF to complete. This plan will be a 2-year plan since it is a new process and the next biennium it can be a choice of 2 or 4 years. STIF plans are locked in once in process.

VII. Transit Training Jennifer Boardman (ODOT)

STIF Process

Jennifer explained that an advisory committee is a committee formed by a qualified entity. Transportation Committees must have at least 5 members.

Advisory committees and their rules were discussed

Bylaws and a list of what bylaws must contain

- Advisory Committee requirement is that they are appointed by the qualified entity.
- Members should have knowledge of public transportation.
- Members should be represented by the diverse population geographic of the area.
- Members guided by written bylaws.
- Members have set terms of office.
- Minutes and bylaws must be published in a timely manner with a retention of 6 years.
- The composition of the committee should be knowledgeable of transportation.
- Members of the committee should be from local government, public transportation service providers, major destinations, bike or pedestrian individuals, transit users.

Must be included: low income individuals, individuals 55 or older, people with disabilities and public transportation service providers or nonprofit entities that provide public transportation services.

Committee Responsibilities:

- Review and prioritize transportation projects ensuring that they contain items described in the STIF trans functions.
- Review projects and come back to the board for approval.
- Required to meet 2 times a year but can meet more as necessary.
- Advisory committee is required to hold public meetings as applicable to review every project proposed solution.
- Recommend of approval or rejection of proposed projects and recommendation of prioritized projects within the geographical boundary.
- Projects have to be part of the adopted Coordinated Plan.
- Serving communities with a higher percentage of low income households.
- Increase services, expand bus routes and bus services in communities, reduce fares for public transportation in the communities. Improve services and liabilities inside and outside of the area
- Increase coordination of the public transportation service providers to reduce fragmentation.
- The only requirement is expanding student services 9-12. This is the most difficult process for rural communities.
- Providing transit for homeless individuals.
- Working with students to get them home from activities.
- Advertising can be charged against the plan.
- More guidance will be coming out in February.
- Look at geographic equity for projects.

They are not allowing maintenance of current service. It is supposed to be for expanding and enhancing new services.

STIF plans are out on the website. Sunset Empire and Josephine County are plans to look at. When looking over applications they are looking to see if communication took place with other transportation providers.

VIII. Discuss Public Communication Strategy During Agency Formation

- Put together webpage Publish agenda and minutes.

- Archiving and posting is required.
- Still need to develop logo

IX. Update on Formation

- Mike is still waiting to hear back regarding the Special District. A senior staff member has been assigned to them.
- No information on insurance at this time.
- Banking: in the process of opening the checking account with Umpqua Bank. It requires \$100 to open the account.
- John shared 2 submissions for the District logo.
- Mike has inquired about the Intergovernmental agreement with Douglas County to execute it. Dennis informed Mike to submit to Commissioner Boice for approval.
- Mike will be sending out information to the Directors to include a budget of approximately 75 thousand dollars to use for legal services and there is money for ¾ FTE for Administrative Assistant. This will allow Dennis to do some of the work and to hire Eileen.

X. Agenda Build

- IGA to discuss
- Special Districts
- Bylaws for the board
- Insurance
- Police ordinance: Title 6 program and will need to adopt a complaint form, rules and policies that currently exist (Mark to work with Dennis and Cheryl)
- Civil rights
- ADA
- Logo
- STIF/STAC committee recommendation - public hearing

Next Meeting

Monday, January 28th at the VFW Hall in Roseburg.

XI. Public Comment (Limit to 5 minutes total)

Cheryl Cheas attended a SW transportation meeting where they are looking at making a regional plan that would include opportunity for all of the transportation communities. The cities are looking at ways that they can connect projects.

XII. Adjournment 7:34