

**Minutes**  
**Douglas County Transportation District**

Monday, April 8, 2019 5:30 pm  
Roseburg VFW, 1127 Walnut Street

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

**ABSENT:** all members present

**1. Call to Order:**

The meeting was called to order at 5:33 pm by Board Chair Mike Baker.

**2. Roll Call**

Roll Call was taken by the Board Chair Mike Baker.

**3. Pledge of Allegiance**

Recitation of the Pledge of Allegiance.

**4. Review and Approval of Minutes of March 11, 2019 meeting**

**MOTION:** John Parker moved to accept the minutes from March 11, 2019 board meeting. Motion was seconded by Jennifer Bragg. Motion carries.

Amendment: On page 4 the final amount to ask the county to transfer to the transportation district should be \$60 and it is documented as \$50k.

**5. Public Comment (limit to 10 minutes total)**

No public comment

**6. Resolutions**

- A. Resolution 19-7 - Resolution Establishing a Public Records Request Policy  
Mike reviewed the policy and procedure for access to public records which details document requests, document inspection, cost estimate, request response time, labor costs, material costs, fee collection and waiver or reduction of fees.

**MOTION:** John Parker moved to adopt Resolution 19-7 Establishing a Public Records Request Policy. Motion was seconded by Mark Hendershott. Motion carries.

**Public comment**

A member in the audience brought up the cost of copies at 50 cents and felt that it was too high. It was suggested to reduce the costs to 25 cents for 1 to 50 pages and 15 cents for over 50 pages.

Alyssa McConnel asked when the board documents would be posted on line. Mike responded that when funding allows, all documents will be posted to a dedicated website. Currently UTrans is posting the agenda on their website.

**Amendment to the motion:** to change the cost of black and white and color copies to 25 cents for 1 to 50 copies and 15 cents for over 50 copies.

A Motion was made to amend the cost of copies. All approved. Motion carries.

B. Resolution 19-8 - Designating a Registered Agent and Office

Mike reviewed the resolution naming the District registered agent as Cheryl Cheas and the district address as the UCAN UTrans office on 610 SE Rose Street.

**MOTION:** Mark Hendershott moved to adopt Resolution 19-8 Naming Registered Agent and Office. Motion was seconded by John Campbell. Motion carries.

C. Resolution 19-9 - Adopting the Coordinated Public Transit Human Services Transportation Plan

Mike stated that this plan is required for all Federal Agencies. This plan is from Douglas County and it is required to have a plan in place to qualify as an entity for federal funds.

**MOTION:** John Campbell moved to adopt Resolution 19-9 Adopting the Coordinated Public Transit Human Services Transportation Plan. Motion was seconded by Kat Stone. Motion carries.

D. Resolution 19-10 Adopting DCTD FTA Procurement Policies

Mike reviewed the procurement policy, which is a requirement of the FTA.

**MOTION:** Sheri Moothart moved to adopt Resolution 19-10 Adopting DCTD FTA Procurement Policies. Motion was seconded by John Parker. Motion carries.

## 7. Public Hearing

A. Ordinance Adopting Local Government Public Contracting Regulations, Ordinance No. 2019-02, First Reading

Mike reviewed the ordinance with the District.

Opened public Hearing;

Alyssa McConnel: (page 7) asked about including communication on social media or alternative means of communication. Mike stated that by statute they are we required to advertise in a daily newspaper of general circulation. Kat stated that the News Review is not available at certain locations such as the coastal communities and wanted to make it known when those communities are involved we would need to advertise in other newspapers.

Public Hearing closed: 6:08

B. FY19 Budget (April to June 30) Resolution 19-11 – Adopting a Partial Fiscal Year 2019 Budget and Making Appropriations

Mike explained that this is a simple budget. He reviewed the resolution and budget. He explained that LB-10 is a roll up which covers resources. LB-20 identifies where the funding is from. LB-30 covers personnel services. Correction on form LB-30 the budget year shows 2018-2019.

Public comments: Matt Droscher, Executive Director of UVDN asked if there is a budget for the next fiscal year. Mike explained that would be much more involved and beyond his capabilities.

**MOTION:** Kat Stone moved to approve Resolution 19-11 FY budget. Motion was seconded by Mark Hendershott. Motion carries.

**8. District Items**

A. Approval of STIF Projects and Application

The district was asked to provide an application which will be up for review by ODOT by next week and the Oregon transportation Commission by May 1<sup>st</sup>. Funding is expected after November 1<sup>st</sup>. Cheryl Cheas provided a handout that listed the projects and gave an overview of the STIF projects. Discussion on projects and priorities.

**MOTION:** Sheri Moothart moved to accept the recommendation of the STIF committee seconded by Kat Stone. Motion carries.

Mike proposed an amendment – reduce project 14 to 25 and trade a new project number 35 for a dial a ride van. Motion carries.

B. Intergovernmental Agreement with Douglas County on Transfer

The county has prepared a draft. Keith Cubic Douglas County special projects coordinator. The agreement will be no later than June 30<sup>th</sup>. 10k will be made to the District for startup and implementation of the IGA. The county will pay the invoices or provide the check to the District. IGA will be targeted for the transfer of April. Asset transfer be held separately. Transfer will transfer no later than June 30<sup>th</sup>. The IGA recognizes that the District will not be funded.

The process is to be reimbursed by Identifying line items and send the invoices to the county to be paid. List of duties once the employee transfer takes place.

Keith provided a copy of the Intergovernmental agreement for transfer of public employee and discussed the options in the employee transfer law.

Mike Fieldman: offered to have UCAN help cover expenses.

**MOTION:** John Parker made a motion to authorize Mike Baker to speak with UCAN Mike Fieldman regarding assistance with funding. Motion was seconded by Jennifer Bragg. Motion carries.

- C. Memorandum of Understanding (MOU) with UCAN for District Support  
Contract administrative services with UCAN for one year. Hire Cheryl Cheas and hire an administrative assistant. UTrans employees and Dial A Ride employees will work for the District. The board will combine the Dial A Ride employees with UCAN, provide benefits and increase their salary. UCAN will provide the gap funding until November until the District gets the STIF funding. In effect July 1<sup>st</sup>.
- D. TGM Grant Request – Transit Development Plan  
Submitted a grant. Need letters of support. Application due June 6<sup>th</sup>.
- E. Budget Committee Appointments – Fiscal Year (FY) 2020 budget  
Required to have a budget. Involves putting together a budget committee as well as the public. Neuner Davidson is proceeding with the District budget to meet the July 1<sup>st</sup> deadline. They are putting together chart of accounts, financial policies and procedures. The budget should be complete May 8<sup>th</sup>. Mike announced the budget committee and their termination dates.

**MOTION:** John Parker moved to approve the budget committee members as appointed.  
Seconded by John Campbell. Motion carries.

- F. VFW Rent  
Reimburse the VFW for the monthly rental charge of \$75.

**MOTION:** Sheri Moothart moved to pay the VFW Hall from January for the use of their facility.  
Seconded by Jennifer Bragg. Motion carries.

- G. Contract Modification Requests  
None

## 9. Transit Updates – Jennifer Boardman

The state is working on a letter to give to the county that says the District is the qualified entity for STIF. The new agreements will be through the District, which is in effect. Made aware that changes can be made to the recommendations of the STIF committee Quarterly meeting for the transit managers on the 17<sup>th</sup>. It is not open to the public. Discussing funding, presentation on importance of transit. Vehicle transfer – requirement to meet the June 30<sup>th</sup> deadline

## 10. District Update – Mike Baker

Check list was provided to the board for all activities that need to be accomplished to accept federal and state funds.

- Drug and alcohol policy
- Grant and appeals
- Checking civil rights – not sure if it had an equal opportunity program/policy included.
- Copies of all of the contracts with service providers.
- Financial policies procedures in place

- Letter from Mercy to work with the District on a communication plan.
- Mike proposed that the District change the name by removing County.

## **11. NOA**

John Parker suggested that the District receives training from the Special District.

## **12. Agenda Build**

**Adjournment 9:05 - Next Meeting May 13<sup>th</sup> at the VFW Hall in Roseburg**

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