

Minutes
Douglas County Transportation District

Monday, January 7, 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) Mike Fieldman (UCAN) Colleen May (UCAN)

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 December 18, 2018 meeting

MOTION: Sheri Moothart moved to accept the minutes from December 18, 2018. Motion was seconded by John Campbell. Motion carries.

V. STAC/STIF Bylaws & Advisory Committee Members

A resolution was passed in December identifying the positions and terms for the STAC/STIF committee. The county with the current federal funding is required to have a Special Transportation Advisory Committee (STAC) so that there is a public process for the funding to go through.

The Douglas County Transportation District is also required to have a STAC committee as well as a Special Transportation Improvement Fund (STIF) committee. Since both committees are similar, the committees will be combined. The committee will have 7 members. STAC provides a lot of the funding for seniors that run through Dial A Rides but also impacts UTrans. It was important to the District to ensure that the fixed transportation (UTrans) had a position on the committee as Dial A Ride does. Members that were on the current county STAC/STIF committee were contacted to verify that they wanted to continue their membership with the new Transportation District.

A copy of the STAC/STIF bylaws was provided to the district members containing a listing of the names and the positions that each represents. Four of the areas are groups that are required for the committee.

- 2 service providers for fixed route
- 1 representing disabilities
- 1 representing seniors
- 1 representing veterans
- 1 travel interest and low income

MOTION: John Parker moved to approve the STIF/STAC bylaws. Motion was seconded by Jennifer Bragg. Motion carries.

MOTION: John Parker moved to appoint the members of the STIF/STAC committee. Motion was seconded by Sheri Moothart. Motion carries.

**VI. Resolution 19-01
Designating Bank and Signatories**

Mike contacted IRS and established an employee identification number.

A document was provided by Mike, showing the bank fees for a general operating checking account and payroll checking account with the following banks; Cascade Community Credit Union, Banner Bank and Umpqua Bank. Banner Bank required a monthly fee while the others didn't.

Mike made inquiries with other agencies to see who they used and most used Umpqua Bank. Mike mentioned that they have an entire division dedicated to handling public funds.

Motion to open the District bank account with Cascade Community Credit Union

MOTION: John Parker moved to open the District bank account with Cascade Community Credit Union. Motion was seconded by John Campbell Motion carries.

Vote for: John, John, Kat

Vote Opposed: Sherri, Jennifer, Mark, Mike

Motion Failed

Motion to open the District bank account with Umpqua Bank

MOTION: Mark Hendershott moved to open the District bank account with Umpqua Bank. Motion was seconded by Jennifer Bragg Motion carries.

VII. Senior Companion Overview Presentation (Mike Fieldman – UCAN)

Mike Fieldman, Executive Director of UCAN introduced a program that the county transportation has supported over the years called Senior Companions. Colleen May Director of the program gave an overview, discussing the seniors needs and what the program provides. Rides are provided to the seniors who are outside of the Dial A Ride area or UTrans schedule. Rides are provided to shop, doctors' appointments, lunch, run errands, respite, and a variety of other needs. 140 clients are served every year from this program. The program averages 9000 miles every three months.

VIII. FTA 101 Training (Jennifer Boardman - ODOT)

Jennifer provided a handout with her PowerPoint presentation of the FTA 101 training. She reviewed and discussed the documents. Areas that were covered:

- USC title 49, Chapter 53, covers Public Transportation
- Title 49 of the CSR covers Public Transportation
- Plans that are Pre-Application Requirements
- TIP- Transportation Improvement Plan
- STIP - Statewide Transportation Improvement Plan
- SMP - State Management Plan – policies and procedures used to administer programs in rural areas
- POP - Program of Projects – a list of sub-recipients and projects state is applying for
- 5311 - formula grant for rural areas < 50,000
- 5310 - Enhanced mobility of seniors and individuals with disabilities
- 5339 - Bus and bus facilities

RLS & Associates are contracted by the state and provides the compliance reviews. Jennifer provided a link to the state transit rules and compliance rules. The 5311 grant is coming up in March, this is for population less than 50,000.

IX. Special Districts Association of Oregon

Mike has made inquiries on insurance and is waiting for others go get back to him. The Special Districts Association will provide assistance in creating all of the other documents needed. The goal is to join the Association as soon as possible. The Transportation District will need to find someone to work as a consultant to take on the tasks that the Special Districts Association does not.

X. District Logo

There is a need for acquiring a logo for the District. John Parker suggested involving the community to get submissions. John will take on the project. All submissions should be turned in within the next month directly to John.

XI. Agenda Build

Review the Rouge Valley bylaws
Coordinated plan from Jennifer
STIF plan requirements from Jennifer
Long range transit plans
STIF application (Dennis)
Communication to the public
Seeking submissions of the district logo

Mike received a request from LTD to write a letter of support from the district – creating a new route Coos Bay to Florence, then from Florence to Eugene. They are applying for grant funding and asked for a letter of support. Mike will write the letter and copy the directors.

MOTION: Mark Hendershott moved to support writing a letter of support for LTD. Motion was seconded by Jennifer Bragg. Motion carries.

Next Meeting

Monday, January 14th at the VFW Hall in Roseburg.

XII. Public Comment (Limit to 5 minutes total)

Monica (Douglas Rides) asked about the Feb 8th funding deadline, will Dennis come to share what he is doing? Mike will ask if he is able to attend the next meeting.

Alyssa McConnell - would like to apply to be on the committee.

Cheryl Cheas (UTrans) spoke about the match criteria for 5310 funding. Cities choosing to no longer use the transit system causes losing the match.

William Smith - served on STAC committee for 3 years. People want transparency. He would like to see more communication if possible.

John Parker commented that he feels a public relations person is needed until a General Manager is assigned. He mentioned that there are people in the public that are upset because they do not know what is going on. It was suggested to create a monthly release. Jennifer agreed that the public needs to be informed. Mike stated as a public agency we first need a social media policy. More will be discussed at the next meeting.

XIII. Adjournment 7:42