

Minutes
Douglas County Transportation District

Regular Meeting
Monday, March 11, 2019 5:30 pm
Roseburg VFW, 1127 Walnut Street

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

ABSENT: all board members are in attendance.

I. Call to Order:

The meeting was called to order at 5:36 pm by Board Chair Mike Baker.

II. Roll Call

Roll Call was taken by the Board Chair Mike Baker.

III. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

IV. Review and Approval of Minutes of February 11, 2019 meeting

MOTION: Kat Stone moved to accept the minutes from the February 11, 2019 board meeting. Motion was seconded by John Parker. Motion carries unanimously.

Amendment to the February 11, 2019 minutes: Correction needed. John Parker was noted as both the person that made the motion and seconded it. It should read: seconded by Mark Hendershott

V. Public Comment (limit to 5 minutes total)

Mike Baker referred to the back page of the agenda where he had documented the guidelines for public comment. Once an agenda item is discussed by the board, the audience can raise their hands to address the item, or make comments. There will be an opportunity for public comment for items not on the agenda once the last item on the agenda is completed which is typically the Agenda Build. There is an Executive Session on the agenda for this meeting where only the media can attend.

VI. Presentation by DAV

No presentation.

VII. Ordinances

A. Police Ordinance Governing Conduct in the use of District Facilities, Ordinance No. 2019-01, Second Reading

Mike Baker read the purpose of the ordinance. Last meeting was the first reading of the ordinance and public hearing. With adoption by the Board, the ordinance will take effect 30 days from today.

MOTION: Mark Hendershott moved to adopt the Police Ordinance Governing Conduct in the use of District Facilities. Motion was seconded by Jennifer Bragg. Motion carries unanimously.

VIII. Resolutions

- A. Resolution 19-5 Naming Insurance Agent of Record
The insurance company is Umpqua Insurance. Mike Carter is the agent representing the District.

MOTION: John Parker moved to adopt Resolution 19-5 Naming Insurance Agent of Record. Motion was seconded by John Campbell. Motion carries unanimously.

- B. Resolution 19-6 Approving Transfer of Public Transportation Assets from Douglas County to the Douglas County Transportation District
The Board of Commissioners will approve this month. The District is passing a resolution to request this process be completed. There is a tentative list of assets from both UTrans and Dial A Ride that ODOT will be verifying with the county ensuring that all vin numbers match with the list from the county. The county will also be required to pass a resolution to transfer the assets. There may be additional assets that the county will transfer such as computers.

MOTION: Sheri Moothart moved to adopt Resolution 19-6 Approving Transfer of Public Transportation Assets from Douglas County to the Douglas County Transportation District. Motion was seconded by Mark Hendershott. Motion carries unanimously.

IX. DCTD Structure, Facility Needs

Mike is working on preparing two budgets. He is creating one that will get through the end of this fiscal year (June 30) and an annual one for the next fiscal year.

Mike is currently working with Jeff Cooley with the CPA firm Neuner Davidson & Co. to assist him. Mike asked to bring the CPA firm on board within the next several months to start putting the budget together.

The Coordinated Plan is a requirement to be completed. The Transit Development Plan is a new plan that the District will be working on. This plan will look at the routes and connections to serve the appropriate areas. Updates for Civil Rights and ADA plans also need to be modified.

Budget: the District will receive the STIF funds in November, so Mike is working to ensure that we have enough funding up to that time. Currently we have no funding. The county is looking at transferring \$10,000 however Mike would like to increase the funding request from the county to \$40,000 based on looking at the current needs such as insurance. The county is working on the intergovernmental agreement, which is currently under review; once it is complete, the District can begin to spend funding. Once the funds and the contracts are passed over to the District, it will allow for procurement. The budget for next year needs to be adopted by the June meeting and the District will currently serve as the budget committee.

Mike budgeted to pay for administration positions, which includes a General Manager and an Administrative Assistant.

It was agreed by the District Board to hire an Administrative Assistant. The District Board also agreed to continue with the existing contract with UTrans and other service providers.

Dennis Pinheiro has agreed to work as an independent contractor. Kat has requested to look at the detailed budget from the county to view the existing expenditures and contracts with the service providers.

Facility needs

Mike Fieldman is looking for a new space to park the buses to eliminate the non-revenue service miles as well as additional costs for the drivers for pick up and dropping off the buses. Cost is currently \$500 a month to park the buses.

Physical requirements include a room for the combined call center (Douglas Rides with the UCAN dispatchers) as well as space for a meeting room and office space for the Administrative Assistant and General Manager.

John Parker received and read a letter that he received from the VFW Quartermaster. The letter stated that the rental cost for the use of the space is charged at \$75 per day to cover the overhead costs of the facility.

John Parker shared some recent commercial real estate listings to potential sites for the Transportation District and UTrans along with possible bus parking. He invited the listing agent to the meeting for questions. Discussion on one of the properties off Diamond Lake that looked promising for UCAN since their current contract is up in October. Mike Baker stated that the District needs to have an attorney first to purchase the property and the District has to develop a procurement policy, after which a RFP can be conducted. The STIF funds will not be received until November.

X. Transit Updates – Jennifer Boardman

- STF and 5310 applications are due this Friday, by the end of the day.
- Jennifer completed the Statement of Work for the 5311. A copy was forwarded to Mike.
- Agreement with the state: all current contracts with the providers are currently with the county and need to be transferred to the District by July 1st.
- STIF applications are due May 1st. Process must be followed as far as public involvement and making sure the bylaws have been adopted, STIF meetings to approve of what is going to be done as part of the projects.
- The Coordinated Plan is a 3 to 5 year document that lays out how to utilize the funds for the STIF 5310. They must be created for application funding. For this STIF cycle the county coordinated plan can be used.

- The county has money from the 5310, 5311, STIF and other discretionary funds. Make sure to have the accounting practices in place to know what they were originally intended for.
- ODOT's Deputy Director over Transit is retiring and a search taking place to replace him. He is leaving at the end of June.
- Several trainings coming up.
 - Grant management training was recommended for the District Board members to attend. It will be scheduled in June or July. She will inform the District once the date is firm.
 - Transit 2 training is scheduled for July. The training will be in Roseburg or Grants Pass.

XI. District Update – Mike Baker

- County is moving forward on the IGA
- Bookkeeping payroll and accounting services with Neuner Davidson
- Public contracting needs to be taken care of
- Need information on where to keep public records
- Local government public contracting regulations
- Consider process for selecting attorney and accountant
- Develop employment policies and procedures
- County funds to the District bank
- County to transfer assets to the District
- Board and county bill of sale for personal property

Mike provided a budget sheet for the District to review to include all costs to run the District until November 1st. He will present to the county to ask for an increase of \$40,000. Mike will recalculate the funding needed to present to the county.

MOTION: John Campbell made a motion to request the Board of Commissioners to transfer funds in the amount of \$40,000 to the District. Seconded by Jennifer Bragg. Motion carried unanimously.

AMMENDED MOTION: Kat Stone made motion to request Board of Commissions to transfer funds for anything less than \$50,000 inclusive of the \$10,000 originally asked. Sheri Moothart seconded the motion. Motion carries unanimously.

XII. NOA

Cheryl Cheas: her contact with the DAV indicated that more service is needed in the Glide area and Reedsport as well.

John Parker asked how Douglas Rides and UTrans were impacted by the recent snow.

Dial A Ride response

- The first week of snow Dial A Ride was down
- Communication was definitely an issue
- Calls got lost with the power going on and off

- Need backup systems in place such as a generator
- Cannot function without communication abilities. Need alternative communication abilities especially in outlining areas, if the cell towers are down there is no ability to communicate

UTrans response

Closed on Monday

Called everyone back in on Tuesday

Was not able to provide service on Wednesday

Thursday back in service

Only two buses had chains

Paratransit was run for those critical lifesaving services

District Managers input

Jennifer: Dial a ride providers are located at the City Hall in Sutherlin and the City Hall closed so the services had to shut down.

John Parker suggested having a workshop retreat with the key people running the services to discuss options for communication. As a District, John feels that there is a need to understand the weaknesses to better prepare a disaster recovery plan.

Mike Fieldman mentioned that there is a group in the county that meets to develop preparedness for disasters. The group is called Communities Organize Against Disaster (COAD)

XIII. Agenda Build – Next meeting April 8, 2019

- Fiscal year 19 budget
- March 28th at the court house STIF/STAF meeting (1:00) room 311 discuss STIF projects
- Possible items on the 2020 budget
- Possible CPA
- Possible attorney
- Update on the IGA
- Transfer public records
- Facility update

No public comments

XIV. Executive Session ORS 192.660(2)(a) – consider employment of a public officer

XV. Adjournment 7:30