

**Minutes**  
**Douglas County Transportation District**  
Monday, December 18, 2018 5:30 pm  
UCAN, 280 Kenneth Ford Drive, Conference room A

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

**ABSENT**: none

**GUESTS on phone**: 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**

Pledge of Allegiance was led by John Parker.

**IV. Review and Approval of Minutes of December 10, 2018 meeting**

The minutes were provided to the board in advance for their review.

**Corrections:**

Page 3: reference was made regarding UTrans using the washing station from the School District. That location was incorrect and should state First Student Bus lot.

Page 5: The motion in the minutes referenced resolution 18-10. This was a typo and should read 18-01.

**MOTION**: Sherri Moothart moved to accept the minutes from December 10, 2018. Motion was seconded by John Parker. Motion carries. Approved with the corrections.

**V. Government Ethics Training**

Mike Baker conducted a training presentation on Oregon Government Ethics Law.

The training included the following topics:

- Prohibited financial gain and allowed financial gain
- Conflicts of interest
- Executive sessions
- Oregon Government Ethics Commission

Examples were given and detailed discussions were conducted to clarify topics.

**VI. Selection of Vice Chair and Secretary.**

Mike Baker spoke with the Special District Association of Oregon and was informed that it is not necessary to have bylaws, however it will be necessary to adopt, roles and responsibilities in the future, spelling out terms, filling vacancies and other details.

**Election of Officers:**

Mike Baker opened nominations for Vice-Chair  
A nomination was made for Jennifer Bragg to fill the Vice-Chair position. No other nominations were made, nominations closed.

**MOTION:** A vote was made to nominate Jennifer Bragg for the Transportation District Vice-Chair. All were in favor. Motion carries.

Mike Baker opened nominations for Secretary.  
A nomination was made for John Parker to fill the Secretary position. No other nominations were made, nominations closed.

**MOTION:** A vote was made to nominate John Parker for the Transportation District Secretary. All were in favor. Motion carries.

**VII. Resolution 18-03**

**A resolution canvassing the vote, declaring the results of the initial board election, and describing the process for establishing board terms**

These terms are based on the drawing by lot which is required by law, assigning different terms.

Terms expiring June 2019: Kat, Mark and Jennifer  
Terms expiring June 2021: John, Sheri, John and Mike

The terms will be elected in May of odd numbered years. Mike read the resolution and asked for a motion.

**MOTION:** Mark Hendershott moved to adopt resolution 18-03, canvassing the vote and establishing board terms. Motion was seconded by John Campbell. The motion passed with 6 votes in favor, and 1 abstention. Motion carries.

Discussion on terms and clarifying the rule.

**VIII. Resolution 18-04**

**A resolution designating bank and signatories**

Mike Baker looked into opening a checking account with Banner and Umpqua bank. Both were similar in what they offered. Banner Bank charges \$29 per month for a checking account with a \$5000 deposit. They suggested creating a general operating account and a payroll account with a note showing 0 until staffing. Mike noted that there is a need to apply for a federal id number from IRS which is required to open up a bank account.

Discussion to look into other banks and to check with other entities to see what bank they use. Mike Baker will follow up.

**MOTION:** A motion was made by John Parker to table the vote for Resolution 18-04 until the next meeting scheduled for January 7<sup>th</sup>. Motion was seconded by John Campbell. Motion carries

**IX. Interim Intergovernmental Agreement with Douglas county on Transit Services**

Will discuss at a future meeting. Mike will send the document completed by Eileen to the board.

**X. STAC/STIF Committee Bylaws and Membership**

Mark Hendershott worked on modifying the bylaws by using a template from ODOT. One section with a provision was removed. Discussed terms of office and possible committee members.

Page 4 terms of office – John Parker suggested to insert language where seats do not become vacant due to term limits allowing members to be able to continue to serve due to the difficulty of filling the seats.

Page 5 – sub committees should not be allowed without approval of the board.

Page 6 – 4<sup>th</sup> bullet down – strike out – 200,00 mark is needless language.

Mike Baker will make the edits suggested to the bylaws and will have it adopted at the January meeting.

**XI. Special Districts Association of Oregon**

The Special Districts Association has some ability to assist with limited work and consulting. Mike proposed to join the Special Districts Association of Oregon at a cost of \$135 a year.

Umpqua insurance covers special districts and a call was made by Mike to get the cost. Mike made a request for a motion to the board to join the Special District Association of Oregon to get their assistance and to apply for board insurance.

**MOTION:** A motion was made by John Campbell to join the Special District Association of Oregon. Motion was seconded by Mark Hendershott. Motion carries.

**MOTION:** A motion was made by Sheri Moothart to apply for insurance. Motion was seconded by Mark Hendershott. Motion carries.

**XII. Agenda Build**

- STAC/STIF committee bylaws
- 18-04 Resolution
- IGA

- Special Districts
- Jennifer will conduct transit FTA 101 training at the next meeting.
- Special District training
- Sheri volunteered to format the bylaws for review at the next meeting.

### **Next Meeting**

Monday, January 7<sup>th</sup> at the VFW Hall in Roseburg.

### **XIII. Public Comment (Limit to 5 minutes total)**

Julie Seghetti suggested that the district should shop around for insurance. She stated that commission is charged when going through independent agents.

Jennifer Boardman will check with several other special districts to see who they go through.

Cheryl Cheas commented that RLS and associates have samples of policies.

Mike Fieldman commented that there is special funding for the Senior Companion program and he would like to share this information.

Alyssa McConnell had questions about the STAC/STIF staffing. She would like advertisements to let others know of the positions. Is there a place where the public can get access to the documents that are reviewed in the meetings? She stated that at public meetings packets with all of the meeting materials are made available to the public before the meeting.

Brandy Stone stated that the drawing of the lots undermines the voting public. A redraw should be discussed. Mike commented that the Board of Commissioners and County Clerk are the people to discuss this with.

### **XIV. Adjournment 7:33**