

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, Jennifer Bragg

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 the March 11, 2019 board meeting. Motion was seconded by Jennifer Bragg. Motion carries.

Amendment: Page 4 – the motion had the incorrect amount. The final amount to ask the county to transfer to the transportation District was noted in the minutes as \$50,000 and should read as \$60,000.

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 procedures 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.

Public comment

- A member from the public 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.

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

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 to amend and to approve Resolution 19-7 carries unanimously.

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 unanimously.

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 unanimously.

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 unanimously.

7. Public Hearing

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

Mike reviewed the ordinance with the District.

Public Hearing Opened

Alyssa McConnel referenced page 7 and asked about including communication on social media or alternative means of communication. Mike stated that by statute they are 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

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 and should be 2019-2020.

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. It is being prepared now by our CPA.

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 1st. Funding is expected after November 1st. 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 to include the amendment proposed by Mike Baker. Seconded by Kat Stone. Motion carries.

Amendment to the motion: Mike Baker proposed a friendly amendment to reduce project number 14 (Roseburg Social Security expansion) by \$40,000 from \$294,120 to \$254,127 and create a new project number 35 for the purchase of a Dial A Ride van.

B. Intergovernmental Agreement with Douglas County on Transfer

(Keith Cubic - Douglas County Special Projects Coordinator)

A copy of the IGA for program transfer was made available to the District board members. However, the District has not yet received a copy of the first Intergovernmental Agreement for employee transfer. The county has prepared a draft of the Intergovernmental Agreement for the obligation of authority, services and assets to be signed by the Transportation District and the Board of Commissioners. The agreement has a provision of no later than June 30th.

The county will continue to administer transportation grants and maintain status until the District is able to take them over. \$10,000 will be made available to the District to utilize for startup for legal, financial fees, membership, insurance and other necessary purposes. The process is to be reimbursed by identifying line items and sending the invoices to the county to be paid. \$10,000 of the County Budget Transportation fund will be set aside for the District for startup and implementation of the IGA. The way the agreement reads, the county would approve the payments and the money would then be sent to the District for payment. The county finance department did not feel that is was correct to transfer funds to the District, instead they request that the District send the invoices to the county and they will issue a check to the District to pay the invoices. Mike Baker felt that the county should pay the invoices directly. The IGA recognizes that the District will not be funded immediately. It also provides the ability to identify line items

and

send invoices over.

The second part of the IGA is the transfer of the county employee (Dennis Pinheiro).

Keith provided a copy of the Intergovernmental Agreement for the transfer of the public employee and discussed the options in the employee transfer law. The transfer date is April 21st which is noted on the second IGA. It has a list of duties that was prepared by Attorney Eileen Eakins and the duties were considerably revised by the county to change to the Districts responsibilities.

The third part of the agreement is the transfer of assets which will be handled separately. The District resolution and the county resolution will be tied together with a cover letter to ODOT for approval. Transfer will happen no later than June 30th to allow for additional feedback from the District. Mike Baker suggested that it be continued, as there are significant issues still to be discussed.

Mike will share revised issues with the county to allow feedback.

Discussion on how to make purchases without funds. Keith indicated that the expenses are all outlined on the budget. John Parker stated that we have no legal representation to review the agreement. The county council did not review the agreement on behalf of the District, their focus was on the county. Originally, the county offered to pay for legal representation through Eileen Eakins, but this never transpired and she did not complete the work. The county commissioners have not followed through with their commitment. Kat asked if a public records request is required to get a copy of the original IGA written by attorney Eileen Eakins. Keith will provide a copy.

Mike Baker stated that he has two issues with the IGA. The issues are money and the procurement policies and procedures. There are modification that need to be discussed. Kat Stone asked to see the original IGA that Eileen Eakins wrote so it can be compared to the revised agreement by the county.

The transfer of the employee comes from the county council and follows the statute. It is proposed that the effective date of the employee transfer is April 21st. The employee's salary costs, benefit costs and rolled up benefits are paid to the employee or to the District or a combination of both. There will be a list of duties once the employee transfer takes place.

If Dennis is a District employee July 1st to September 30th and the grants do not come in, the county will make sure the funding was there to cover that period until the new grants come in. Keith quoted the three options in the employee transfer law. Mike Baker stated that his concern is in the timing of taking on the transfer of an employee based on the need to have the District accounting system established, as the District is not able to make payments. The transfer agreement date cannot be before June 1st to bring Dennis on board.

Mike Baker stated the agreement will not be signed as it is written. There are changes, clarifications and modifications that are needed to move the IGA forwarded. The District will receive funding in July and October from STF and 5310 that doesn't get distributed until October. It could easily be the end of September before the county is able to close out their books.

Public Comment: Alyssa McConnel referenced IGA #9 and asked if Keith was paid by the county. Keith responded that he is being paid by the county and is a previous employee of the county. His salary is being paid out of personal services from the

transportation fund.

Mike Fieldman: UCAN has offered funding to cover costs to be reimbursed later, once the District is funded. This includes funding for an attorney. Mike has offered this funding again and will make the funding available to get the process moving.

C. Memorandum of Understanding (MOU) with UCAN for District Support

Mike Baker stated that this would be a contract administrative service with UCAN for one year. They would hire Cheryl Cheas as the District General Manager and hire an administrative assistant. Over that time will work to transition the fixed route service over to the District which will pick up all of the UTrans employees into the District. That includes Dial A Ride.

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 wages by \$2 per hour. The District will transition the Dial A Ride staff over to UTrans. There is funding through STF and 5310 money to pay them. It will cost the District approximately \$52,000 additional wages and benefits. Mike Baker and Mike Fieldman had a discussion and has agreed that UCAN will provide the gap funding until November. The District will back fill the difference and after that time it will be the full amount. This relationship will provide both legal and HR support for Cheryl.

John Parker had concerns about signing a MOU without an attorney to review on behalf of the District. Discussion on giving the District time to review and vote on the MOU in May.

D. TGM Grant Request Transit Development Plan

Cheryl Cheas submitted a pre-application for TGM grant. The District received the application packet which included a need for letters of support. The application is due June 6th. The application review is through August 2019. May 1, 2020 negotiation of project statement of work prior to the final grant award in June 2020.

E. Budget Committee Appointments – Fiscal Year (FY) 2020 budget

The District is required to have a budget which involves putting together a budget committee. The District is part of the budget committee along with seven spots for the public. There will be additional meetings in May. Mike will send out the dates.

Neuner Davidson has been contracted to put together the District accounting, proceeding with the District budget to meet the July 1st deadline. They are putting together the chart of accounts, as well as the financial policies and procedures, financial safeguards to ensure proper accountability of public funds. The budget should be completed in the May 8th timeframe with the adoption from the meeting in June. Mike announced the public budget committee and their termination dates. The terms are for 3 years and are staggered. The STIF and STAC committee members were asked to become part of the budget committee and Mike also asked Alyssa McConnel if she would be interested as the final member of the committee. Mike announced the members and their committee termination dates.

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

F. VFW Rent

Mike proposed that the District reimburse the VFW for the monthly rental charge of \$75 for the use of the facility to hold the board meetings.

MOTION: Sheri Moothart moved to reimburse the VFW Hall from January and the months going forward 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 provide to the District to provide to the county that says the District is the qualified entity for STIF. They are the entity for billing the transit through those agreements that they have in place through June 30th. The new agreements will be in place through the District, because the District put those applications in starting July 1st. The District will then be the sub-recipient through the state. Jennifer made the District aware that changes can be made to the recommendations of the STIF committee.

There is a quarterly meeting for Transit Managers on the 17th. It is not open to the public, it is just for providers. They will be discussing funding, presentation on importance of transit. A public notice is required if a quorum for the District will be present.

10. District Update – Mike Baker

Mike provided a checklist showing all activities that need to be accomplished to accept federal and state funds and reviewed the line items on the list. The list shows all the items in process and currently working on. A new requirement was brought to his attention today regarding grant appeals. Mike will be getting copies from the county. Equal Opportunity Plan and policy needs to be put together. Jennifer will check to see if it is a requirement to receive funds. Service provider contracts will be distributed to the District members to review. Vehicle transfer requirement to meet the June 30th deadline.

A letter was received from Mercy Medical to set up a Health and Safety policy and procedures. They have a dialysis facility that is required to communicate with local transportation providers annually to verify the dialysis facility needs, communication process and emergency contact information. They want to meet with the District to set up a communication plan.

Mike provided a balance sheet to look at payment schedules per month and when items are due.

11. NOA

Mike suggested after July the District change their name because the public thinks the District is associated with the county. A suggestion would be to drop the word county.

John Parker suggested that the District receives training from the Special District Association. It is on the training plan.

John Parker suggested that a motion be made to work with UCAN on retaining an attorney.

MOTION: John Parker moved to authorize Mike Baker to speak with UCAN (Mike Fieldman) and authorize legal services for both the IGA and the MOU.
Seconded by Jennifer Bragg. Motion carries.

12. Agenda Build

Skipping this agenda item.

Adjournment 9:05 - Next Meeting May 13th at the VFW Hall in Roseburg