

Minutes
Douglas County Transportation District

Monday, January 28, 2019 5:30 pm
Roseburg VFW, 1127 Walnut Street

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

ABSENT: Jennifer Bragg

GUESTS on phone: Jennifer Boardman (ODOT) Cheryl Cheas (UTrans)

I. Call to Order:

The meeting was called to order at 5:35 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 January 14, 2019 meeting

MOTION: John Parker moved to accept the minutes from January 7, 2019. Motion was seconded by Kat Stone. Motion carries.

V. Approval STF, 5310, 5311 funding Approval

Bylaws were written and members appointed.

STIF/STAC committee met last week to review the applications from the different transit providers in the county. They had lengthy discussions and made recommendations. A list of the STIF/STAC funding recommendations for 2019-2020 was provided to the district members. It showed the projects and recommendations from Dennis Pinheiro along with any changes from the committee and what they recommended. Kat Stone and John Parker attended the meeting.

The list of STIF recommendations were provided to the District Board members along with the recommendations by Dennis and the STIF/STAC committee.

There were discussions about the administration funding.
All of Dial-a-Rides were fully funded.

Cheryl Cheas was voted as the Chair for the STIF/STAC committee. UTrans was generally fully funded. Administrative funds for the District were reduced to fund the requests. A UTrans shelter was not included in the recommendation. It will be included as a future STIF project. RSVP was funded for the first time for 10 thousand dollars.

MOTION: Mark Hendershott moved to approve STF, 5310, 5311 funding as recommended by the STF committee. Motion was seconded by John Campbell. Motion carries.

VI. Review and Discuss Ordinance 2019-1 Police Power

Mike will invite members of the public to provide input with a public hearing. Changes will be incorporated before the next meeting. Some of the regulations are based on having a terminal which we do not have at this time. Discussion on 3.12.5 where law enforcement officers do not pay bus fares. Changing the language to require showing id as well as a badge. Change the language from “or” to “and”.

5.5.6 Exclusion period: exclude people for 90 days because of behavior issues. UTrans process was discussed by Cheryl. Jennifer will check on the law. It was agreed to add an appeal process for individuals to come to discuss with the governing body with the ability to appeal. It was suggested to write in 5th grade language level to make it easy to understand. Jennifer found an example policy and will forward to Mike.

VII. Review and Discuss Civil Rights Policy

Will reschedule this topic.

VII. Review and Discuss ADA Policy

Mike read the ADA regulations. Mike proposed using the Douglas County and UTrans ADA policies to create the Transit District policies and complaint form.

IX. Adopt Resolution 19-2, Bylaws for DCTD Board of Directors

Discussion on public comments. Mike stated that meetings are always open to the public and the public is always invited to attend, however the public is not always invited to speak.

Mark Hendershott recommended a wording change regarding distribution of information. Change from mail - to mail or email.

MOTION: Mark Hendershott moved to adopt Resolution 19-2 Bylaws for DCTD Board of Directors. Motion was seconded by John Parker. Motion carries.

X. Transit Updates – Jennifer Boardman (ODOT)

Jennifer mentioned that there are some educational opportunities for transit professionals. Project management for transit professionals is scheduled in March in Salem. Details can be found on the ODOT webpage.

There are discretionary grants for STIF applications. There is 8.5 million dollars between Salem and the Portland area. Other applications will be done both geographically and by importance of projects. There are 3 projects in southwest Oregon. The one impacting Douglas County will be the transit network connection from Coos Bay to Florence. The applications will be reviewed Monday of next week. The quarterly transit meeting is tomorrow in Brookings.

XI. District Update – Mike Baker

Mike received a quote for insurance from the Special District. They have waived the fee for the first year. Cost for insurance is \$915.

There was a meeting last week at the county and they agreed to push forward the intergovernmental agreement which will put the district in the position where they can begin to hire staff. They have agreed to allow Dennis to assist the district and he will eventually be a transportation district employee. 25 thousand dollars was budgeted for an attorney.

Discussion on the hiring of the general manager. Mike commented once the attorney is hired, that person will pursue the process of hiring the general manager which will be defined by the board.

XII. Public Comment (Limit to 5 minutes total)

Document from Cheryl Cheas (UTrans)

Cheryl documented the budget deficit for UTrans lifeline routes.

This service goes out once a week to outlining rural cities such as Glide, Reedsport, Camas Valley. To continue this service UTrans will require additional 5311 funding from ODOT or cut the lifeline service. Discussion on utilization. 450 one way trips. On average of 3 to 4 riders a day, 450 one way riders a year. Mike felt with the necessary startup costs for the district he felt it was necessary to cut the lifeline service if the additional 5311 funding was not available.

Monica the lead dispatcher for Dial-a-Ride inquired why UTrans is asking for funding at the district board meeting. Mike Baker and John Parker both attested that UTrans presented information and did not make an ask for funding. Andrea Chaney from UCAN clarified the reason the issue of the deficit with UTrans was brought up at the meeting. She felt that the decision to cut services is something that the district should be aware of and have an opinion in the decision.

XIII. Agenda Build – Next Meeting February 11

- Possible ADA policies
- Police ordinance public hearing
- Future organizational structure
- District logo
- Decide the frequency of the meetings

XIV. Adjournment 7:30

Next Meeting – March 11th