

Minutes
Douglas County Transportation District
Monday, December 10, 2018 5:30 pm
UCAN, 280 Kenneth Ford Drive, Conference room A

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

ABSENT: none

GUESTS: Monica Leisner (Dial A Ride); Cheryl Cheas (UTrans); Jim Forrester (Dole Coalwell Law Firm); Jennifer Boardman (ODOT)

I. Call to Order

Board Chair Mike Baker called the meeting to order at 5:30 pm.

II. Roll Call

Roll Call was taken by the Board Chair Mike Baker. All District Directors were in attendance. Pledge of Allegiance was led by John Parker.

III. Designation of Minute-Taker

Last week Andrea Chaney from UCAN took minutes and there is currently no one that can fill that role. Mike Baker proposed that we utilize UCAN's minute taker Diana Smith until the bylaws are put in place.

MOTION: John Parker moved for Diana Smith from United Community Action Network (UCAN) to take the DC Transportation District meeting minutes. Motion was seconded by Sheri Moothart. Motion carries.

IV. Review and Approval of Minutes of December 3rd, 2018 meeting

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

MOTION: John Parker moved to accept the minutes from 12-3-18. Motion was seconded by John Campbell. Motion carries.

V. Open Meeting Law Orientation (Jim Forrester)

Jim works for the Dole Colewell law firm and is UCAN's attorney. Jim provided the board with a 15-page reference guide titled "A Quick Reference Guide to Oregon's Public Meetings Law". Jim reviewed the guide with the board and emphasized the value of openness along with the public meeting notification so others know where the meeting will take place. The public notice must list the main agenda items to be discussed. Off agenda items can be discussed. Telephone conference calls are also open to the public and a notice is required and as well as a method for them to participate.

All of the board meetings must take place in Douglas County. Staff meetings can be conducted without public notice. Business should not be discussed unless you are in session.

Executive sessions criteria and the media was reviewed. For Executive Sessions the public notices are the same, however you cannot go off topic, you must discuss only the items in the public notice. No final decisions can be made in Executive Session. You would announce an Open Session after the Executive Session. Media can sit in Executive Session however they can be asked not to discuss with the public. The public cannot attend. The Executive Session is allowed only for limited purposes.

Special meetings require a 24-hour notice to the public and media. If an emergency, the notice must explain why there is an emergency. The notices must contain the meeting location and the main issues to be discussed. Off agenda items can be discussed.

Jim suggested that the board create an email address specifically for the board where all business matters are managed for best practice for any public records request. A Douglas County Transportation District website was also recommended. Jim referenced a book that he suggested to purchase that has all of the laws for public meeting and public records. The book is from the State of Oregon Department of Justice, titled "Attorney General's Public Records and Meetings Manual" written by Ellen Rosenblum Attorney General, dated November 2014.

The criteria for board minutes was discussed. The minutes must indicate members present, motions, proposals, resolutions, orders, ordinances and measures, no secret ballots, result of votes by name of each member, substance of discussion and reference to any document discussed at the meeting. Minutes are public record and is not required to be tape recorded. Minutes of Executive Sessions are exempt from disclosure from Oregon's public meeting law.

VI. Report on Determination of Terms for District Commissioners (Mike Baker)

Mike Baker had a conversation with the Douglas County Clerk Patricia Hicks regarding term. Positions 1-3 which are Kat Stone, Mark Hendershott and Jennifer Bragg expire on June 30, 2019. The filing period will run through February 9th and run through March 21st. Position terms expire on June 30, 2021 for Mike Baker, Sheri Moothart, John Parker and John Campbell.

VII. Introduction of and presentation by Service Providers (Monica Leisner)

- a. Dial A Ride - 9 different dial a rides and a call center

Monica is the Lead Dispatcher for Douglas Rides. A brochure titled "Douglas Rides" Dial-A Ride Guide was given to the board members which gives the route schedule. Monica stated that they have 14 vehicles and 9 providers. They offer a door to door service and anyone can ride on a first-come first-serve basis. There is no charge for the fare, donations only. They have an average of 50 to 60 new customers per month. Monica reviewed the locations and boundaries that they serve. A listing was given showing the number of customers over a week's period of time. There are currently 5,888 riders in the data base for all of Douglas County. The routes times, locations, number of vehicles, volunteer numbers were reviewed.

Umpqua homes for the handicap and Sunrise also offer transportation. Mercy express van goes from Glendale to Drain and averages 200 miles a day. Drivers all have tablets with a specific telephone line that is dedicated for them to get assistance. This program is considered on demand response. They are allocated 100 hours per month which is divided between the 3 existing dispatchers, with a 4th to be hired in January. Donations or fares are considered public money which has to be reflected in the public documents.

- b. **UTRANS** (Cheryl Cheas)

UTrans is contracted by Douglas County since 2008 and the Roseburg fixed route service is provided Monday through Friday from 6:35 to 7:30. Cheryl described the service area. Paratransit is available to anyone that is not able to use the Roseburg fixed route system due to a disability. There is an application process to be qualified. Some of the riders may be temporary and others permanent. "Origin to destination" requires that they pick up and drop of the riders where they request both to and from their destination point. They currently have two drivers one starts at 6:30 and the other at 10:00. Same day rides can be accommodated on occasion. Riders must meet the 24 hour deadlines. They are not allowed to deny a ride.

Paratransit and medical transportation works through their dispatch. They provide an average of 30 thousand rides per year. The south county route was in collaboration with Cow Creek tribe. They provide 21 to 28 thousand rides a year. Life line service goes to the outlining areas. In the 2017/18 fiscal year the total miles traveled was 347,578 for 252 service days, with 97,865 one way trips on the regular fix and commuter routes. Paratransit traveled 28,451 service miles for 252 service days providing 3,612 one way trips. Over 99% of those riders have a disability. All vehicles are wheelchair accessible.

Handouts were provided by Cheryl describing paratransit ridership and services/routes provided by UTrans. Cheryl described the route locations and explained that every route goes to UCC. At this time the greatest challenged that UTrans is experiencing is being able to find people with a commercial driver's license and being able to retain drivers. Office staff often needs to fill in for lack of drivers which creates backlog in their duties. Full time drivers are limited to driving 10 hours a day and part time drivers 6 hours a day.

Until recently Douglas County maintained the fleet of buses and allowed them to park them in their yard. In March they received notice that they no longer will be providing maintenance for the buses. Finding a variety of repair shops for the buses has taken additional time and effort to have the repairs completed on them. The parking situation has also changed where the vehicles are now parked in Green. Washing the buses has also an increased additional tasks for the staff while UTrans is only allowed to use the school district washing station on Saturdays.

Mike Fieldman spoke about the BETC money that UCAN able to utilize to put into their transportation budget.

VIII. Presentations on steps to make the District operational:

Information was provided to the County by Attorney Eileen Eakins regarding the steps needed to get the District operational. Eileen will be calling into the meeting for you to meet. Also Jennifer Boardman, Regional Transit Coordinator ODOT Rail & Public Transit Division, has developed similar information. She will be at the meeting to present information. All of this will be shared with the Board for information and discussion.

Eileen Eakins is the Attorney that Douglas County hired to create the district and assist them. Her office is located in Tigard. She provides general council with local government entities, specifically special districts, counties, cities, and intergovernmental entities. Eileen announced that the county has discontinued her service as of today.

Eileen prepared a document to get the transit District started and several resolutions as well as a road map on what needs to happen to get the district up and running. Mike Baker stated that we received nothing from the county other than a list of things from an email that Dennis had sent and some ideas for the initial meetings. Dennis was invited to attend the meeting but it was not approved by the Commissioners.

Eileen stated that a public record policy is required to have public contracting rules over time – when legal council is hired to insure that the infrastructure is established with all documents and policies in place to be a functioning entity. What needs to be done before the contracting rule is addressed, is to adopt a single rule by resolution that the Transportation District is the local contract rule by default. The authority is there to adopt contracting rules. Adopt a rule that will dictate how you will award your personal services contract. It can be put out to bid or award without the bidding, but the rules will have to say that. That should be done sooner than later then when an attorney is hired. A more comprehensive set of rules can be developed like contract and construction. Contract an attorney to draft a preliminary rule for you and once hired they can back bill you.

Kat asked Eileen what type of work did she accomplish for the county since October. She explained how a district is formed and what needed to happen to get the district created. Usually takes 6 to 8 months to form a district.

Mike Baker spoke of no current funding, no checking account, no bylaws, we have a chair and 7 directors. How would you propose how we can go forward without any funding in place? Eileen said that UCAN may be able to give the district a source of funding until funding is in place.

John Parker mentioned that the board of commissioners seems to be keeping us from access to the things that needs to happen. Eileen asked about contacting the Special District Association. John spoke to Spencer early on. We have no guidance from anyone at this point. Mike Baker mentioned that we have no accounting system, personnel or basic things needed to go forward.

Eileen indicated that the first thing to do is a resolution from the board approving the opening of a checking account from a bank.

When finding funding sources. Do not worry about Local budget law in your first year of operation. The law allows you time before you have to prepare your official budget. Spenser Rockwell is an attorney that works with the Special District Association. They have a program called Free Law Legal where if you are a member will provide and pay for a certain amount of legal help to make sure that you don't get into legal trouble. The District will need to join and they will provide insurance as well and that should happen sooner than later.

Eileen recommended that Spencer be contacted. She said to explain the current situation and let him know that you need some preliminary funding to get your district in order and they may cover that for you as that is the service that they provide to their members. They will pay for you to consult an attorney: they also offer interim financing to get started. Take a vote to record in the minutes. They provide liability insurance as well.

Mark Hendershott asked Eileen if there is a year grace period on doing the budget. Is that a full calendar year or just to the end of the fiscal year. Eileen need to verify but she believed it was a full calendar year.

Mike Baker asked if it required a resolution to join the Special District Association. She responded that a vote was all that was needed. Mike asked if a resolution was needed for a bank account and she answered yes. Draft the resolution to open bank account with the name of the bank and signatures.

MOTION: Mark Hendershott made a motion to allow Mike Baker to work with Douglas County, UCAN and ODOT and Association of Special Districts to determine the best way to hire an attorney and bring the information back to the district for a vote. Motion was seconded by John Campbell. Motion carries.

John Parker asked if Eileen would be a resource and be available for further questions. She commented that she cannot give legal advice until hired. The Association of Special Districts has consultants that can field questions. She recommended that George Dunkel be contacted who works for the Association of Special Districts.

IX. Update on RFP process for Legal Assistance: Information will be provided on the steps and processes needed to do an RFP (Jennifer Boardman)

Mike Baker introduced Jennifer Boardman who will provide information on the funding available and the requirements needed for the Transportation District. Jennifer handed out information to the board that provides what needed for funding for the different grants. The timeline for the funding will be very tight.

There are 2 due in February, 2 due in 2 march and 1 in May. All of them require public process where you advertise to the transportation and solicit service with them. They get back to you and as a board a committee has to be appointed and the committee will get back to the transportation district as to what they want to fund and you as a governing board make the final decision.

Some of the things that have to happen right away, is the county to help you as the timeline is very tight. Hoping that they will allow Dennis to help. There currently is the STAC committee that has been working with the county and there is a possibility that you can't appoint that committee until this process is over. Any documents that you can get sent over from the county will be helpful. Jennifer can assist with information on the funding needed.

Mike stated that the board of commissioners want Dennis to go through Mike Baker for all communication. He is applying for funding for the district. The district will apply the public notice but Dennis will develop and submit the applications.

Certain requirements must be in place before you can receive federal funding on July 1st. A document was provided with that information to Board members.

Documents and activities for the governing body legally recognized governing body, articles of incorporation, bylaws, minutes of meetings of record and activities from inception, list of names and addresses of governing body, annual calendar of events showing dates for audit, training and orientation for the governing bodies. ODOT will help with the training.

Jennifer suggested taking the existing STAC bylaws and incorporating the STIF requirements, then having that adopted as a joint committee to save time.

Requirements that need to be in place by the district to be eligible for Federal funding – date July 1. A list of those requirements were shared. Several procedures need to be in place. County has the documents and had compliance reviews. In the packet is the ORS for special district – shows the funding streams and match requirements as well as other requirements. Federal requirements are included which were reviewed. Packet of funding information was provided that has the new funding information.

Human service plan or a transit master plan is needed. That is where the STIF money can come in.

Provided websites and map of qualified entities. A list of acronyms from ODOT was included in the packet.

Offered herself for technical assistance.

Designation of future meetings

- X. Approval of Resolution 18-1 regarding designation of day, time and location for regular and future meetings.** Different locations for future meetings were considered. Library which charges \$25 Douglas county court house room 311, Fords Family Foundation which someone from the foundation must be present and VFW on Walnut Street. The proposal was to meet at the VFW.

Meet monthly for a regular meeting Monday at 5:30 pm on the second Monday of each month. Mike Baker read the resolution.

Motion to approve resolution no 18-10

MOTION: Mark Hendershott made a motion to approve the resolution 18-10 to have the regular meeting place at VFW in Roseburg, seconded by John Campbell, motion carries.

Correction in resolution: John Parker initiated a correction to the resolution by adding the word “and” under the 4th whereas

XI. Approval of Resolution 18-2 to designate where public notices will be published, and by whom.

Mike Baker read the resolution.

MOTION: Sherri Moothart made a motion to approve resolution 18-2 to designate where public notices will be published, seconded by Mark Hendershott, motion carries.

Mike Fieldman will work with UCAN IT manager inquiring about a website for the District and email addresses.

XII. Agenda Build

A resolution is needed to name a bank and open an account. Will look into Banner and Umpqua banks. Mike will bring back information regarding joining the Special District Association to include costs, assistance and insurance.

Hiring an attorney

Look at the STAC committee and creating bylaws (Mark will draft)

John suggested determining liaison for each of the district members

Training on the funding sources and organization

Next meeting

Tuesday Dec 18th at UCAN at 5:30

January meeting is on the 7th at VFW in Roseburg.

XIII. Public Comment (Limit to 5 minutes total)

Elizabeth Goodwin commented that she is concerned that the commissioners are not working with us and she is going to make a complaint.

XIV. Adjournment 8:23

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact UCANs Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 541-440-6500 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).