

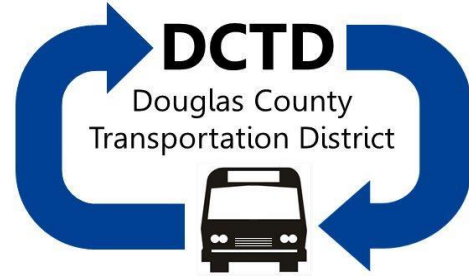
Minutes

Douglas County Transportation District

Monday, August 12, 2019 5:30 p.m.

Roseburg VFW, 1127 Walnut Street

Roseburg, OR 97470



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

ABSENT: All directors present

1. Call to Order:

The meeting was called to order at 5:30 p.m. 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 July 8, 2019 Regular Meeting

MOTION: John Parker moved to accept the minutes from July 8, 2019 Regular Board Meeting. Seconded by Jennifer Bragg. Motion carries unanimously.

5. Public Comment (limit to 10 minutes total)

No public comment at this time.

6. Public Hearings

District Name Change not to be addressed during this meeting's agenda until Public Notice Statute requirements have been satisfied.

7. Resolutions

a. Resolution 19-18 Change Bank Signatories

Designating Bank Signatories authorizes Cheryl Cheas, General Manager, Mike Baker, Chair, Jennifer Bragg, Vice Chair, and Kat Stone, Secretary, to sign checks on behalf of the District.

MOTION: John Parker moved to adopt Resolution 19-18 Change Bank Signatories. Seconded by Mark Hendershott. Motion carries unanimously.

8. District Items

a. Join Oregon Transit Association

Discussion regarding Oregon Transit Association membership for the District to join cost \$500. The Chair proposed motion to authorize General Manager to submit completed membership application with \$500 check to Oregon Transit Association.

Motion: John Parker moved to approve submission of membership application with \$500 check to Oregon Transit Association. Seconded by John Campbell. Motion carries unanimously.

b. Strategic Plan (including Mission/Vision Statements)

Discussion to implement Mission and Vision Statements preceding initiating process of the Transit Master Plan. Discussion regarding possible inclusion of the creation of Mission and Vision Statements into the Transit Master Plan, potential timeframe to be discussed further at future meeting.

c. Financial Status

Discussion about the District's bank balance via checks received and bill payments made. Additional discussion of future presentations probable if obtaining QuickBooks.

d. District Property Acquisition

Discussion of steps to the process for Property Acquisition as required by ODOT. Explanation of purchasing with no changes or additions to the property, then the process is simple. If planning on adding or changing, such as adding a parking lot, then the process is more involved. Additional research and discussion to follow.

The Chair asked Jennifer Boardman with ODOT to clarify if FTA funded projects can be SFLP or to change federal funds into state funds. It was explained that if the District is ever wanting to use any federal funds to maintain or upgrade the property at any point in time, then the District will want to follow all FTA regulations and requirements for purchasing. Discussion followed to clarify that the majority of funding is through STIF funding, which is state funding, the regulations are simpler if the District is only planning on using state funding.

e. Emergency Response MOU/Policy

Discussion for Evacuation plans. MOU currently with UCAN. The District should have plan in effect prior to an emergency situation; need to have MOU in order to use the busses. MOU should be done ahead of time in order to address all questions and concerns ahead of time. Jennifer Boardman with ODOT added that MOU has to be in place in order to be reimbursed by FEMA during FEMA or State declared emergency. General Manager, to follow-up on this topic.

9. General Manager Report (Cheryl Cheas)

Information regarding the difficulties UTrans is experiencing to keep and retain drivers as well as recruiting experienced Drivers. General Manager, Driver Supervisor, and Driver Trainer are all finding themselves driving almost daily, making it difficult to adhere to their position's daily tasks. Discussion followed to gather ideas of how to make the employment more attractive to current and applicant drivers.

10. Not On Agenda

Mark Hendershott received a call to attend and represent the District in Reedsport where it is under consideration to put together a meeting of transportation with the possibility of Congressman DeFazio's attendance. Mike asked if there were any objections, no objections. John Parker added in agreement that the Board consider potential of having a future Board meeting out in Reedsport at some point as well.

Matt Droscher with UVdN requested clarification on the General Manager's availability; if she is not available if there is anyone else that they could speak with to assist in reliable communication directly. Cheryl Cheas introduced Christine Sepulveda, Executive Assistant to the General Manager, and is available. Discussion followed regarding training a couple of drivers with UVdN, and it was acknowledged that training classes will need to be scheduled.

Les Rogers, public citizen, wanted to reach out to transportation to see if anyone had any additional input regarding non-emergency medical transportation as he was recently accepted to rules committee with the local Medicaid CCO, to assist with writing the rules regarding medical transportation.

Jennifer Boardman with ODOT wanted to add an update on STF. Legislators decided not to fund STF through general fund of the budget, and they required ODOT Rail & Transit to take money from STIF to back fill the STF. No one's STF is going down this year, it is funded by the STIF overage. Going forward with the next biennium, her department is tasked with combining STF and STIF.

11. Agenda Build – Next Regular Meeting September 9, 2019

Public hearing and resolution for proposed District name change
Financial Report
Review of Minutes
Mission and Vision Statement

12. Adjournment at 6:32 p.m.