

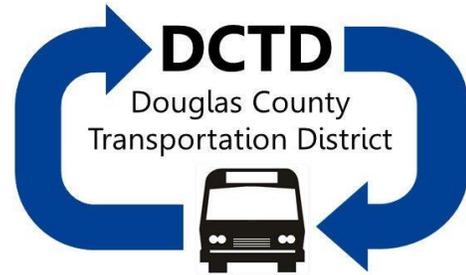
Minutes

Douglas County Transportation District

Monday, September 23, 2019 5:30 p.m.

Roseburg VFW, 1127 Walnut Street

Roseburg, OR 97470



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

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. Consent Agenda

a. Review and Approval of Minutes of August 12, 2019 Regular Meeting

MOTION: John Campbell moved to accept the minutes from August 12, 2019 Regular Board Meeting. Seconded by John Parker. Motion carries unanimously.

b. Financial Report

Financial Report to be discussed in detail in October's agenda. The Chair summarized estimates of some funds received by the District. Provided update that Douglas County to transfer funds to the District possibly in October. Informed STIF Plans were all approved by the Oregon Transportation Commission with no amendments for changes needed and to be received by the District toward the end of October.

5. Public Comment (limit to 10 minutes total)

No public comment at this time.

6. Public Hearings

a. District Name Change

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

7. Resolutions

a. Resolution 19-19 District Name Change

Resolution 19-19 District Name Change not to be addressed during this meeting's agenda until Public Notice Statute requirements have been satisfied.

8. District Items

a. Board Communication

Discussion of Board Communication amongst directors and with the public. Avoid actionable discussion or discussions that can lead to an action; continuously review bylaws and protocols; work through General Manager or bring discussions to Board meetings. Discussed option of a common email to distribute information; to have Blind Carbon Copy (BCC) in email correspondences; potential of weekly report from General Manager to ensure all Board members are kept informed. Keep remainder of Board informed if any District related correspondence directed to the Chair.

Mark Hendershott updated the Board of attending Reedsport Town Hall meeting with the Rotary Club as a representative of the District. Congressman DeFazio attended the meeting and presented concerns for the District; talked terms of operation and how new funding in collaboration of neighboring counties to increase service availability; some discussion about Dial-a-Ride.

Dennis Pinheiro reported specifics of work for the District. Dennis helped Douglas County reconcile grants for transfer to the District; submitted the final last quarter reimbursement for grants 5310 & 5310 Discretionary. To begin NTD Report for last fiscal year that has deadline of October 18, 2019, with ODOT. To begin Preventative Maintenance monitoring with the providers to ensure compliance. Dennis to follow-up with procurement report to include outline of variety of options and steps required. Dennis' attendance requested at Board meetings to continue reporting to the Board.

Dennis assisted in attempt to transfer Verizon account to District. Andrea Chaney, UCAN Program Operations Director, confirmed that conference call possible between UCAN IT and Christine Sepulveda, Executive Assistant to the General Manager, with Verizon customer service to transfer account to the District; if not, the bill to be addressed for reimbursement by the District.

b. UTrans Drivers

Discussion of UTrans challenge to recruit and retain drivers. Lou Landi, UTrans Transportation Supervisor, confirmed UTrans could use an additional three to four Full-Time bus drivers and explained the main concern for the drivers is the pay rate is higher at other employment locations. Discussion probed whether the drivers which recently resigned provided differing or mutual reasons for leaving and what financial obstacles to overcome to ensure raising the wages for UTrans current drivers as well as recruiting future drivers. The Chair requested either Lou or Andrea to follow-up on this matter to the General Manager and the Board with recommendations and alternatives.

c. UTrans Parking

Mike Fieldman, UCAN Executive Director, presented proposal to address UTrans parking; current parking arrangement in Roseburg's Green District is not a long-term solution. Parking lot available for rent on Diamond Lake Blvd, behind the old UCC JOBS program building at \$1,000 per month. Parking lot needs to be paved and meet certain drainage requirements before the city of Roseburg will allow UTrans to park at location. Existing quote for paving cost is \$84,000. The property-owner offered to forgo \$42,000 of rent payments on a 5 year lease. For a 5 year lease, the total rental value is \$60,000. After the \$42,000 rent waiver, the remaining \$18,000 would average out to \$300 per month in rent over the course of the 5 years. The building on the property is available for rent for an additional \$5,000 per month; which has potential for use by UTrans in addition to consolidating the District to a central location, and it might interest Greyhound to use location as a stop.

Discussion followed reviewing the proposal details and the opinions toward the parking lot proposal with and without the building, the 5 year lease, having the lease contract under the District's name, and the contrast to the potential to look at additional commercial property. The Board's overall consensus was to not reach any agreement on the proposal during this meeting, but to consider the details of the proposal, the alternatives, and to discuss the proposal again at a future meeting after clarifying with the General Manager if this option fits into the budget.

d. Bus Purchases/Douglas County Fund Transfer – Mike Fieldman

UTrans purchased four new busses the manufacturer confirmed is to be delivered in October. Mike Fieldman explained the State of Oregon is making part of payment for these busses, UTrans required to match that payment. This match payment is still with the county, which plans to transfer those funds over to the District. If funds do not get transferred to the District in time for the match payment, then UCAN to proceed with making the match payment and the District to reimburse UCAN for that payment. The Chair confirmed the District will need to have an agreement with UCAN to do this action in October for Board approval.

e. Strategic Plan (including Mission/Vision Statements)

Strategic Plan (including Mission/Vision Statements) not to be addressed during this meeting's agenda, modified to be included in October's agenda.

f. Emergency Response MOU/Policy

Emergency Response MOU/Policy not to be addressed during this meeting's agenda, modified to be included in October's agenda.

9. General Manager Report – Cheryl Cheas

General Manager Report not addressed during this meeting's agenda, modified to be included in October's agenda.

10. Not On Agenda

The Chair read John Campbell's letter of resignation from the Douglas County Transportation District Board of Directors on December 3, 2019. Discussion followed regarding advertising for open position and interview process.

John Campbell distributed minutes from recent Senior Service Advisory Council meeting where transportation aids were discussed. The Chair clarified information helpful in development of Transportation Master Plan and requested John to continue involvement in developing the Master Plan as a representative from the Senior Service Advisory Council. John agreed to continue collaboration in development of the Master Plan.

The Chair proposed next month to have an Executive Session to address real estate, to have John Parker present information of potential property to the Board.

MOTION: Mark Hendershott moved to approve an Executive Session with John Parker presenting information of potential property to the Board. Seconded by Jennifer Bragg. Motion carries unanimously. John Parker abstains from voting in the motion.

John Parker shared his experience of riding the bus. Discussion followed regarding UTrans bus passengers' experiences and concerns.

Mark Hendershott mentioned correspondence regarding Sutherlin's Transportation Plan meeting the following day that he planned to attend and report to the Board.

11. Agenda Build – Next Regular Meeting October 14, 2019

UCAN agreement for bus match
Executive Session – potential continuation of tonight's session
Executive Session – addressing Real Estate property transactions
Hearing on Name Change for District
UTrans Parking
Dennis Pinheiro report to the Board

12. Executive Session (ORS 192.660(2)(a)) – Consider the employment of a Public Officer

The Board met in Executive Session regarding consideration of the employment of a Public Officer.

13. Adjournment at 8:08 p.m.