

Minutes
Douglas County Transportation District

Monday, February 11, 2019 5:30 pm
Roseburg VFW, 1127 Walnut Street

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

ABSENT: Sheri Moothart

I. Call to Order:

The meeting was called to order at 5:30 pm by Board Chair Mike Baker.

II. Roll Call

Roll Call was taken by the Board Chair Mike Baker.

III. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

IV. Review and Approval of Minutes of January 28, 2019 meeting

MOTION: John Parker moved to accept the minutes from January 28, 2019 board meeting. Motion was seconded by Mark Hendershott. Motion carries.

Correction to the 1-28-19 minutes: John Parker was noted as attending the STAC/STIF Advisory Committee and it should have been John Campbell.

V. Public Comment (limit to 5 minutes total)

Matt Droscher Executive Director of Umpqua Valley disAbilities Network invited the district to come to visit the agency.

VI. District Update

Keith Cubic stated that contract modifications would be taken to the board of commissioners for their approval. They are working on two other critical issues. Intergovernmental agreement, equipment supplies staffing, IT support until the end of the fiscal year. Attorney to look at the IGA. Looking at a target to transfer Dennis or IGA.

Keith suggested that we can transfer the legal contract. If approved by the county commissioners, the transportation district can request to reassign the contract.

Motion: John Parker made a motion to accept the assigned transfer of the legal contract. Motion was seconded John Parker. Motion carries

VII. Public Hearing

- A. Police Ordinance Governing Conduct in the use of District Facilities, Ordinance No. 2019-01, First Reading

Mike explained that this ordinance effects the use of district facilities to include the buses as well as providing the ability to enforce rules and regulations including citations. Modifications were made after discussion at the last meeting. An appeal to the board was added.

Public Hearing Opened

Alyssa McConnell inquired where the public notice for the board meetings were listed/advertised. Mike Baker stated that they are published in the News Review.

Public Hearing Closed

The ordinance will be adopted at the next board meeting.

MOTION: John Parker moved to approve the Police Ordinance Governing Conduct in the use of District Facilities. Motion was seconded by Mark Hendershot. Motion carries.

VIII. Resolutions

- A. Resolution 19-3 Adopting District ADA Policy

This resolution is a requirement in order for the district to receive federal funding in July. Several minor modifications were made. A change was made from Douglas County to Douglas County Transportation District. The second change was to change the contact for UTrans to Cheryl Cheas and added Mike Baker. The ADA policy needs to be adopted every three years. One of the first projects will be to update the ADA plan.

MOTION: Mark Hendershot moved to adopt Resolution 19-3 District ADA policy. Motion was seconded by John Parker. Motion carries.

- B. Resolution 19-4 Adopting District Civil Rights Policy

Making minor changes in name from Douglas County to the Transportation District. This will be updated in the near future along with the ADA plan.

MOTION: Kat Stone moved to adopt the Resolution 19-4 District Civil Rights Policy. Motion was seconded by John Campbell. Motion carries.

Public Hearing

Mike suggested to change the public hearing process by opening it up after each agenda item rather than at the end of the agenda. It would not be for discussion, but rather to receive or share input. Off agenda items will be moved to the bottom of the agenda.

Opened Public Comment

Larry Hall, south county stated that many individuals in treatment have no transportation and it is a barrier for them to get to meetings.

Alyssa McConnell stated that she would like to see something on the agenda that will let the public know when they can speak. After doing research she realized that there are no forms of transportation available to get people in recovery rides to AA meetings. She felt that it would be an opportunity for the Transportation District to encourage partners to consider programs that provides transportation to these meetings. Connections are needed to areas on the outskirts of Douglas County.

IX. DCTD Organizational Structure

Mike asked the board what they envision for the future of the district. There are many service provider contracts that run through the organization such as UTrans, Dial A Ride, and the Sutherlin call center, which is through a temp agency. Mike asked about the districts thoughts on either continuing to contract the fixed route and call center with other agencies or have the agency run the transit services through their own employees.

Jennifer: there should be one call center and not two call centers. They should be trained to help with any of the transportation calls. Educate them on the county to county connections. Get rid of the temp agency all together. Jennifer would like to have the GM hired along with the immediate staff before making any changes.

John Parker: would like to get input from all of the transportation services. He would like to be better informed on how the existing services are run.

Kat: would like to hear from each of the organizations to find out what they envision and to correct the deficiencies. Would like to see the Sutherlin call center employees with benefits.

Cheryl Cheas commented that to combine the call centers would provide efficiencies and back up. Referrals are made daily to each other. Dispatch software is different but similar. A Sutherlin dispatcher added that IT services are difficult to get. It is difficult to maintain dispatchers as they only work 20 hours. The condition of the computers is very poor and outdated. The program is hard to learn.

Mark: agreed it makes sense to have the services in one spot. He didn't feel that there is an immediate need for a General Manager, just an office manager while Dennis can manage the operations. He stated that there is a need to keep things with the contractors for at least a year. The cost of payroll benefits is much higher with the county if we did take over UTrans operations. The costs such as retirement and public employee benefits would go up which is a significant expense.

John Campbell: He would like to keep things as they are for a while. He felt input from the public is necessary and not tamper with anything for a good year. Dennis is a wealth of information and insights and he may have some ideas to share with the district.

Mike: would like the district to be operating with the fixed route transit system in a contract. Mike listed the many things that still need to be accomplished. The coordinated plan along with other plans are in need of updating. Looking at the routes and how they tie into the Dial A Ride system to make it a more coordinated and comprehensive system. Making the connections to Lane and Josephine Counties as well as Coos County. All of the contracts expire at the end of June and will need to

create new service contracts with all of the providers. Would like to keep service provider contract with UTrans and combine the call center right away. Opportunities for some efficiencies with Dial A Ride and UTrans. Finding a place to store the buses. STIF funding coming in November. In one year evaluate how things are working. Will conduct a pay scale evaluation for the dispatchers at Dial A ride. Need an administrative assistant.

X. Request to Douglas County to act on Behalf of DCTD

A. Transfer of funds to District

The funding resides with the transit transportation fund. Douglas County is currently the qualified entity under contract with the transit services in the county through June. The District needs startup funds. This is a request to the Douglas County board of commissioners to transfer 10 thousand dollars to the district and to pick back up the contract with the attorney and pay for her services. Amendments are needed with Umpqua Homes and UVDN for expanded hours/services requested by the county, significant mechanical breakdowns, etc.

Motion: Mark Henderson moved to request Douglas County transfer ten thousand dollars of the transportation funds to the District bank account. Motion was seconded by Jennifer Bragg. Motion carries.

B. Assign legal contract

Assigning the legal contract for attorney Eileen Atkins from Douglas county to the District.

Motion: John Campbell moved to request Douglas County reassign the legal contract from Douglas County to the transportation district. Motion was seconded by Mark Henderson. Motion carries.

C. Modify two Purchased Service contracts

i. To purchase service contract number 30636 with Umpqua homes Inc. for \$7,000 service hours, expansion and maintenance of the vehicles.

Motion: Mark Henderson moved to request Douglas County amend purchase service contract number 30636 with Umpqua homes Inc. Motion was seconded by Jennifer Bragg. Motion carries.

ii. Agreement 30631 with Umpqua valley disabilities Network funding for \$64,640 service costs, unanticipated major vehicle maintenance, 2015-15 clerical error.

Motion: John Parker moved to request Douglas County amend purchase service contract number 30631 with Umpqua Valley Disabilities funding for \$64,640. Motion was seconded by Mark Henderson. Motion carries

XI. District Logo

Logo submissions were distributed to the district members and voted.

Motion: Jennifer made a motion to approve of the district logo with the arrows and bus. Motion was seconded Mark Henderson. Motion carries

XII. Transit Updates – Jennifer Boardman

- The director of ODOT is leaving and Jennifer's director is retiring (rail and public transit district).
- Total of 52 applications were turned in for STIF discretionary funds. 6 were turned in our region. Josephine County submitted one for their commuter line that goes from Rogue Valley to Wolf Creek.
- Coos County grant for commuter line from Coos County and North Bend to the VA in Roseburg 2 days a week. Coos Bay to Florence is another that was put in.
- Remix is free program through the Oregon Department of Transportation that can route and will calculate the cost of those routes.
- Route match is an application that Coos County will be bringing on line currently used by Josephine County. Better costs if it is combined and a possibility to share resources.
- Presentation of draft of the Douglas County timeline and tasks. Jennifer is working on getting a list of the vehicles so she can start working on the transfer.
- A letter from the county to officially ask ODOT for the transfer. Which includes a list of the assets. A resolution is necessary. County vehicles grant agreements is the owner of the vehicles which is used by another entity. The county is the lien holder of 28 vehicles. Most of the vehicles are Dial A Ride.
- In February will be working with Mike and Dennis on coordination of 2 agreements will carry over to the new biennium. One with UTrans and the other Douglas Rides.
- Sign up with the OPTIS program which will allow to get reimbursements. Need to get DUNS number to get federal funding.
- Dennis turned in the 5311 grant on Friday and the funds will be available in Sept/Oct timeframe.
- STF first installment will come July 1.
- Jennifer offered to help with training.

XIII. District Update – Mike Baker

Met with Dennis and Jennifer with eligibility to receive funding.
Once Eileen is in place she will be completing the financial safeguards for the district.

XIV. NOA

Jennifer asked what can be done to help the relationship between UTrans and Dial A Ride. John suggest that they open dialog with the management to include Umpqua disabilities network.

XV. Agenda Build

Continue discussion for structure of the district
Second reading of Police Ordinance
Resolution on insurance agent
Discussion of the IGA draft

VA representative

Adjournment 7:30 - Next Meeting March 11th at the VFW Hall in Roseburg