

Minutes

Regular Meeting

Umpqua Public Transportation District

Monday, February 10, 2020
3076 NE Diamond Lake Blvd, Roseburg, OR 97470



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

ABSENT: All directors present

1. Call to Order:

The meeting called to order at 5:30 p.m. by Board Chair Mike Baker.

2. Roll Call

Roll call taken by the Board Chair Mike Baker.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 Minutes January 13, 2020

4.2 Minutes January 25, 2020

4.3 Financial Report

4.3.1 January Financial Report

4.3.2 Account Detail July through January

MOTION: Sarah Thompson moved to approve the Consent Agenda. Seconded by John Parker. Motion carries unanimously.

5. Public Comment

No Public Comment.

6. Old Business

6.1 Review Board Bylaws

Amended Board of Directors' Bylaws was reviewed by the Board. Discussion followed.

MOTION: John Parker moved to approve amended Board of Directors' Bylaws. Seconded by Sarah Thompson. Motion carries unanimously.

6.2 Special Districts training March 14, 2020

Agreement to inquire additional dates available for Special Districts training.

7. New Business

7.1 Review and discuss letter from Hal Gard

District Board of Directors received a letter from Hal Gard, Administrator, ODOT Rail and Public Transit Division. Reviewed the key concerns about Financial and Managerial Capacity, specifically that the District

must have staff, policies, processes and procedures in place to meet State and Federal requirements for receipt of funds. Reviewed Staffing and Requirements outlined in the letter. Discussion followed.

7.2 Discuss insurance and human resources/employee manual

Umpqua Insurance Agency had provided insurance quotes outlining traditional PPO plan options (non-HSA qualified plans), HSA qualified medical plan options, and dental options. Side-by-side comparison with quote documentation provided by WHA Insurance Agency during January 25, 2020, showing the Special Districts compliant plans quotes with much lower premium rates, In-Network Deductible, Out of Pocket Max, Copay, etc. Umpqua Insurance Agency does not provide all lines of insurance necessary for the District to hire employees, human resources support, or compliance monitoring. On January 25, 2020, WHA Insurance Agency presented they have all lines of insurance necessary for the District to hire employees, offers human resources support, and compliance monitoring. Discussion followed.

7.3 Agent of Record discussion

Resolution 20-1 A Resolution Changing Designation of Insurance Agent of Record

Summary: A Resolution to change the District's Insurance Agent of Record from Umpqua Insurance Agency to WHA Insurance Agency, Inc., to obtain all lines of insurance necessary to continue to protect the District's assets, finances, elected officials, and staff from legal exposure and damage claims, but also to provide the benefits necessary to hire employees.

MOTION: John Parker moved to approve Resolution 20-1 A Resolution Changing Designation of Insurance Agent of Record. Seconded by Kat Stone. Motion carries 6 Yay, 1 Nay – Sheri Moothart.

MOTION: Jennifer Bragg moved to schedule a Special Meeting to address policies and procedures on Tuesday, February 25, 2020 at 5:30 p.m. Seconded by Kat Stone. Motion carries unanimously.

8. General Manager Report – Cheryl Cheas

- UCAN Q1 and Q2 – during GM report, confirmed by Andrea Chaney that UCAN Q1 report is now submitted; can now proceed with Q2.
- District Q1 and Q2 – could only submit Q1 after UCAN Q1 submitted. District Q2 to proceed after Q1 submission.
- Providers reported vehicles not listed in OPTIS; reviewing and researching with ODOT.
- SOW Master Plan – next steps, meet with Tom Guevara, Final Draft of SOW before forwarding to ODOT procurement for consultant.
- Vision & Mission – provided Vision, Mission, Core Values, and Goals that reflect current goals from the Douglas County Coordinated Human Services Plan.

MOTION: Kat Stone moved to discuss Vision, Mission, Core Values, and Goals during the Special Meeting scheduled for February 25, 2020. Seconded by Jennifer Bragg. Motion carries unanimously.

- Loan application – adding Phase 2 for 3046 Diamond Lake Blvd.
- Pre-Application Conference for Site Plan review – working with Stu Cowie – covers widening driveway and paving approximately 650 square yard strip that is currently gravel.
- Assessor – completed paperwork, met with Nancy Pieske – need IRS 4076c letter to show tax-exempt status. Requested letter of tax exemption as government entity.
- Engineering – driveway & land – need RFQ for both or can choose just for the driveway.
- RFQ for Accountant for Audit – requested a sample RFQ from Neuner Davidson.
- ODOT permit for driveway – David Wells – he will be at Pre-Application Conference.

- STIF Report – due this coming Friday, extension granted until February 21, 2020.
- UCAN is receiving the buses and will be invoicing for the match money.
- Grants submitted: 5339 Expansion, 5339 Replacement, 5339 Discretionary – Upgraded radios, 5310 Discretionary – Preventive Maintenance.
- District IT in 3076 Diamond Lake Blvd Building – Albert Barragan, UCAN IT, ordered another switch to keep phone data separate from computer data.
- Wayne Ellsworth, South River Medical – conversation about need and gap in service of transportation services for seniors on Medicare.

9. Not on Agenda

- Jennifer Bragg mentions how to begin process for GM & Assistant. Chair addresses this will be topic during Special Meeting on February 25, 2020.
- Jennifer Bragg asks for UCAN added as a future Agenda item to address financial inquiries.
- John Parker wanted update from Sarah Thompson as assigned liaison with UCAN regarding tasks that Cheryl as GM and UCAN employee to focus on GM tasks and assignments. Sarah to have conversation with Cheryl and Andrea following meeting.
- John Parker will work on contract addendum for Lease to sublease for District as necessary and asks if UTrans would then be ready to move.
- Official welcome to Sarah Thompson as Board member.
- Jennifer Bragg question about STIF and expansions if DAR providers need to do something. After reporting, GM will follow-up with addendum to provider contracts with Exhibits showing funding.

10. Agenda Build – Special Meeting February 25, 2020

- Policies and procedures
- Vision, Mission, Core Values, and Goals
- Hiring of employees

11. Executive Session (ORS 192.660(2)()) –

No Executive Session.

12. Adjournment at 7:44 p.m.