



Minutes

Regular Board Meeting & Special Board Meeting

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

PRESENT: Mike Baker, Sarah Thompson, John Parker, Kat Stone, Jennifer Bragg, Mark Hendershott
ABSENT: Lonnie Rainville

1. Call to Order:

The meeting called to order at 5:30 p.m. by Board Chair John Parker.

2. Roll Call

Roll call taken by Board Chair John Parker.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 July 13, 2020 Minutes

4.2 July Financial Report

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Kat Stone. Motion carries unanimously.

5. Public Comment for On Agenda Items Only

No public comments for on agenda items.

6. New Business

6.1 Schedule SDAO Board Training

SDAO trainer available to provide Board Training on Saturday, September 19, 2020 or Saturday, September 26, 2020. SDAO also provided Participant Application for SDAO Board Leadership Academy as an option available for the Board Members to participate in. Discussion followed.

MOTION: Sarah Thompson moved to schedule SDAO Board Training on Saturday, September 26, 2020. Seconded by Mike Baker. Motion carries unanimously.

Reviewed training topics available from SDAO Board Leadership Academy. Discussion followed.

MOTION: Mike Baker moved to request training topic of Public Contracting. Seconded by Jennifer Bragg. Motion carries unanimously.

6.2 Board Training on Board Protocols - WHA

William White, Public Entities Account Executive from WHA, provided presentation document Board Duties and Responsibilities to the Directors to ensure easy follow of presentation.

6.3 Board Protocols Review – Special Meeting

William White gave presentation that reviewed UPTD Board Protocols.

Special Meeting 6:42 p.m.

Discussed UPTD Board Protocols revised to show District name change, grammatical corrections, and updated page formatting. No additional changes made to Board Protocols.

MOTION: Jennifer Bragg moved to approve UPTD Board Protocols as amended. Seconded by Kat Stone. Motion carries unanimously.

Return to Regular Session 6:43 p.m.

6.4 Logo Proposals

Directors provided Logo Proposals. Reviewed details and usage of logo. Discussion followed.

MOTION: Sarah Thompson moved to approve the third Logo option on Mike Baker's logo proposal as the official Umpqua Public Transportation District Logo. Seconded by Mike Baker. Motion carries unanimously.

6.5 Discuss Options of DAR name

Changing Dial A Ride name to complement Umpqua Public Transportation District's name. Name change options discussed included Umpqua Connections, Umpqua Rides Connections, and Umpqua Rides. Discussion followed.

MOTION: Mike Baker moved to approve Dial A Ride name change from Douglas Rides to Umpqua Rides. Seconded by Mark Hendershott. Motion carries unanimously.

7. New Business

7.1 Resolution 20-8: Designating Bank Signatories

A new slate of officers elected by the Board of Directors on July 13, 2020, adding John Parker as Board Chair and Lonnie Rainville as Vice Chair, creating the need to Designate Bank Signatories.

MOTION: Sarah Thompson moved to approve Resolution 20-8: Designating Bank Signatories. Seconded by Jennifer Bragg. Motion carries unanimously.

7.2 Resolution 20-9: Dedicating New Address of Record & Phone Number

Establishing UPTD address of record as 3076 NE Diamond Lake Blvd, Roseburg, OR 97470 and phone number for the District as (541) 671-3691.

MOTION: Mike Baker moved to approve Resolution 20-9: Dedicating New Address of Record and Phone Number. Seconded by Kat Stone. Motion carries unanimously.

7.3 Resolution 20-10: Reestablishing Location of Future Meetings

Reestablishing UPTD location of future meetings to the District Building at 3076 NE Diamond Lake Blvd, Roseburg, OR 97470.

MOTION: Jennifer Bragg moved to approve Resolution 20-10: Reestablishing Location of Future Meetings. Seconded by Sarah Thompson. Motion carries unanimously.

7.4 Resolution 20-____: Defining Ineligible Candidates

ORS 198.115 directs that the District should bar paid employees from membership on the governing board via Resolution; additional consideration to define contracted providers and/or vendors that provide transportation services to the District as ineligible to serve on the governing board without affecting current governing body. To prevent future conflict of interests defining ineligible candidates as individuals that are employed by the District or an entity that provides transportation services for the District, or conducts business with the District. Discussion followed.

MOTION: Kat Stone moved to postpone Resolution Defining Ineligible Candidates until December. Seconded by Mark Hendershott. Motion carries. Yay – 5, Nay – 1; Mike Baker.

MOTION: Sarah Thompson moved to review the topic of Defining Ineligible Candidates each month as a standing Agenda item until it is revisited in December. Seconded by Jennifer Bragg. Motion carries unanimously.

8. General Manager Report

- Completed the process of bringing on 21 employees.
- Had one on one meetings with multiple employees to set expectations and brainstorm.
- Met with Charlene, Deanna, and Chief Smart from City of Reedsport. Discussed a contract amendment to include the STIF plan project.
- Filled in as Operations Supervisor for a week.
- Hired another dispatcher for the UPTD One Stop Call Center.
- Met with Kathleen and Shellie from Mercy Express to discuss options to keep moving forward. Discussed a contract amendment to utilize STIF funds which has been submitted to our attorney for approval.
- Found a supplier for disposable gloves and stocked up.
- Hired a Sanitation Tech to work on deep cleaning the vehicles.
- NexCom completed the installation for magnetic door locks. Assigned key cards to all employees. Discussion followed.
- Reviewed COVID Return to work policy to ensure Governor’s new orders are included. Updated language to allow for reasonable accommodation. Discussion followed.
- Arranged for all employees to meet with Sandy from Edward Jones to start the process for the SEP.
- Upgraded several DAR provider tablets. Found glitches in several tablets that had to be resolved.
- Escrow complete. Wire transfer complete 7/21/2020.
- Attended Pre-Application Conference meeting with City of Roseburg and IE Engineering to go over proposed building plan. Discussion followed.
- Completed the grant process for North Douglas County Veterans Medical Transportation Connector: Creates Veteran centered bedroom community connections to the VA facility in Roseburg and Eugene. Partnerships with South Lane Wheels and North Douglas Betterment (serving the Elkton, Drain, and Yoncalla area). Next step is an RFP.
- Ordered 72” Monitor for the Board Room. Delivery has been delayed until the 13th.
- Met with Brian Prawitz with BP Media as he is interested in working out a deal to manage the advertising on our buses for us. Discussion followed.
- Reviewed the ODOT 5310 discussion which verifies that meal delivery is an acceptable use of 5310 funds allocated to a provider but the match rate is 50% instead of the 10.27% that is used with the purchase service. This requires the provider to track meal delivery costs separately from the DAR rides. Found this applies to at least one provider. Discussion followed.
- Provided UPTD Rider Count Summary to the Board of Directors showing the ridership number differences between July 2019 & July 2020. Discussion followed.

9. ODOT Update – Jennifer Boardman

Funding application due dates available for disclosure to the District. STIF Discretionary application due date November 2, 2020. STIF Formula application due date February 1, 2021. Section 5304 application due date March 1, 2021. 5310 application due date March 1, 2021. 5311 application due date March 1, 2021. STF Formula application due date March 1, 2021. Discussion followed.

Clarification whether the District should be concerned about TAM plan; to still be pushed out until District becomes MPO which is dependent on transportation act and census results. Discussion followed.

Need to confirm STIF/STAC committee members are still onboard for their positions.

No annual conference in October; classes will be available online and board members are encouraged to take some of those classes.

Best interest for District to put out RFP for Dial A Ride service should be soon for compliance by next biennium. Discussion followed.

10. Not on Agenda

- Update on incident at Walmart, after investigation by the local police department it was closed.
- Pacific Power grant for obtaining electric buses and charging station. Discussion followed.
- Potential Board Meeting in Reedsport. Discussion followed.

11. Public Comment

No public comments.

12. Agenda Build – Regular Board Meeting September 14, 2020.

- Resolution Defining Ineligible Candidates discussion.
- Reminder October Board Meeting in Reedsport.
- Reminder SDAO Board Training in September.
- Update for funding due November in GM report.
- Confirm membership in STIF/STAC committee.

13. Adjournment at 8:03 p.m.