

# Minutes

## Special Board Meeting

### Umpqua Public Transportation District

Tuesday, February 25, 2020  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470



**PRESENT:** John Parker, Jennifer Bragg, Sarah Thompson, Mike Baker, Kat Stone, Sheri Moothart, 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. District Business**

**4.1 UCAN Letter**

Andrea Chaney, UCAN Program Operations Director, discusses letter from Shaun Pritchard, UCAN Executive Director, sent directly to each Board Member; addressing fiscal deficits and projections, concerning Utrans operations. Discussion followed.

Consensus to meet with UCAN fiscal, Neuner Davidson, and Cheryl Cheas as District General Manager for fiscal review, to gather all documentation necessary addressing the deficit, and to bring back to Board for review and further discussion in March Regular meeting.

**4.2 Employee Handbook: Policies & Procedures**

WHA worked with General Manager to gather applicable, organizational, and standard Policies & Procedures into an Employee Handbook. Umpqua Public Transportation District Employee Handbook was provided to the Board. Brief review and discussion followed.

**MOTION:** Kat Stone moved to adopt Umpqua Public Transportation District Employee Handbook with acknowledgement that it can be amended as needed. Seconded by John Parker. Aye – 3: Kat Stone, John Parker, Sarah Thompson; Nay – 4: Mike Baker, Jennifer Bragg, Mark Hendershott, Sheri Moothart. Motion failed.

Consensus for Board Members to review Umpqua Public Transportation District Employee Handbook and to bring it back to the Regular Meeting in March for potential approval.

**4.3 Employee Benefits**

WHA explained Life and Health benefit information for potential future employees; including limits, deductibles, out of pocket costs, copays, coinsurance, premium rates applicable to the Employer and premium

rates applicable to the Employee. WHA explained HRA VEBA benefit information for potential future employees.

**Resolution 20-2 A Resolution Authorizing the Establishment of Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plans**

Summary: A Resolution for the District as the Employer to elect to participate in the Plans and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements. The plans will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements. Authorizing the General Manager to execute documents and establish procedures consistent with Plan and Trust provisions and applicable employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plans.

**MOTION:** Sarah Thompson moved to approve HRA VEBA at \$3,000 contribution. Seconded by Jennifer Bragg. Yay – 5; Nay – 1: John Parker.

**MOTION:** Mark Hendershott moved to adopt Resolution 20-2 A Resolution Authorizing the Establishment of Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plans. Seconded by Sarah Thompson. Yay – 5; Nay – 1: John Parker.

**4.4 Organizational Chart**

Organizational Chart was provided to the Board for review. Discussion followed.

**4.5 Vision, Mission, Core Values, Goals**

Proposed Vision, Mission, Core Values, Goals statements provided to the Board for review. Discussion followed.

**MOTION:** Jennifer Bragg moved to adopt Vision Mission, Core Values, Goals statements with the edit of the word *residents* to *citizens* in the Vision Statement. Seconded by Kat Stone. Motion carries unanimously.

**4.6 Hiring of Employees**

Hiring Cheryl Cheas to serve as General Manager to the District. Discussion followed.

**MOTION:** Sarah Thompson moved to provide Cheryl Cheas with a 1-year contract to serve as General Manager of Umpqua Public Transportation District. Seconded by Mark Hendershot. Motion carries unanimously.

**MOTION:** Kat Stone moved to accept applications open until filled. Seconded by Sarah Thompson. Motion carries unanimously.

**5. Agenda Build**

- Executive Session
- Employee Handbook
- Adjacent Property update
- Lease Agreement/Sublet
- Utrans relocation
- Utrans budget for upcoming year
- UCAN funding

**6. Adjournment at 7:22 p.m.**