

Minutes

Umpqua Public Transportation District

Tuesday, November 5, 2019
Roseburg VFW, 1127 Walnut Street
Roseburg, OR 97470



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

ABSENT: All directors present; Kat Stone via telephone.

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. Review and Approval of Minutes of October 14, 2019 Regular Meeting

MOTION: John Parker moved to accept the minutes from October 14, 2019 Regular Board meeting. Seconded by Jennifer Bragg. Motion carries unanimously.

5. Public Comment (limit to 10 minutes total)

No public comment at this time.

6. Old Business

a. DAR dispatchers' vacation time issue – Jennifer Bragg

Monica Leisner and Julie Seghetti became UCAN employees after temporary employment through Express Employment as DAR dispatch; they lost unused sick and vacation time from Express in the process. Jennifer contacted Willis at Express whose impression was to bill the County to pay for vacation time if such a request was received from Dennis Pinheiro. Jennifer stated Dennis advised her the City of Sutherlin was responsible for said billing. Jennifer spoke with Commissioner Tim Freeman who advised the County was finalizing transportation funds transfer to the District; once received the decision making for this issue belongs to the Board.

Andrea Chaney, UCAN Program Operations Director, offered option to roll the vacation time into the DAR dispatchers' current UCAN PTO bank. Sheri Moothart and Jennifer Bragg concurred this was not a viable option to compensate the DAR dispatchers for their lost vacation time offered through temporary employment with Express Employment. Details were provided by Cheryl to clarify that UTrans Full-Time employees receive Paid Time Off in a PTO bank paid at a rate of 50% (up to max accrued of 240 hrs); Part-Time employees only receive Oregon Sick Leave

(up to 40 hrs) and is not paid out. The Chair advised decision making of this issue sets a precedence of expectations for not just the DAR dispatchers but all other employees that would become District employees, i.e. UTrans drivers.

Discussion continued about sick leave time rolling over to the District if the DAR dispatchers and UTrans employees become District employees, up to whatever the maximum accrued still to be established by the Board. Vacation hours paid out similar to other companies when an employee leaves with accrued vacation as earned time; but sick time is not paid out. To keep consistency, whatever is decided for the dispatchers should be decided for the drivers; or as a District maybe set different expectations as a completely different employer.

MOTION: Sheri Moothart moved to pay out both Monica Leisner and Julie Seghetti's vacation time in checks and to roll over Monica's sick time. Seconded by Mark Hendershott. Motion carries unanimously.

7. District Items

a. UCAN/UTrans Amendment #1 (Bus Purchase Match)

The District's attorney, Ron Sperry, reviewed the documentation UCAN/UTrans Amendment #1 for the Bus Purchase Match and corrected wording to keep it consistent while providing detailed description of what was to be amended. The current contract is kept in force and allowing the District to pay the bus match once the buses come in.

MOTION: Mark Hendershot moved to approve UCAN/UTrans Amendment #1 (Bus Purchase Match). Seconded by John Campbell. Motion carries unanimously.

b. District Board Vacancy

John Campbell offered his resignation from the District Board of Directors as of December 3, 2019.

MOTION: John Parker moved to accept John Campbell's resignation. Seconded by Mark Hendershott. Motion carries unanimously.

Reviewed instructions to adhere to Board Bylaws' relating to board vacancies. Discussion followed regarding posting vacancy for a week in the newspaper and disclosing to local media; accept applications for narrowing down candidates. To review applications during following month's meeting to proceed in scheduling interviews, dependent on received applicants' qualifications. John Campbell is authorized to work with District Manager to create application for narrowing most qualified candidates.

c. Consider the purchase of an ADA accessible vehicle from City of Myrtle Creek

The City of Myrtle Creek's City Administrator, Sean Negherbon spoke with Cheryl regarding the Lions Club ADA accessible vehicle that is for sale between \$1,200 and \$1,400. UVdN's Matt Droscher and Kenny Sherman looked at the vehicle and determined it was a sound vehicle. The vehicle would be a loaner vehicle for the various DAR providers when needed. In the interim, could be a vehicle for UVdN to use until they replace the vehicle that was involved in a collision.

Discussed price range of putting a wrap on this vehicle if it were to be purchased. Cheryl directed the question to Dennis who confirmed an estimate of around \$1,000. Discussion regarding additional known maintenance on the vehicle as well as request for trusted mechanic to look at the vehicle prior to finalizing purchase.

MOTION: John Parker moved to accept the purchase of ADA accessible vehicle subject to a good mechanic review. Seconded by Jennifer Bragg. Motion carries unanimously.

8. General Manager Report – Cheryl Cheas

Requested providers to give their information for quarterly reports, expecting last provider to share information after a scheduled face to face meeting the following week to clarify questions of reporting. Attended Oregon Transit Association's conference, where information was provided about combining of STF and STIF; the two options in consideration may affect Douglas County or as the District, the difference amount is around a couple of hundred thousand dollars as the rule making committee is trying to work out the details of combining the two funding sources. STF is entitlement, and STIF is project oriented with target measures. Most of the District projects target measures are easy to show and are already put in motion. Will have to write out some contracts with the providers to specify how they work into each project, and those contracts to be presented to the Board.

Mark Hendershott requested update from UTrans regarding hiring of additional drivers. Andrea Chaney updated that 8 applicants were interviewed, 5 of which have CDL, 1 from out of state, and 1 had CDL but had lapsed about 5 years prior. Reference checks were followed up on, and approximately 4 or 5 may be hireable.

9. Not On Agenda

Jennifer Bragg shared that Jennifer Boardman, ODOT, sent out an email about granting opportunities for DAR vehicles. The Chair asked if information was also provided to the District Manager; Cheryl confirmed that she had received the information and the application to be based on the list of providers that are requesting expansion vehicles.

John Parker completed a ride along with Rep. Gary Leif and Rep. David Brock Smith; joined by Matt from UVdN. John was advised of certain rural associations which have funding available to them, and later discovered that Cheryl is a part of such association. After some concerns of financial impact of Free Ride Friday, John educated the Representatives that it was a good program to meet community needs. The entry steps were addressed with concerns for disabled or elderly riders, with suggestions of needing more variety of vendors to avoid same hazard of getting into the buses. The Representatives would like to see route expansion to the Social Security office and YMCA as soon as reasonably possible and route charts updated to more public user friendly format. The bus driver, Steve Lewter, was complimented for staying on schedule, knowing his information, and being prompt with getting persons loaded and strapped in.

Matt explained that Rep. Gary Leif mentioned opinion of vehicles matching the terrain for certain locations of Douglas County; DAR provider locations which have city vehicles in non-city terrain areas outside city limits, adds extra wear and tear to DAR vehicles. Neither Representatives were fully aware of all the upcoming changes to STF and STIF, possibly due to lack of context.

Jennifer Boardman shared awareness that lobbying was not something that ODOT could do on behalf of the District but explained that even during the Conference it was advised as citizens to reach out to the Representatives. Jennifer added that there are now 5 vendors approved instead of just the 2, so the options for vehicles has been opened up with more choices available going forward.

John Parker added that there was mention of a plan of a rail at the coast for public transportation that the District should be aware of.

10. Agenda Build – Next Regular Meeting December 9, 2019

Agenda Build was not discussed.

11. Executive Session (ORS 192.660(2)(e)) – To conduct deliberations to negotiate real property transactions.

John Parker recused himself as a Board Director due to conflict of interest as the agent of record for real estate.

12. Return to Regular Session at 7:18 p.m.

John Parker recused himself as a Board Director due to conflict of interest as the agent of record for real estate.

MOTION: Jennifer Bragg motioned to that the District make full price offer on 3076 NE Diamond Lake Blvd property and to appoint Cheryl Cheas as the authoritative signer (signatory) for the District for the price limit of \$600,000 before coming back to the Board to discuss alternate options. Seconded by John Campbell. 5 Yay, 1 Nay – Sheri Moothart; John Parker removed.

MOTION: Jennifer Bragg motioned to appoint John Parker as representative for District for 3076 NE Diamond Lake Blvd property. Seconded by Sheri Moothart. Motion carries unanimously; John Parker removed.

13. Adjournment at 7:26 p.m.