

# Minutes

## Regular Meeting

### Umpqua Public Transportation District

Monday, January 13, 2020  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470



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

**ABSENT:** All directors present

**1. Call to Order:**

The meeting was called to order at 5:34 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. Consent Agenda**

**4.1 December 9, 2019 Minutes**

**MOTION:** John Parker moved to accept the corrected December 9, 2019 Minutes. Seconded by Kat Stone. Motion carries unanimously.

**5. Financial Report with Discussion**

Financial Report was reviewed in detail with collaborative effort. Discussions followed.

**MOTION:** John Parker moved to approve the Financial Report. Seconded by Mark Hendershott. Motion carries unanimously.

**MOTION:** Jennifer Bragg motioned for Dennis Pinheiro to take over Dial a Ride operations and to report directly to the Board. Seconded by Kat Stone. The Chair amended the motion that Dennis still report to the General Manager; at minimum a soft report. Discussions followed. Motion carries: 5 Yay, 1 Nay – John Parker.

**6. Old Business**

**6.1 Board Vacancy applications**

**6.1.1 Interviews**

The Directors interviewed the applicants that were present (Ashley Hicks, Sarah Thompson, and Jammie Lauderdale) individually and during public session. Discussion followed. Agreement to proceed with Agenda items first and to return to Board Vacancy Review & Discussion, and then Selection of Director.

## 6.2 Review Board Bylaws

Review of the Board of Directors' Bylaws. Agreement that District's name and acronym to be modified throughout the document. Discussion followed.

**MOTION:** John Parker moved to amend the Board of Directors' Bylaws by modifying the acronym of the District as UPTD and updating the address of the location for Regular meetings to 3076 NE Diamond Lake Blvd, Roseburg, Oregon in "OVERVIEW" paragraph on page 1. Seconded by Jennifer Bragg. Motion carries unanimously.

**MOTION:** John Parker moved to amend the Board of Directors' Bylaws by removing section 3.c. "Absences:" on page 2. Seconded by Jennifer Bragg. Motion carries unanimously.

**MOTION:** John Parker moved to amend the Board of Directors' Bylaws by modifying *four (4)* to *two (2)* in section 5 "Officers:" on page 4 so that it states, "The Chair shall not serve more than two (2) years in a row." Seconded by Jennifer Bragg. Motion carries unanimously.

**MOTION:** John Parker moved to amend the Board of Directors' Bylaws by removing the word *Chair*, switching *he* with *a Board Member*, and adding *appointed as* in section 6.a. "Committees:" on page 4 so that it states, "The Board may appoint representatives for subcommittees of which a Board Member shall be appointed as an ex-officio member" and to add an *s* at the end of the word *recommendation* in 6.c. so that it states, "Subcommittees shall submit written minutes, reports of findings and recommendations to the Board." Seconded by Sheri Moothart. Motion carries unanimously.

**MOTION:** John Parker moved to amend the Board of Directors' Bylaws by removing the first sentence from section 8.b.ii on page 5 so that it only states, "Notices will be sent to any requesting party at least five (5) days prior to the meeting stating the agenda thereof." Seconded by Kat Stone. Motion carries unanimously.

**MOTION:** Sheri Moothart moved to amend the Board of Directors' Bylaws by changing the word *remove* to *recuse* in section 10.e. on Page 6 so that the sentence states, "If it is an 'actual' conflict of interest, the Board member must recuse themselves to the audience area of the meeting until a decision has been made by the rest of the board." Seconded by John Parker. Motion carries unanimously.

**MOTION:** Jennifer Bragg moved to amend the Board of Directors' Bylaws by removing *verbally or* from the sentence in section 11.d. on page 7 so that it states, "If an officer is unable to complete their term, they will notify the Board in writing." Seconded by Sheri Moothart. Motion carries unanimously.

**MOTION:** John Parker moved to amend the Board of Directors' Bylaws by ensuring that the document is gender neutral. Seconded by Kat Stone. Motion carries unanimously.

## 7. Public Comment (limit to 10 minutes total)

- Natasha Atkinson, Umpqua Homes, addressed communication challenges that she indicated are apparent between the District and providers; going forward she would like to see more communication. Discussion followed.
- Stanley Cox, Dial a Ride driver, told by passengers that he is driving illegally, because of not having training. Stanley wanted to know if there is an organization chart showing the structure of the District because it is unclear who to go to for certain things. Stanley felt insulted that the Board wasn't taking

responsibility to be mindful that Douglas Rides is not just for seniors and disabled persons but is a service available to everyone. Discussion followed.

- Jammie Lauderdale requested clarification of training schedule provided through UTrans trainer and when to start inquiring with Dennis Pinheiro about training; questioned if until Dennis is recertified to teach training can attend training currently on calendar. Discussion followed.

## **8. Review & Discussion of Board Vacancy**

Review of the applicants interviewed, and discussion followed to proceed with Selection of Director.

### **8.1 Selection of Director**

**MOTION:** Mark Hendershott moved to appoint Sarah Thompson to the Board of Directors. Seconded by Kat Stone. Motion carries: 4 Yay, 2 Nay – John Parker, Jennifer Bragg.

### **8.2 Oath of Office of UPTD Director – Sarah Thompson**

Sworn and signed before Notary Public.

## **9. New Business**

New Business was not discussed.

## **10. General Manager Report – Cheryl Cheas**

- Print out of Federal Motor Carrier Safety Regulations Related to New Driver Qualifications provided and discussed regarding FTA level training requirements (versus best practice) for drivers of each provider within the District. Discussion followed.
- Training calendar reviewed and discussed. Advised of training DVD cost is \$990, already in-hand of UTrans trainer with National Safety Council – suggested possibility for Dennis to be under same umbrella with National Safety Council rather than fund another DVD at \$990. Discussion followed.
- Update of adjacent property research: Saylor Excavating – too big of project; Guyer Construction – would have to use cradar to take care of the rock; Tonka – perfect and right up their alley to drill, probable to bring material from higher levels to fill in lower levels and create a road, they advised that to blast all the rock would have to meter each house in area to measure blasting effects. Discussion followed.
  - Full disclosure - John Parker requested Cheryl to seek locally owned businesses to evaluate the job at adjacent property. John Parker recused himself to speak as the District Realtor and advised that the driveway needs to be widened to follow requirements to allow for 2-way traffic for emergency vehicles.
- Update regarding consolidating transit into the new building, the Lease Agreement, and subleasing to UCAN. Discussion followed.

**MOTION:** Jennifer Bragg moved to hire a real estate attorney to review all real estate transactions and issues. Seconded by Mark Hendershot. Motion carries. John Parker vote abstained and recused himself and has declared an actual conflict of interest.

- Andrea Chaney, UCAN, requests clarification of difference between restrictions of parking lot paved at old UCC jobs building versus the parking at 3076 NE Diamond Lake Blvd not needing to be paved. John Parker explains the UCC jobs building was getting repurposed in contrast this building already zoned and had prior use of similar activity on it. John as the District Realtor spoke with Stuart Cowie, Roseburg City Planning, who assured John that the District would be staying within compliance for parking.
- Special Districts not able to provide Board training until March 14, 2020. Julie Brown, Oregon Transportation Commissioner, to speak at the Board retreat scheduled for January 25, 2020.
- Trip to Portland to inspect the buses - there was a recall on the driver seat which caused a delay, but during inspection, found a number of issues - mirror needs moved to correct spot and the flashing lights on the rear of the bus were missing.
- Wi-Fi installed in building for District.

**11. Not on Agenda**

Not on Agenda was not discussed.

**12. Agenda Build – Next Regular Meeting February 10, 2020**

Agenda Build was not discussed.

**13. Executive Session (ORS 192.660(2)( )) –**

No Executive Session.

**14. Adjournment at 9:32 p.m.**