

Minutes

Regular Board Meeting

Umpqua Public Transportation District

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



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

ABSENT: Sarah Thompson

1. Call to Order:

The meeting called to order at 5:34 p.m. by Board Chair Mike Baker.

2. Roll Call

Roll call taken by Board Chair Mike Baker.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 June 8, 2020 Minutes

4.2 June 22, 2020 Minutes

4.3 June Financial Report

MOTION: Lonnie Rainville moved to approve Consent Agenda. Seconded by John Parker. Motion carries unanimously.

5. Old Business

5.1 Board Election

Board of Directors to elect amongst their peers for the positions for Chair, Vice Chair, and Secretary.

Nominated for Chair position are Lonnie Rainville and John Parker. Discussion followed.

Lonnie Rainville – 2 votes.

John Parker – 3 votes; elected to Chair.

Lonnie Rainville nominated as Vice Chair. No other nominations for Vice Chair.

Vote is unanimous.

Kat Stone nominated as Secretary. No other nominations for Secretary.

Vote is unanimous.

5.2 Revisit Board Protocols to schedule Special Meeting

Board Protocols state that Directors are to review Board Protocols annually in Special Meeting. Discussion followed. Consensus for Special Meeting at the next Regular Board of Directors meeting on August 10, 2020, to devote to the Board Protocols.

5.3 Logo

Proposed Logo presented to the Board Members by Mike Baker. Discussion followed. Consensus to bring back current proposed Logo without bus & mountains and to bring any additional proposed logos for discussion at the next meeting.

Roy Spurgeon offered public input of current proposed logo.

Mike Baker commented for consideration of changing Dial A Ride name to complement District's name.

5.4 Communication with Dial A Ride

Timeline for Quarterly Report Process document provided to the Board of Directors. Discussion followed. Consensus for the initial request for documentation email to go out the first of the month after the end of each quarter.

As a provider, Jennifer Bragg clarifies that North Douglas Betterment is requesting amendment to their contract with the District.

5.5 Property Update – 3046 NE Diamond Lake Blvd

John Parker recused himself as Board of Director due to conflict of interest as the District real estate representative to discuss the update for adjacent property.

Offer made to owners of the adjacent property. Initial offer was \$82,500 and was countered at \$85,000. The counteroffer was accepted. Closing process likely to complete by the end of next week.

6. General Manager Report

- Met with Deanne Clayton and James Mast regarding the downtown office.
- Resolved issues with OPTIS to allow Christine access to process quarterly reports.
- Worked with UCAN for a final resolution of documents for 3rd quarter report.
- Worked with Christine to combine DAR and UCAN/UTrans numbers to complete reporting in OPTIS.
- Ordered and received the name plates for the Board.
- Reviewed the ACL funding opportunity received by UVdN and let them know they should submit a proposal to the District. The proposal needs to indicate what UVdN wants to do with the funding and how UPTD falls into that proposal.
- Reviewed with 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 purchased service. This requires the provider to track meal delivery costs separately from the DAR rides.
- Coordinated with Andrea from UCAN regarding copies of documentation needed and other issues pertaining to the transfer.
- Worked with the UTrans supervisor to look for options to prevent service from being shut down completely for 2 weeks. Kept Board and UCAN apprised of the issues.
- Reviewed and approved proposed Kelley's Korner Burger King project adjacent to current bus pullout.
- UVdN has found a van they believe would be a good replacement for the van that was totaled. Have not heard anything further but their insurance settlement was for \$23,000 and it would be appropriate for that funding to be used for this purchase if they move forward.

- Talked with Richard Hoffman, City of Roseburg, regarding the Cascade Community Credit Union expansion on Harvard at Harrison Street. Roseburg TSP would require a bus pullout for this expansion. Provided bus pullout information.
- On June 11th, email communication was sent out providing a number for a Dial A Ride driver line, updated dispatch hours, additional information about using their tablets to message dispatch as well as the One Stop Call Center Vision. There are typically 0-3 calls per day on the driver number that was provided. In talking with dispatchers, they have never received an emergency call from a driver. Discussion followed.
- Interviewed approximately 30 drivers, dispatchers, office assistants, and sanitation tech.
- Hired 18 bus drivers and 2 Operations Assistants.
- Parking area paving and striping completed.
- Presented budget for Budget Committee meeting and Budget Hearing.
- Met with ODOT for instruction on TDMP Evaluation Consensus RE: selection of consultant for Master Plan. Kittelson and Associates was the only proposal submitted.
- Ordered office supplies and furniture through UCAN to utilize funds that would otherwise be lost.
- Hired a temporary Facilities Maintenance Tech to assemble desks, do landscaping, fix the garage door, power wash the back-patio area, put together chairs, etc.
- Continued working with CoreTech to navigate UCAN release of UTrans website, computers, and phone system at the Rose Street office.
- NexCom started wiring for magnetic door locks. Work should be completed in July.
- Reviewed COVID Return to work policy to ensure Governor's new orders are included. No changes were needed.
- Conducted New Hire Orientation.
- Added 18 people to payroll.
- Met with sandy from Edward Jones to start the process for the SEP.
- Met with Sunrise to start cleaning services. Contract is less than \$5,000/year, therefore no RFP required.
- Setup contract with Mid Columbia Producers for fuel for the vehicles. Received new fuel cards for vehicles.
- Setup Fleetio to track all vehicle preventive maintenance data. Backfilled 2019-2020 to give history. Taught drivers how to use Fleetio for Pre-trips and Post-trips.
- Ordered and received replacement tablets for the Dial A Ride vehicles. We are in the process of installing Routematch software and will then schedule time with each provider to upgrade.
- Made an offer on 3046 NE Diamond Lake Blvd. Owners counter offered. Accepted the counter. Escrow should complete by 7/22/2020.
- IE Engineering scheduled Pre-Application Conference meeting with City of Roseburg for 7/22/2020 to go over proposed building plan.
- Worked with Occuhealth to schedule fit for duty physicals for drivers who passed their UA's and were offered employment contingent upon passing UA, background check and Fit for Duty physical.
- Ordered a replacement copy machine for the Rose Street office as the one they had was 6 years old and failing.
- Received notification that Umpqua Public Transportation District received an award recommendation of \$50,000 in Operations funding 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).

- Setup ACH transfer for HRA VEBA contributions.
- Provided contact information for UVdN and UHI to Officer Cordell of the Roseburg PD regarding a hit and run that occurred in the Wal-Mart parking lot. Have not heard anything further on this incident.
 - Comments read to the Directors that were referring to incident:
 - Natasha Atkinson, UHI – via Zoom – In the future can providers be notified of this as well, other than just the drivers...this is the first we heard of the potential accident
 - Kellie Ward, UHI – via Zoom – Anything involving the drivers need to go through the providers. This has been explained to you prior to this board meeting.
 - Jennifer Bragg requests providers be contacted and notified. Understands probability that police officer may not have contacted the providers yet. Discussion followed.
 - Chair asks if there is a protocol in place for situations such as what to follow-up on if the General Manager is unavailable due to unforeseen circumstances.
- Updated the phone tree and Christine has worked diligently to complete the port of the UTrans phone number.
- Worked with dispatch to bring over ParaTransit. ParaTransit is now set up in Routematch.
- Requested a list of outstanding invoices from UCAN to reconcile the outstanding balances.
- Worked with Ron Sperry on the adjustments for final agreement with UCAN.
- Requested information regarding setting up a monitor in the Board room but CoreTech has to complete the issues with the phones, computers, network, and router at Rose Street prior to jumping into this project.

7. Not on Agenda

- Request for Special Districts training through SDAO for weekend retreat and potential of distance learning. Discussion followed.
- Matt Droscher, UVdN – wanted to follow up on information of replacement van. Discussion followed.
- Delegation of duties conversation. Discussion followed.
- Probability for meetings in Reedsport once or twice a year.

8. Public Comment

- Jennifer Boardman –would like to provide training on funding and what the Board needs to do and in order to better support Cheryl, so that the Board knows their responsibilities.
 - Board Consensus to add Jennifer Boardman to Agenda as line item.

9. Agenda Build – Regular Board Meeting/Special Meeting August 10, 2020.

- Resolution to change bank signatories.
- Logo proposals
- Change DAR name
- Protocols – Special Meeting
- Jennifer Boardman – ODOT

10. Adjournment at 6:52 p.m.