

Minutes

Regular Board Meeting

Umpqua Public Transportation District

Monday, May 11, 2020

3076 NE Diamond Lake Blvd, Roseburg, OR 97470



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

ABSENT: All Directors Present

1. Call to Order:

The meeting called to order at 5:31 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 April 13, 2020 Minutes

4.2 March Financial Report

4.3 April Financial Report

MOTION: John Parker moved to approve Consent Agenda. Seconded by Sarah Thompson. Motion carries unanimously.

5. Old Business

5.1 Board Vacancy applications

UPTD has received one Board Vacancy application from Lonnie Rainville. Directors proceeded with interviewing applicant. Review & discussion followed.

MOTION: Kat Stone moved to accept and appoint Lonnie Rainville as an UPTD Board of Director. Seconded by Jennifer Bragg. Motion carries unanimously.

Oath of Office of UPTD Director – Lonnie Rainville

Sworn and signed before Notary Public.

5.2 STIF/STAC & Budget Committees

Contacted STIF/STAC Committee members to confirm continued involvement on committee. STIF/STAC & Budget Committees appointments needed to meet fixed route and low-income criteria. Recommendation to appoint Shelley Gurney as fixed route representative and Natasha Jansen as human services representative. District has several criteria for representation to be met and has need to increase quantity from 7 to 12 members to meet state guidelines for STIF committee by adequately representing each category of member criteria for Master Plan and next round of STIF funding. Discussion followed.

MOTION: Jennifer Bragg moved to approve increasing Advisory Committee quantity from 7 members to 12 members. Seconded by Sarah Thompson. Motion carries unanimously.

5.3 STIF/STAC Bylaws – review & approval

STIF/STAC Bylaws revised to reflect the District’s name change, grammatical and formatting adjustments, and updating the number of members from 7 to 12.

MOTION: John Parker moves to approve STIF/STAC Bylaws as amended. Seconded by Kat Stone. Motion carries unanimously.

5.4 Unpaid Leave Balance Precedent

Leave Balance Timeline and Leave Balance Recommendation presented to the Board. Precedence, fairness, transfer, amount of leave balances of transferring employees, potential bridging of leave balance in transition, and acknowledging employee tenure discussed in detail. Consensus to have legal review of this topic and to bring back to following board meeting for either resolution or policy approval. Request for Q&A or FAQ distribution to potential transfer employees about their concerns of transition for further board discussion.

5.5 Plexiglass for Drivers

Jennifer Bragg spoke with Andrea Chaney, UCAN, about Plexiglass installation for the drivers; intended to contact Julie Brown at RVTD. Cheryl Cheas was contacted by a business currently working on Plexiglass installation on buses in Oregon and has been informed that current buses are too small for project, was advised they will design after larger bus projects are completed. Shelley Gurney, UTrans, to provide measurements for potential scaled-down engineering. Discussion followed.

6. New Business

6.1 Personal Protective Equipment (PPE)

Reached out to local Douglas County emergency group about receiving PPE locally and the District did not qualify for local distribution of PPE. BYD Global reached out to the District about PPE order distribution to transportation and the District was able to order and receive supply of single-use disposable face masks and KN-95 respirator masks. Discussion followed.

7. General Manager Report

- SOW Master Plan – SOW is complete and in process for procurement of consultant.
- Loan application – adding Phase 2 for 3046 Diamond Lake Blvd.
- Employee insurance premium rates are lower than originally quoted.
- Working with Neuner Davidson to finalize budget.
 - District needs to set a date for budget committee to meet posting deadlines
 - Board consensus to have Budget Committee meet the week before the next Regular Board meeting in June.
 - Currently have 4 of STIF/STAC committee members committed to being on Budget committee.
MOTION: Jennifer Bragg moves to appoint Shelley Gurney and Natasha Jansen to STIF/STAC Committee and Budget Committee. Seconded by Mark Hendershott. Motion carries unanimously. Exception: Kat Stone was not present for discussion, motion, or vote.
- Cascade Electric to work on electric source for gate this month.
- District IT – CoreTech – completed transfer of switch and software from UCAN to District and set up 6 computers on the network.
- Set up the District as client in the drug & alcohol consortium through OccuHealth to meet 5311 requirements.

- District Real Estate Representative, John Parker negotiated extension for 3076 NE Diamond Lake Blvd to ensure time for loan process completion to include recommendation for neighboring property 3046 NE Diamond Lake Blvd.
- Successfully processed payroll and submitted SAIF reports for workman's compensation insurance.
- Challenges with receiving emails that are going to non-accessible prior UCAN email address.
- District name officially changed with Federal Government. Currently working with Umpqua Bank to change District name on the account.
- Received signed amendments for contracts 30694 and 30700, and the sublease with UCAN.
- Completed set up of bank account for pre-funded ACH and Wire Transfers.
- Facilitated sharing of UHH's van that is not in use to Mercy Express to increase their number of rides.
- Provided comments for DRAFT Re-Opening Guidelines for Transit with scenarios specific to our area to show impact in rural areas.
- Working on Policy to put in place to help District adherence to re-opening guidelines.
- Researched multiple Plexi-barrier companies for installation of barriers for drivers.
- Multiple discussions with UTrans acting Supervisor about facilitation of the smoothest transition.
- Discovered that as a government entity the District does not qualify for 401(K) plans; need to consider a Simplified Employee Pension (SEP) plan or PERS. The SEP requires Board approval & resolution for percentage of contribution to put into setting up plan, i.e., RVTD contributes 14% and Roberts Creek Water contributes 12%.
- Replaced upstairs toilet due to water leakage.
- Drug and Alcohol Policy provided to RLS and Associates for review at their request.
- Worked with ODOT and Jennifer Boardman to make corrections in OPTIS to vehicle mileages.
- Cow Creek ridership and service data provided to Dennis Pinheiro as he is contracted to assist them.
- Letter to ODOT to officially request start of transfer from UCAN to UPTD.
- Dial-A-Ride providers that are still providing same level of service prior to COVID-19 are UVdN and Mercy Express. Jennifer Bragg is self-dispatching and decides which rides she can make and prioritizes those based on the need. Winston and Sunrise opened back up and are providing rides to one person per vehicle.
- Dial-A-Ride dispatch operations relocated to DLB building currently running call levels for current dispatcher, will bring on additional dispatcher for coverage for call queue increase.

8. Not on Agenda

- As the District's Real Estate Representative, John Parker wanted to clarify that he renegotiated the closing date due to the loan process but has not renegotiated the lease agreement; the other party has stated numerous times that there was no problem. The District's lease is up on June 1, 2020 – plans to work on addendum for the Lease.
- South Lane Wheels contacted North Douglas Betterment about intercounty connection between Douglas County and Lane County. Discussion followed.
- Jennifer Boardman explained the transfer of grant 5310 for purchase service is restricted funding and can only be used for purchased service, may only be transferred to other purchased service; the two upcoming transfers include the Call Center and ParaTransit.
- Probability of fleet services as individual contracts for different work orders or having a sole fleet services contract. Cheryl clarified the Preventive Maintenance procedures. Discussion followed.
- Probability of reaching out to John Campbell and Sheri Moothart for group photo of founding board members.
- Name plates request.

9. Agenda Build – Regular Meeting Monday, June 8, 2020

- Budget
- Committee Members
- Policy for unpaid leave
- COVID-19 policy
- FAQ
- Retirement

10. Adjournment at 7:43 p.m.