**Special Board of Directors Meeting**

**Umpqua Public Transportation District**

Thursday, December 5th, 2024, 4:00 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Meeting Minutes**

1. **Call to Order 4:00 pm**
2. **Roll Call**

Doug Mendenhall – P Michaela Hammerson – P John Estill – P Todd Vaughn -P

Gregg Kennerly - P Cathye Dewhirst Curreri - P Lisa Lanza – P

1. **Pledge of Allegiance** was recited.
2. **Appointment of Board Position:** Sworn in Gregg Kennerly
3. **Consent Agenda** – 10/21/2024 and 11/4/2024 board meeting minutes were accepted without change.

**Motion** to approve consent agenda by Director Cathye Dewhirst Curreri. Second by Director Todd Vaughn.

**Motion passed unanimously.**

1. **Compliance Update**

**6.1 Records Retention Policy**

The team discussed the 30-day action items from the Compliance Review, with a focus on reviewing the records retention policy. UPTD confirmed that they already had a records retention policy in place, which was adopted on April 19, 2021, and met or exceeded FTA and ODOT requirements. The team decided to mark the policy as reviewed and move forward, ensuring compliance. The meeting also highlighted the importance of providing the policy to ODOT and the need for continuous compliance checks.

**Special District Compliance Review Process**

The meeting discussed the compliance review process for a special district. It was clarified that the review is conducted every three years and involves a checklist of required documents. The district has support from the Special District Association of Oregon and Jennifer from ODOT, who helps navigate compliance issues. The district also has a compliance officer and a general manager with extensive experience in government organizations. The team agreed to improve their process by uploading all necessary documents 30 days ahead of the review, which would facilitate a desk review and reduce the need for on-site questions. The team also discussed the benefits of multiple managers having access to the compliance documents, which would enhance collaboration and compliance.

**6.2 Theft Prevention Policy**

The team discussed the review and approval of the theft prevention policy, which was previously approved by the Board in October. The policy was updated to include additional controls to prevent theft of bus tickets and passes. Sheri and George had a recommendation to add new rows to the control grid to ensure logging and maintenance of records for the bus passes and tickets, and to involve other employees in the process for better oversight. UPTD added logs and maintenance records for unsold bus passes, tickets and ticket books. This was assigned to the fleet maintenance and procurement manager and to the APAR coordinator. UPTD also added the records, the sales of the bus tickets, bus passes and ticket books and was assigned to the office manager at the downtown office, with the APAR coordinator as a backup. Reconciles of sales of bus passes, tickets and ticket books has been assigned to Sheri. Jennifer confirmed that as long as records are kept, the unsold, unusable tickets can be destroyed. The discussion also touched on the potential for theft and the need for oversight at the downtown office.

**6.3 Single Audit Policy for Subrecipients**

UPTD discussed the need for better oversight and accountability in their operations, particularly in the areas of accounts payable and accounts receivable. Jennifer from RLS emphasized the importance of segregation of duties to prevent potential issues. UPTD agreed to update the fiscal policy to include these changes, pending approval from the board. The team also discussed the intermingling of state and federal funds in their operations.

**Motion** to approve update to fiscal policy by Director Todd Vaughn. Second by Director Gregg Kennerly.

**Motion passed unanimously.**

**6.4 Modified Title VI Policy**

The meeting focused on reviewing and discussing various procedures and policies related to single audit procedures for sub-recipients and title 6 notices. The team discussed the need to submit audit reports within 30 days and the requirement for sub-recipients to submit a corrective action schedule for resolving single audit findings. They also discussed the adoption of a single title 6 notice, removing all previous versions, and the need to post this notice in various locations. The team also discussed the update of the no show suspension policy to align with federal guidelines. The conversation ended with the understanding that no action was required for some of the discussed items.

**6.5 No-Show / Suspension Policy**

The discussion revolved around the review and approval of a no-show suspension policy and an amended procurement policy. The team discussed the need for consistency with the guidance in the two CFRs to ensure compliance with ADA. They also discussed the importance of considering reasons for no-shows and the need for a disciplinary policy for non-adherence to the procurement policy. The team approved the proposed policies and agreed to add a section on disciplinary actions to the procurement policy.

**Motion** to approve No-Show / Suspension Policy by Director Cathye Dewhirst Curreri. Second by Director John Estill.

**Motion passed unanimously.**

**6.6 Disciplinary Action for non-adherence to Procurement Policy**

UPTD discussed the need to create a section 13.0 to the Procurement Policy for disciplinary action of non-adherence. It will be titled Disciplinary for non-adherence. It will say the Chief Executive Officer will maintain a procedure for disciplinary process for non-adherence to the Procurement Policy for violations can lead to disciplinary actions including and up to termination.

**Motion** to approve to add section 13.0 to Procurement Policy by Director Todd Vaughn. Second by Director Cathye Dewhirst Curreri.

**Motion passed unanimously.**

1. **Adjournment at 4:51 pm.**

UPTD is inviting you to a scheduled Zoom meeting.

**Topic:** UPTD Special Board Meeting 12.5.24

**Time:** Dec 5, 2024 04:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

https://us02web.zoom.us/j/84176143051?pwd=lGCXrsTd8VGAgEcBzXgtFzbReqEbWH.1

**Meeting ID:** 841 7614 3051

**Passcode:** 201532

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• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

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• +1 312 626 6799 US (Chicago)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

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**Meeting ID:** 841 7614 3051

**Passcode:** 201532

**Find your local number:** https://us02web.zoom.us/u/keF2weKyNV

AUDIENCE PARTICIPATION INFORMATION

UPTD welcomes and encourages citizen participation at all meetings. By state law, Executive Sessions are closed to the public. To allow the Board to deal with business on the Agenda in a timely fashion, we ask that anyone wishing to address the Board follow these simple guidelines:

* Persons addressing the Board must state their name for the record.
* All remarks are directed to the entire District Board. The Board reserves the right to delay any action requested until fully informed on the matter.

**TIME LIMITATIONS**

Each speaker will be allotted a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. All testimony given shall be new and not previously presented to the Board.

**CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS**

We allow the opportunity for citizens to speak to the Board on agenda items and non-agenda matters on this evening’s Agenda of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting. If a matter presented to the Board is of a complex nature, the Chair or a majority of Board members may schedule the matter for continued discussion at a future Board meeting. Board members reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

**The Oregon Attorney General’s Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law.** “The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings” (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that ‘all persons be permitted to attend any meeting’ does not prevent governing bodies from maintaining order at meetings” (Attorney General Rosenblum, 2019, p. 156).

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact the District office/UTrans as far in advance of the meeting as possible, and no later than 48 hours prior to the meeting. To request these arrangements, please call 541-671-3691 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).