



Minutes

Regular Board Meeting

Monday, October 12, 2020
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: Sarah Thompson

1. Call to Order:

The meeting called to order at 5:30 p.m. by Vice Chair Lonnie Rainville.

2. Roll Call

Roll call taken by Vice Chair Lonnie Rainville.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 September 14, 2020 Minutes

4.2 September Financial Report

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Mark Hendershott. Motion carries unanimously.

5. Public Comment for On Agenda Items Only

Jennifer Bragg recused herself as a Board Member due to conflict of interest as the Development Director of North Douglas Betterment.

- Jennifer Bragg informed UPTD Board that NDB has not been able to review the wording in the amendment of their contract because it has not been provided to NDB yet. Contract amendment to be reviewed by UPTD Board during agenda item 7.3.
- Matt Droscher, UVdN, clarifying that contract amendment for Agenda item 7.3 is specific to North Douglas Betterment and not currently regarding all DAR providers.

6. Old Business

6.1 Resolution No. 20-11: Defining Ineligible Candidates

Directors reviewed and discussed all previous concerns regarding previous verbiage that are updated on the Resolution.

MOTION: Mike Baker moved to adopt Resolution 20-11: Defining Ineligible Candidates. Seconded by Mark Hendershott. Thorough discussion followed. Motions withdrawn pending change of Resolution title to *Defining Ineligible Members of the Governing Board*.

Post Resolution title amendment:

MOTION: Mike Baker moved to adopt Resolution 20-11 Defining Ineligible Members of the Governing Board. Seconded by Mark Hendershott. Motion carries: 3 – Yay; Mike Baker, Mark Hendershott, Lonnie Rainville, 2 – Nay; John Parker, Jennifer Bragg – Jennifer wants her vote to reflect that her nay is due to the fact that the provider has to choose between being a provider or a Board Member.

7. New Business

7.1 Review Disposal of Assets

Reviewed information found, the Resolution 19-10: Adopting the FTA Procurement Policies and the ODOT Disposal of Used State or Public Transportation Vehicles. Have also requested additional information for examples of language that UPTD can base more solid policy on. Discussion followed.

7.2 Update Drug & Alcohol Policy

ODOT had forwarded a copy of the Drug and Alcohol Policy with 32 recommended changes that were updated in the policy to bring UPTD back into compliance. Discussion followed.

MOTION: Mark Hendershott moved to approve the Update for UPTD's Drug & Alcohol Policy. Seconded by Mike Baker. Motion carries: 4 – Yay; Mike Baker, Jennifer Bragg, Mark Hendershott, Lonnie Rainville. 1 – Nay; John Parker.

7.3 Review of NDB contract as pertains to requested contract amendment

Jennifer Bragg recused herself as a Board Member due to conflict of interest as the Development Director of North Douglas Betterment. Jennifer added she will not participate in discussion nor review the contract with UPTD Board; she will provide contract to NDB board once a digital copy of the contract is emailed to her.

UPTD Board, as the District's contract review board, reviewed NDB contract amendment. Ron Sperry reviewed all requested amendments and provided letter of recommendation to UPTD Board of Directors regarding First and Second Amendments to Contract No. 30689. Discussion followed.

Board consensus of the following:

- UPTD General Manager and North Douglas Betterment to proceed with negotiations of the recommended amendments to contract.
- To amend all DAR providers contracts to reflect provider payments not to exceed 60 days post receipt of quarterly reports.
- To add to consent agenda once any future amendments to any contracts are available.

8. General Manager Report

- Mobile Tune providing lift inspections, we are caught up and in compliance.
- Continuing to work with Umpqua Bank to complete all documentation for the loan.
- Cheryl Cheas was awarded the Outstanding Transit Manager award for 2019-2020 by OTA.
- Mike Baker was awarded the Outstanding Board Member award for 2019-2020 by OTA.
- Discussed downtown office lease agreement.
- Discussed reports of UPTDs Non-Revenue Cost Savings.

9. ODOT Update – Jennifer Boardman

- CARES Needs Grant due every third Monday of the month through December 2020.
- NTD due 10/16; federal report due to ODOT and then ODOT submits by 10/31.
- Charter reporting due.
- STIF Discretionary due November 1, 2020.
- First quarter APR/SPR due November 15, 2020; SPR includes House Bill 1601.
- Training for solicitation of formula grants due in March 2021.
- Planning Fund Grant 5304 available for the first time in years.
- Transportation Tuesdays available every Tuesday through October 27, 2020.

Mike Baker recognized Jennifer Boardman as recipient of Statewide Award for Excellence in Leadership for her role as Regional Transit Coordinator.

10. Not on Agenda

- Staffing within operations questions posed whether specified positions were created to alleviate duties to General Manager. Discussion followed.
- Advertising for employment recruitment and public service announcement. Advertising for employment in the works. Advertising for public service announcement balance with COVID restrictions and seating capacity. Discussion followed.
- Request for quarterly numbers by routes.
- Inquiry of updates regarding Emergency Services working with County.
- Reedsport – Marina Activity Center venue rental application provided to Directors. Discussion followed. Board consensus to scrap Marina Activity Center as venue; City Council Chambers and Justice of the Peace for County annex, as potential locations. Goal for December if possible. Discussion followed.
- Question if appropriate to transport Board Members on bus to Reedsport, while no option to provide Charter service for public to attend Regular meetings at District location. Jennifer Boardman clarified that there is a waiver for Charter bus service for government elected officials as viable option for getting to official meetings in Reedsport so that it is not actually considered Charter, but the District would not want to allow the public on that specific transport.

11. Public Comment

- Matt Droscher, UVdN, training request, candidates' comment, DAR comment provide training to ensure that all are doing the same thing.
- Matt Droscher, UVdN, asking if possible, for UPTD to advocate regarding parking issues that UVdN is experiencing downtown. Discussion followed.

12. Agenda Build – Regular Board Meeting November 9, 2020.

- Update regarding Staffing positions within operations listed within GM report.
- DAR provider contract amendments.
- Update on status of grants and reports.
- Quarterly numbers per Route.

13. Adjournment at 7:12 p.m.