



Minutes

Regular Board Meeting

Monday, November 13th, 2023, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

1. **Call to Order by Chair Tom Trotter at 5:35 PM PST**
2. **Roll Call by the Recording Secretary, Laura Starr:**
 - PRESENT:** Sarah Thompson Mike Baker Doug Mendenhall Michaela Hammerson Janice Baker Tom Trotter
 - ABSENT:** Lonnie Rainville
3. **Pledge of Allegiance was recited.**
4. **Consent Agenda**
 - 4.1. **October 9th, 2023, Regular Meeting Minutes**
 - 4.2. **October Preventive Maintenance Report**
 - MOTION:** There was brief discussion of the preceding minutes and minor adjustments were made and then agreed upon, the 10/09/23 meeting minutes will be titled “Minutes as Amended”.
 - Sarah Thompson moved to approve Consent Agenda as amended. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.
5. **Financial Report – Sheri Bleau**

Discussion about the financial report went on between The Board, General Manager and Financial Manager. Inquiries about an “asset sale” in the amount of \$1,190.00 were discussed. The Financial Manager will investigate the specifics of this asset and report back to the board with exactly what the asset was. The asset sold at auction was a van, #18-19-05

 - MOTION:** Sarah Thompson moved to approve the October Financial Report, Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.
6. **Public Comment for On Agenda Items Only – No Comment**
7. **Special Guest, Representative Virgil Osborne:**

During the meeting, the guest speaker addressed ongoing legislative topics. A discussion ensued between the guest speaker and board members, covering specific information related to federal and state-level actions concerning climate control, the potential phasing out of fossil fuels, and exploration of various energy sources for future use.
8. **Old Business**
 - 8.1. **Update Language for Cash Receipts portion of Fiscal Policy**

The General Manager made all updates to the Cash Receipts portion of Fiscal Policy and while doing so noted that the policy does not mention “accepting cash” at all & added that brief, but necessary piece into the policy. The updated language was highlighted and provided to all board members, no further updates or discussion was had.

 - MOTION:** Sarah Thompson moved to approve the Updated Language for Cash Receipts portion of Fiscal Policy; seconded by Mike Baker. No further discussion. Motion carries. Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.

9. New Business

9.1 Resolution 23-04 to authorize a line of credit for UPTD.

The General Manager provided information for the board to review, discussion followed, and Jennifer Boardman provided information regarding a recent class she had taken, further discussion followed. The General Manager helped to explain the line of credit process to board members and assured them that this was just the first step to get authorization from the board of directors to work with the lender to then write up the loan documents.

MOTION: Sarah Thompson moved to approve Resolution 23-04 to authorize a line of credit for UPTD as amended, seconded by Mike Baker. No further discussion. Motion carries. Vote: 5 – Yay, 1 – Nay, 0 – Abstain, 1 - Absent.

9.2 Resolution 23-05 to remove GM Cheryl Cheas from the random drug screening pool.

General Manager discussed the drug and alcohol policy site review and the class she went to recently. There is a conflict of interest having the GM in the random drug screen pool as it raises ethical concerns because the GM is the one who draws the names for the random drug screens. There was a short conversation regarding this potentially ethical issue, and nothing further was mentioned.

MOTION: Sarah Thompson moved to approve the Resolution 23-05, to remove the General Manager from the random drug screening pool, then seconded by Tom Trotter. No further discussion. Motion carries. Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.

10. Project Updates

10.1. **Project Next Door – Grant# 35335, 5339 Capital** – The GM has not completed the NEPA process yet.

10.2. **Lo-No Project – Grant# 35395** – Proterra got an additional time granted for people that were bidding on the various portions of the business, we should have an update soon, they said by 11/6, but she has not heard anything yet. No new information has come through currently.

10.3. **STIF Project Update** – The GM said this has not been completed.

10.4. **FY 22 Audit Report** – The board packet contained the 2022 audit report and then ODOT provided the management letter and audit report. UPTD only had 4 findings for the year 2022, these findings were repeat findings from the previous audit. Included with this information was the 2021 tracking form to compare the progress in a year's time. All the findings UPTD has had were included. All findings have been corrected in 2022 when we turned in the audit tracking. The next audit that UPTD will have with ODOT for FY2023 should have all findings corrected and UPTD plans to be fully on track as the Finance Manager has done a lot of work getting everything up to date and in compliance with state laws and requirements.

11. General Manager Report – Cheryl Cheas

Items from the GM report highlighted in the meeting were the hiring of the Human Resources Specialist and her progress so far as she has just started with UPTD. Discussion of implementation of an HRIS system to connect HR and Payroll together would help streamline the process while onboarding employees and lessen the paperwork and need for paper personnel files. GM noted the Executive Assistant who is also new has been assisting with organizing paperwork, filing, and developing functional procedures moving forward. The HR Specialist will also be putting together a Human Resources manual that is specifically designed to work with a special district and will be lead on that project, that will eventually be brought forward and presented to the board for discussion

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.

and approval. Brief discussion of the implementation of “Training Thursdays” was discussed among board members and explained by the GM. Training Thursdays has been beneficial in keeping drivers up to date on their individual and group trainings, policy review and clarification on their position requirements, no further topics were discussed.

12. ODOT Update – Jennifer Boardman

Jennifer highly recommends the trainings as were originally discussed during agenda item 9.1 and went into more detail during the ODOT update. The trainings will be coming up on 12/13/23 & 12/14/23. National RTAP in December was discussed in South Carolina. There was a shortage of funding for a short while, ODOT has been able to get additional funding from FTA, so delays should no longer be an issue. Board members asked what caused the shortage – Jennifer stated that many things are to blame for the shortage such as the FTA was shorthanded, grants were not approved as quickly, new hires should stop delays as well. The FTA shuts down for the entire month of October, staffing shortage in finance department as well. A new administrator is starting tomorrow, 11/14. She will be their interim manager for 1 year. There are several job openings in Portland region 1, and region 2b lane, Linn Benton, and Polk counties. No other comments at this time from ODOT.

13. Not on Agenda – No Comment.

14. Public Comment (Limit to 10 minutes total) – No public comment.

15. Agenda Build – Next Regular Meeting December 11th, 2023.

- Establish a cash reserve.
- Update on Resolution 23-04 to authorize a line of credit for UPTD.
- Goals of the agency for 2024.
- Establish a date for next GM review.
- Bring budget timeline to January meeting.

16. Adjournment – 7:33PM PST

The meeting is available virtually:

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/88660795475?pwd=VFVLZkdES21odTnHK1pWZ1pZb1l4UT09>

Meeting ID: 886 6079 5475

Passcode: 400004

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).

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.