

Minutes

Regular Board Meeting

Umpqua Public Transportation District

Monday, April 13, 2020

3076 NE Diamond Lake Blvd, Roseburg, OR 97470



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

ABSENT: All Directors Present

1. Call to Order:

The meeting called to order at 5:39 p.m. by Board Chair Mike Baker.

2. Roll Call

Roll call taken by the Board Chair Mike Baker.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 March 11, 2020 Minutes

MOTION: John Parker moved to approve Consent Agenda. Seconded by Mark Hendershott. Motion carries unanimously.

5. Old Business

5.1 UCAN – Transfer of Service

Due to COVID-19 UCAN requested to change the timeline of transfer of service from April 30, 2020 to June 30, 2020. Explanation of information about Payroll Protection Program and CARES Act ODOT fund Disbursement. Discussion followed.

6. New Business

6.1 COVID-19 Response

03/09/2020 First case of COVID-19 in Douglas County; provided letter to all providers.

03/13/2020 Public Health Announcement on UTrans Facebook Page.

03/16/2020 Additional messaging on UTrans Facebook Page and communication to DAR providers.

03/16/2020 City of Reedsport suspended service.

03/17/2020 City of Sutherlin suspended service. Call Center gets shutdown due to exposure to sickness. City declares emergency. Dispatchers opt to self-quarantine.

03/17/2020 UHH suspended service.

03/23/2020 Additional messaging.

03/23/2020 City of Winston suspended service.

03/24/2020 Essential services messaging.

03/24/2020 City of Winston suspended service.

03/26/2020 First cancelled UTrans route.

03/27/2020 Multiple routes cancelled.

04/02/2020 Additional route closures.

6.2 District Board Vacancy

Sheri Moothart submitted her letter of resignation as an UPTD Board Member effective April 6, 2020. To follow same process for prior District Board Vacancy and packet applications to fill vacancy at next month's regular Board meeting.

6.3 Resolution No. 20-3: Approving Transfer of Public Transportation Assets from UCAN to Umpqua Public Transportation District

Summary: A resolution to allow the execution of the transfer of the assets (vehicle asset list attached) to UPTD on June 30, 2020, for all obligations and execution of all necessary documents to be completed for the transfer. Discussion followed.

MOTION: Kat Stone moved to approve Resolution No. 20-3. Seconded by Mark Hendershott. Motion carries. 4 – Yay; Kat Stone, Mark Hendershott, Mike Baker, Sarah Thompson. 1 – Nay; John Parker. Jennifer Bragg abstains.

6.4 Resolution No. 20-4: Amending the District FY20 Budget

Summary: To amend the District FY20 Budget to move the funding for STIF Project #3 over from the Purchased Service Agreement with UCAN directly to the District. Discussion followed.

MOTION: Kat Stone moves to approve Resolution No. 20-4. Seconded by Mark Hendershott. Motion carries unanimously.

7. General Manager Report

- Attended multiple meetings to discuss variety of topics about transition of operations and assets as well as communication of the transition to employees.
- March 3/14 – UCAN employee meeting to provide information about transfer.
- Posted Driver, Dispatcher, and Call Center Coordinator job openings on Indeed: received 25+ applications for each position.
- Pre-Application Conference with City of Roseburg; materials emailed out to the Board after meeting.
- IE Engineering working on project proposals and provided suggestions for significant cost savings.
 - Reduce square footage of project from 5,800 square feet to less than 3,000 square feet.
- Loan application – adding Phase 2 for 3046 Diamond Lake Blvd as soon as information is received from IE Engineering to determine whether the project is feasible.
- Conference call with Grant County representative and Frank Thomas, Region 5 Transit Coordinator, to share lessons learned in building a Transit District.
- The Public Transportation Advisory Committee submitted their recommendation to the Oregon Transportation Commission including:
 - 5310 Discretionary – Operations, Preventive Maintenance; 5310 Discretionary – preventive maintenance project to provide separate funding source for District service providers to free up operations funding; 5310 Discretionary – upgraded radios for all vehicles
 - 5339 Bus & Bus Facilities Bus Expansion – 4 Class E Vehicles
 - 5339 Equipment – Digital Mobile Radio System
 - STP Vehicle Replacement – 3 Class E, 2 Class C, 1 Class D
 - Quality Fence scheduled. Pacific Power marked the underground power cable. Requesting one more quote for installation of power for gate.
- District IT:
 - Met with DFN regarding hosting server, email, etc.

- Contracted with Matt Chappel with CoreTech to complete computer, network, and server setup and facilitate the transfer of equipment and software from UCAN.
- Arranged for setup of 4 computers.
- Working on domain transfers
- Follow-up documentation of UCAN bus purchase; submitted reimbursement requests in OPTIS.
- COVID-19 Response.
- Responded to provider about Police Powers documentation.
- Coordinated office move for Cheryl & Christine.
- Coordinated office move for Sutherlin Dispatch Center.
- Verizon whiteboard meetings to setup phones.

8. Not on Agenda

- Leave Balances – upcoming employment of UCAN employees over to the District, employees will be losing their leave balances and only paid out at 50%. Discussion followed. Directors agreed for this topic for discussion on next meeting's agenda.
- Probability of fixed route drivers continue working in community outreach, like First Student currently is with delivering lunches to students throughout Douglas County. Drivers are mostly under self-quarantine; unable to hire additional drivers onboarding through District as fixed route is still operated by UCAN. Discussion followed.
- Driver protection status of PPE and Plexi Glass/Lexon. RVTD reached out trying to help regarding Plexi Glass, information was provided by General Manager to fixed route provider UCAN. Jennifer Bragg requested to inquire with UCAN regarding Plexi Glass installation with Board consensus. Discussion followed.
- Restarting routes after drivers return. Discussion followed.

9. Agenda Build – Regular Meeting Monday, May 11, 2020

- Leave Balance for transfer employees.

10. Adjournment at 7:00 p.m.