

# Minutes

## Regular Board Meeting

### Umpqua Public Transportation District

Monday, June 8, 2020  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470



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

**ABSENT:** All Directors Present

**1. Call to Order:**

The meeting called to order at 5:30 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 May 11, 2020 Minutes**

**4.2 May Financial Report**

**MOTION:** John Parker moved to approve Consent Agenda. Seconded by Kat Stone. Motion carries unanimously.

**5. Old Business**

**5.1 Budget Update**

To abide by the legal public notice timeline requirements, the Budget Committee meeting is scheduled for Monday, June 15, 2020 at 5:30 p.m. and the Budget Hearing meeting is scheduled for Monday, June 22, 2020 at 5:30 p.m. Budget is prepared for review at the meeting. Discussion followed.

**5.2 Unpaid Leave Discussion**

Gathered information based on discussion from prior meeting for Resolution No. 20-5: Setting Transfer of Service Guidelines Pertaining to Unpaid Leave (PTO) Balances for UCAN/UTrans Employees Accepting Employment with the District. The Directors were also provided with the Employment Termination Policy. Discussion followed.

**MOTION:** Lonnie Rainville moved to Approve Resolution No. 20-5: Setting Transfer of Service Guidelines Pertaining to Unpaid Leave (PTO) Balances for UCAN/UTrans Employees Accepting Employment with the District. Seconded by Sarah Thompson. Motion carries unanimously.

**5.3 COVID-19 Policy**

COVID-19 Policy created as living document reviewed every 14 days and adheres to the Reopening Guidelines that District employees are required to adhere to at all times for Return to Work. Currently,

the COVID-19 Policy only applies to the few employees working at the District building. The COVID-19 Policy will apply to all the transitioning employees on July 1, 2020. Discussion Followed.

**MOTION:** Sarah Thompson moved to approve the COVID-19 Policy. Seconded by Kat Stone. Motion carries unanimously.

Heard public comment from Matt Droscher, UVdN, clarifying if COVID funding should be included in the COVID-19 Policy for District Operations employees to adhere to Reopening Guidelines.

#### **5.4 Transition FAQ**

Transitioning employee FAQs provided to Directors, the majority of the questions were addressed with the transitioning employees; some questions remain unanswered due to pending Board discussions and some answers that only UCAN as their current employer can provide. Discussion followed.

#### **5.5 Retirement**

Met with Sandy Wertz, Financial Advisor Edward Jones, about retirement options available to the District as a local government entity. Sandy had supplied information about SEP (Simplified Employee Pension) plans and a SIMPLE IRA (Savings Incentive Match Plan for Employees Individual Retirement Account). These two options are most cost-effective options available to the District. Discussion Followed. Consensus to bring back to Special Board Meeting on June 22, 2020.

#### **5.6 Adjacent Property Update**

John Parker recused himself as Board of Director due to conflict of interest as the District real estate representative to discuss the update for adjacent property.

I.E. Engineering determined that the adjacent property is feasible to engineer with 28 employee parking spaces, preventive maintenance shop with office space within, with 2 pull-through bays, and 28 pull-through bus parking. Obtained Title Report and John Parker had been in contact with the property owners. Discussion Followed. Consensus to bring back to Executive Session at the Special Board Meeting on June 22, 2020.

#### **5.7 UTrans Transfer Agreement**

UTrans Transfer Agreement provided to the Directors for their review. Document details the requests from UCAN to complete UTrans transfer of service to the District. Awaiting UPTD's Attorney's review of UTrans Transfer Agreement. Discussion followed. Consensus to bring back to the Special Board Meeting on June 22, 2020, with UPTD's Attorney's review and advice of the documentation.

### **6. General Manager Report**

- SOW Master Plan – SOW is complete and in process for procurement of consultant. First meeting to determine selection is scheduled for Wednesday, June 24, 2020.
- Loan application – Adding Phase 2 for 3046 Diamond Lake Blvd.
- Completed grant application in support of collaboration between NDB and South Lane Wheels for VA transport. Letter of Support from our STAC committee will be necessary if awarded.
- Worked with Neuner Davidson to finalize budget. Developed Budget Calendar based on timelines required notice for budget Committee meetings and Budget Hearing.
- Cascade Electric and Quality Fence are coordinating to complete the gate.
- Printer delivered, installed, and networked.

- Quarterly report process had new COVID 5311 documentation added, deadline extended by ODOT Statewide. Working with UCAN to complete 5311 CARES changes.
- Completed COVID Return to Work policy for Board review.
- Continued discussions with the acting Supervisor for UTrans regarding how to facilitate the smoothest transition.
- Met with Sandy from Edward Jones regarding retirement plans.
- Met with property manager and owner of 610 SE Rose UTrans office to determine feasibility of moving forward at that address.
- Met with representative of Sunrise to get quote for cleaning services.
- Worked with Andrea at UCAN to find most optimal way to utilize funding sources.
- Received quarterly reports from all providers. Payments are in process.
- Participated in TEAMS meeting regarding Coos County Transit Master Plan.
- Posted Coos County Transit survey online and promoted it on Facebook.
- Requested Title Report for the neighboring property of 3046 NE Diamond Lake Blvd.
- Provided information to all providers regarding free wheelchair securement training that was made available by Q'Straint.
- Completed OPTIS access for Christine to enter quarterly reports and look up data as needed.
- Hired second dispatcher for Dial A Ride.
- Determined the maximum number of passengers/vehicle for scheduling Dial A Ride rides.
- Provided Transit specific guidance to UCAN dispatchers for ParaTransit rides and worked with the Transit Supervisor to determine the capacity for the buses.

## **7. Not on Agenda**

- Company Credit Card Policy provided to Directors for their review.
- Inquiry of Dial A Ride pamphlets. Prior DAR pamphlets were on Dennis Pinheiro's computers that the County had wiped. Would need to redesign and update Dial A Ride pamphlets.
- Requests to have dedicated drivers' line. With the current phone system, the dispatchers can answer 3 calls, with call waiting and caller ID, phone tree is set up. Tablets have instant access into the dispatchers and to be upgraded. Radios are in the works for the near future. Discussion followed. Consensus to provide an additional dedicated phone to the dispatchers for the drivers to be able to call in to a dedicated phone number to the dispatchers if needed.
- Scheduling conflicts of riders going over their appointment timeframes and not having a ride following their appointments after hours, providers availability and dispatcher availability. One dispatcher is part-time and have recently hired another dispatcher to ensure coverage. Dispatch hours are currently at 8:00 a.m. to 4:00 p.m. Discussion followed.
- Clarification and confirmation that Dennis Pinheiro's contract terms on June 30, 2020 and he contracted with the Tribe.
- Request for communication to all the providers regarding status of check reimbursement requests.
- CARES and ACL funding inquiry clarification that ODOT put a notice out stating DAR providers receiving 5310 funding and doing meal deliveries qualified and could invoice those expenses, UVdN had received additional funding which would be their match for their 5310 to do those services.
- Transferring name of Umpqua Transit to the District – look into legal aspects if needed to register with Secretary of State.

## **8. Public Comment**

Comments read to the Chair that were referring to Public Comment:

- Natasha Atkinson, UHI – via Zoom – DAR was shut down but UHI was not. Normally paid by middle of May, discussed this last quarter and had impression would not reoccur this quarter, would like an email any time things are delayed even if due to another provider failing to turn in.
- Kellie Ward, UHI – via Zoom – Communication goes a long way.

## **9. Agenda Build – Special Board of Directors Meeting Monday, June 22, 2020.**

- Budget Hearing FY21 Budget
- UTrans Transfer Agreement
- Retirement
- Executive Session – adjacent property

## **10. Adjournment at 7:19 p.m.**