



Minutes

Regular Board Meeting

Monday, September 13, 2021
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Lonnie Rainville, Mike Baker, Kat Stone, Janice Baker, Tom Trotter, Mark Hendershott
ABSENT: Sarah Thompson

1. Call to Order:

Meeting called to order at 5:31 p.m. by Board Chair Lonnie Rainville.

2. Roll Call

Roll call taken by Recording Secretary Christine Sepulveda.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 August 9, 2021, Regular Meeting Minutes

4.2 August Financial Report

MOTION: Tom Trotter moved to approve Consent Agenda. Seconded by Janice Baker. No further discussion. Motion carries unanimously. Vote: 6 – Yay. 0 – Nay.

5. Public Comment for On Agenda Items Only

No public comment for on agenda items only.

6. New Business

6.1 TMP: Kittelson & Associates, Inc.

Krista Purser and Susie Wright from Kittleson & Associates, Inc. presented UPTD Master Plan status update review and presentation. Interim discussion regarding Mike Baker's experience as a rider. Discussed details of the project, including transit status, observations, goals, and opportunities for the UPTD Master Plan.

6.2 OGEC Discussion

Reviewed and discussed OGEC Open Complaint with UPTD attorney Ron Sperry, DC Law. Board consensus to allow Ron Sperry to continue inquiry with OGEC to confirm appropriate steps to amend the situation. Board consensus to bring topic back to discussion next Regular Meeting.

6.3 Preventive Maintenance Program

UPTD Vehicle Preventive Maintenance Program was reviewed and discussed the details of the District needs of the proposed document that is consistent with site review findings for UPTD to be in compliance.

MOTION: Mike Baker moves to approve UPTD Vehicle Preventive Maintenance Program. Seconded by Janice Baker. No further discussion. Motion carries unanimously. Vote: 6 – Yay. 0 – Nay.

6.4 Facility Maintenance Plan

UPTD Facility Maintenance Plan was reviewed and discussed the details of the District needs of the proposed document that is consistent with site review findings for UPTD to be in compliance.

MOTION: Mike Baker moved to approve UPTD Facility Maintenance Plan. Seconded by Janice Baker. Motion carries unanimously. Vote: 6 – Yay. 0 – Nay.

6.5 Resolution 21-4: Title VI Policy

Discussed the details and needs for the proposed Resolution 21-4 Title VI Plan which is consistent with the requirements of the site review findings for UPTD to be in compliance. The document was forwarded to ODOT for review and has been forwarded to the Civil Rights' Division for approval. Requested of the Board of Directors to review and consider for adoption at a later date, once the document is approved by ODOT and Civil Rights' Division. Agenda item is postponed until then.

7. Old Business

7.1 Board Bylaws

UPTD Board Bylaws final draft including all Board discussion and proposed amendments and additions to the document.

MOTION: Mike Baker moves to approve the amended UPTD Board Bylaws. Seconded by Janice Baker. No further Discussion. Motion carries. Vote: 5 – Yay; Mike Baker, Janice Baker, Tom Trotter, Lonnie Rainville, Mark Hendershott. 1 – Nay; Kat Stone.

7.2 Board Protocols

UPTD Board Protocols final draft including all Board discussion and proposed amendments and additions to the document.

MOTION: Mike Baker moves to approve the amended UPTD Board Protocols. Seconded by Tom Trotter. No further discussion. Motion carries unanimously. Vote: 6 – Yay. 0 – Nay.

7.3 SMART Goals Update

Board Chair requested topic of discussion be merged with GM Report.

8. General Manager Report – Cheryl Cheas

Reviewed and discussed SMART Goals completion and items in process. Title VI postponed due to awaiting approval from ODOT and Civil Rights' Division. Discussed the Umpqua Rides Paratransit Service, Refusal, and Suspension Policy and Procedures with updated “No Show” information to specify the verbiage based on case-by-case determination and cannot be viewed as a basis for automatic service suspension or refusal, demonstrative pattern of no-shows. Hiring of Operations Manager is still in process, job is posted awaiting qualifying applicants for interview process. All the reports are complete, reimbursement requests are complete, APR and SPR. RVHT inquiry update. Various trainings completed. Discussed ridership numbers. Discussed COVID regulations and advertising of COVID safety measures on UPTD District Vehicles. Student ridership discussion.

9. ODOT Update – Jennifer Boardman

Advises to reach out to Cosett Rees, LTD, regarding advertising of COVID safety measures. Grants coming up Discretionary Grants, information of the requirements for upcoming grants will be posted in October; 5310, 5311, 5339, and some funds for COVID related expenses. PTAC meeting topic regarding mandating COVID shots. Quarterly transit provider meeting in November.

10. Not on Agenda

- COVID vaccine topic briefly discussed, including what requirements may be, Board of Directors statement, encouraging but not mandating or forcing COVID vaccines as a District, and potential incentive. Chair advises for District employees that the statement from the Board of Directors are encouraging COVID vaccines but not mandating it. Board consensus to bring topic of incentive to the next meeting.
- Board consensus to have Financial Report removed from consent agenda at the next meeting for the Financial Manager to have a presentation and discussion of the Financial Report.

11. Public Comment

- Natasha Atkinson, UHI, shared that as an industry that was mandated, she wishes she would have done more to encourage her team to get vaccinated before being mandated as she will be losing many team members due to the mandate.

12. Agenda Build – Next Regular meeting October 11, 2021

- STIF Project information in the binders
- Title VI for approval
- OGEC discussion continuation – Ron Sperry
- Potential COVID vaccine incentive

13. Adjournment 7:11 p.m.