



Minutes Regular Board Meeting

Monday, February 8, 2021
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: All Directors Present

1. Call to Order:

Meeting called to order at 5:32 p.m. by Board Chair John Parker.

2. Roll Call

Roll call taken by Board Chair John Parker.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 January 11, 2021 Minutes

4.2 January 25, 2021 Minutes

4.3 January 2021 Financial Report

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Lonnie Rainville. Motion carries unanimously. 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 Funding STF and 5310 approval

STAC committee met for review of UPTD 2021-23 5310/STF Funding Recommendation approved it to present to the UPTD Board of Directors for approval. Discussed in detail the UPTD 2021-23 5310/STF Funding Recommendation.

Clarification by Jennifer Boardman that the Call Center is done through the 50% match rate since it is not purchased service; will follow up on the maximum amount that can be done at Mobility Management.

Interjected Public Comment – Matt Droscher, UVdN, requested clarification of process for vehicle replacement. It was discussed that the distinctions initially set up in STF expansion plans submitted prior to biennium that are still in process of moving forward. UVdN has an expansion vehicle and a replacement vehicle to come that are still in process. Additional detailed discussion followed regarding process of obtaining vehicles. Brief discussion regarding tags on District loaner van in which is still in process with DMV to obtain the tags.

MOTION: Mike Baker moved to approve the STIF STAC committee recommendation. Seconded by Lonnie Rainville. Motion carries unanimously. 6 – Yay. 0 – Nay. 1 – abstained, Jennifer Bragg.

6.2 Budget Process and Budget Committee

The budget process consists of four (4) stages. Currently in the request process of figuring out what each department is going to need. Process should be completed by end of March in time for the Budget Committee meeting in April. Will develop the budget timeline at that stage for presentation to the Board at the June meeting.

Interjected Public Comment – Matt Droscher, UVdN, requested clarification of what application is due on March 15 for the DAR providers. Discussion followed to confirm that the RFP for DAR service is due on March 15, and clarification that this is meant to specify the service to be provided within hours and service areas of the whole of the District to ensure that the District can cover any service area gaps. Additional discussion whether the 5310/STF funding recommendation information is something the DAR providers would have to include in their RFP application. Further discussion followed.

6.3 Medical Transportation Discussion

Board Chair John Parker met with Sean Pritchard from UCAN to discuss Medical Transportation. Jennifer Bragg explains UCAN tenure with Medical Transportation and their reliance for volunteers in the program. UPTD's bid with Bay Cities is perceived to have undercut UCAN's bid with Bay Cities; and UCAN funds other UCAN programs through their medical transportation program. Kat Stone is a current volunteer driver for UCAN's medical transportation program.

John Parker explained that he feels UPTD as a government entity should not be competing with any private entities or non-profits for grant funding, or any type of funding, or jobs. John Parker suggests that UPTD not compete with a private industry or non-profits and work with them instead, while not suggesting that the District remove itself from Medical Transportation, but that when there are grant funding opportunities available that UPTD have better communication with private and non-profit entities regarding funding opportunities, to not compete with those other entities.

Discussion followed that UPTD is not the only entity competing in medical transportation, and historically when UTrans was ran by URCOG, UTrans also ran Medical Transportation then and competed with West Ambulance and MedCom, and other entities. UPTD's participation in Medical Transportation provides match funds that is needed by the District as well.

Mike Baker discloses that Sean Pritchard had approached him prior to John Parker, and it was advised then that many factors regarding UCAN's medical transportation were influencing how UCAN was providing the service. UPTD had offered to have the Dispatch Supervisor to provide training to UCAN's dispatch and the offer was not taken. Discussion continued amongst the Directors regarding UPTD's perceived involvement of possible steam rolling of UCAN's medical transportation program.

UPTD currently has 5 drivers for the medical transportation program. There are several other Medical Transportation companies that are providing the service to the area. Held discussion with UPTD dispatch supervisor of what an appropriate bid would be for UPTD, and part of the discussion was to ensure that UPTD did not undercut UCAN to a degree that it would cause issues. Reviewed the Medical Transportation documentation for December and January numbers.

Kat Stone explains that part of the reason is Bay Cities is not currently providing rides to UCAN until the dispatch situation can be ironed out. The schedule can sometimes be very disorienting and is not accurate as the current dispatcher is not currently familiar with Douglas County.

Bay Cities had approached UPTD to provide Medical Transportation. Lonnie Rainville explains that if we are asked to provide a transportation service, then UPTD should feel obligated to provide that transportation service. Several other regional Public Transportation Districts provide Medical Transportation services as common practice to service their District areas, such as RVTD, Curry County, Coos County, and LTD.

Interjected Public Comment – Matt Droscher, UVdN, mediated the discussion by inquiring if what John Parker meant was that it was unethical that the District participate in medical transportation.

John Parker to invite Sean Pritchard of UCAN to UPTD March Regular Board of Director's meeting to hold this discussion during public meeting.

6.4 Sexual Harassment Policy

Board Chair John Parker explained that it was brought to the Board of Director's attention that an individual reached out to a Board Member regarding concerns and that there is currently no Policy in place for UPTD regarding if Board Members are approached by any individuals with concerns.

Ron Sperry, DC Law, UPTD attorney, reviews a sample document that he had drafted years ago; the sample is an overall harassment policy. The State of Oregon has a more restrictive harassment policies than the Federal Government's requirements. Sample is not the recommendation that Ron is suggesting, but more of a steppingstone to go through regarding harassment policy but does suggest that the procedure follows that if a Board Member receives a complaint, that the Board Member contact the Board Chair; if it is regarding an employee issue, that the Chair provide the information to the General Manager so as to appropriately follow-up within a timely manner. Thorough discussion followed.

Consensus that Board of Directors review the sample documentation, meanwhile that Staff draft up a more detailed Policy to present to the Board for review and potential approval.

Interjected Public Comment – Matt Droscher, UVdN, requested clarification if policy is going to differentiate between UPTD or Dial A Ride service provider. Matt was advised that this type of policy is strictly for UPTD Board of Directors. Board consensus that DAR service providers devise their own harassment policy and procedures to adhere to.

7. Old Business

7.1 Policy for posting of Board Meeting recordings

Still working with CoreTech regarding best method for posting Board Meeting recordings. Not completed policy piece. Bandwidth and record retention schedule. Discussion followed.

7.2 Emergency Management

Wayne Stinson replied to UPTD General Manager Cheryl Cheas and he has an invested interest for an intergovernmental agreement. CERT, due to COVID, postponed for Fall. Only reached to Fire Department regarding the vaccine. Discussion followed.

7.3 Board Vacancy

Communicated with County Clerk's office regarding if can put Board Vacancy for Position 3 on the ballot. Will follow up if available to add to ballot for remainder of term rather than whole.

8. Board Training – Ron Sperry, DC Law, UPTD attorney (cancelled)

9. General Manager Report

- Completed STIF process: received applications, public meeting, recommendation to and approval from the Board
- Completed and submitted STIF application
- Continuing the 5310 and STF funding process
- Board Training and Review
- Started 10 members of Admin and Operations Admin Staff in a 6-week leadership course training presented by SAIF
- Responded to round 2 of NTD verifications
- Preparing for site review
- Continuing with financial audit
- Follow-up with HR situations
- Working with Douglas County to put together an intergovernmental agreement
- Received Employee Handbook Template from Special Districts that is targeted for Government Agencies

10. ODOT Update – Jennifer Boardman

- STIF discretionary review board meets the following Tuesday and Thursday for recommendations and then to forward to PTAC
- Review STIF formula is beginning – 2 weeks to remedy any errors then forwarded to PTAC and OTC
- 5304 planning, 5311 & STF planning
- Tech working on new application for people to people for Region 4 mentorship program
- RTC open position in PDX
- OPTC no conference in 2021, may be virtual again
- 5310 funding may become available for COVID related expenses with additional 5311 this summer
- Combining STF & STIF kick off meeting in February and then to have monthly meetings

11. Not on Agenda

- Parking spaces – UvdN handicap spaces on Jackson Street – conversation with City of Roseburg and found that disabled placard holders can park in any parking spot in downtown parking area. Clarification that if the handicap spot is not designated, then the spot will be taken by other drivers. Designated handicap spots are available in front of UVdN with signage available there but get reversed into and the paint needs redone. Discussion that UVdN should inquire with Downtown Roseburg Association. Natasha Atkinson recommended that UVdN speak with City of Roseburg directly regarding this matter and to speak directly to Planning Department, stating that when UHI moved into their building nearby she reminded the Planning Department that it was the City of Roseburg's responsibility to line the parking spots on the street and it was completed with no further issues. Board Chair John Parker states that he would like for UPTD to communicate with the City of Roseburg regarding this matter, and if they are still hesitant to help – then the District should do a letter requesting this from the City of Roseburg. Board consensus that Cheryl communicate with Bryce the Public Works Director, and if that doesn't work then a follow-up letter sent to the Mayor and City Council.
- Recreational conversation – Kat Stone brought up that she would like to have the recreational information that was previously discussed to not get lost, would like to see the connection between the North Umpqua and connecting with Deschutes County all the way to Reedsport. Would like to see a bike path from the Scottsburg bridge into Reedsport, but she was also looking into that with someone in Salem and was advised to contact the leading Public Transportation public officials. Brief discussion followed.
- Friendly reminder by Jennifer Bragg that previous sexual harassment discussion during Executive Session should be kept confidential.

12. Public Comment

No Public Comments.

13. Agenda Build – Next Regular Meeting March 8, 2021

- Update on record retention
- Update for board vacancy
- Update on parking spaces
- Update for electric buses
- Update on property
- Sexual Harassment Policy

14. Adjournment at 6:56 p.m.