



Minutes

Regular Board Meeting

Monday, November 9, 2020
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: Lonnie Rainville

1. Call to Order:

Meeting called to order at 5:30 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 October 12, 2020 Minutes

4.2 October 28, 2020 Minutes

MOTION: Sarah Thompson moved to approve the Consent Agenda. Seconded by Mike Baker. Motion carries unanimously.

5. Public Comment for On Agenda Items Only

No Public Comment for On Agenda Items Only.

6. New Business

6.1 Contract Review Board: Discussion regarding RFP for auditor

Received two responses regarding the RFP for Financial Auditor for the next 3 years. Recommendation for Umpqua Valley Financial to be awarded as UPTD's Financial Audit Services. Discussion followed.

MOTION: Jennifer Bragg moved to award Umpqua Valley Financial as the District's Financial Audit Services provider. Seconded by Kat Stone. Motion carries unanimously.

7. General Manager Report

- Clarification of OSHA incident regarding reasonable accommodations and face shields. OSHA concern is of safety of the District employees; therefore, the District is to follow requirement to enforce face covering. There is a new guidance regarding face shields, and guidance is constantly changing. OSHA advised when that situation occurs, requirement to provide alternative mode of transportation. Discussion followed.
- Inquiry whether Sutherlin DAR will be reopening for business. Discussion Followed.
- Reviewed District's data reports for Non-Revenue Cost Savings, Revenue & Non-Revenue Service Hours, Revenue & Non-Revenue Service Miles. Discussion followed.
- Clarification whether CARES needs grant covers employee's income loss due to COVID.
- Chair commends General Manager Cheryl Cheas and Ron Sperry regarding the hard work put into completing the purchase of the District building.
- Inquiry of District STIF discretionary application – next door project & additional expansion busses.
- Following up with Kyle Bailey KQEN regarding Public Service Announcements. Discussion followed.

8. ODOT Update – Jennifer Boardman

- STIF Solicitation training scheduled December 2, 2020
- Training for 5310, 5311, STF scheduled December 10, 2020
- Additional funding for CARES Need grant available through the end of December

9. Not on Agenda

- Mention of recorded Zoom meeting videos for posting online as an option for additional transparency and easy accessibility.
- Updates regarding positions, review of current UPTD organization chart and addressed needs of the business and posting locations. Discussion followed.
- Discussed UCAN separation completion information update.
- District-Provider Contract Review Committee discussion to start up a committee to thoroughly review any amended contracts in addition to the UPTD Contract Review Board. Delegation by Chair for Sarah Thompson to be Chair of said committee to recruit no more than two members of the UPTD Board of Directors and to also reach out to the contracted providers to allow them to have a representative on same said committee. Once reviewed to bring back and present to UPTD Board of Directors as UPTD Contract Review Board.
- Question arose regarding how to add Agenda items to the Agenda outside of UPTD Board of Directors monthly Regular Meetings.

10. Public Comment

- Natasha Atkinson, UHI, commented Disability Rights of Oregon has filed or is about to file lawsuit regarding accommodation for people with disabilities and suggests inquiring with OSHA regarding that.
- Matt Droscher, UVdN, inquiry regarding expansion vehicles for UVdN. Advice given that grant was submitted in July for the four DAR expansion vehicles and 6 replacement vehicles (2 for Demand Response and 4 for Fixed Route) and the District must follow the RFQ process. UVdN to follow-up with Cheryl during business hours regarding details of vehicle for sale that they were approached about; Jennifer Boardman advised that there is a process involved with used vehicles that must be adhered to for use of Federal funds to purchase a used vehicle. Discussion followed.
- Lee Russell, Chair NDB, explained to UPTD Board of Directors his concerns regarding the proposed contract amendments. Jennifer Bragg disbursed letter from NDB Chair to UPTD Board of Directors for discussion. Cheryl explains intention of the amendment is to have the appropriate verbiage reflected into NDB's contract with the District to gain access to the STIF funding that would become available. Discussion followed.

11. Agenda Build – Regular Board Meeting December 14, 2020.

- Executive Session for General Manager's job performance review.
- Update regarding GM follow-up with Lee Russell of NDB.
- Request for attendance by Ron Sperry, UPTD attorney.

12. Adjournment at 6:50 p.m.