



Minutes

Regular Board Meeting

Monday, February 14, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Sarah Thompson, Mike Baker, Kat Stone, Janice Baker, Tom Trotter.

ABSENT: Lonnie Rainville, Mark Hendershott

1. Call to Order

Meeting called to order at 5:38 p.m. by Vice Chair Sarah Thompson.

2. Roll Call

Roll call taken by Executive Assistant Christine Sepulveda.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 January 10, 2022, Regular Meeting Minutes.

4.2 January Preventive Maintenance Report.

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

5. Financial Report – Sheri Bleau

January Financial Report presented to Board of Director by UPTD Financial Manager Sheri Bleau. Current usage around 58% of the budget. Medical transportation brokerage changed to MTM and income for January around \$35,000. Payroll is about 49% of budget. UPTD held internal budget meeting on February 2, 2022, to discuss budget and start building next year's budget. Second internal budget meeting scheduled for February 24, 2022. Meeting scheduled on February 21 with F3B to rebrand buses and signage for windows, etc. Advertising income from Lithia started, and Les Schwab included. Interjected discussion regarding advertising UPTD services and radio advertising as something Board would like to see in the works. Discussed background checks and dues & memberships as categorical areas of financial report.

MOTION: Kat Stone moved to approve January Financial Report. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

6. Public Comment for On Agenda Items Only

No Public Comment.

7. New Business

7.1 Operations Manager – Introduction

Introducing UPTD new Operations Manager Randy Biles, who shared his experience with transit and expertise of transit. Discussed information that Randy has experienced to assist prior transit provider employer in their growth and how that can be applied to UPTD for growth, expansion, automation, etc. Additional detailed discussion followed.

7.2 Appoint Budget Committee

Budget Process for fiscal year 2022/23, UPTD Budget Committee members need to be appointed. Budget Committee consists of the seven UPTD Board of Directors and an equal number of interested parties. Confirmed six interested members: Natasha Atkinson Randy Biles, Shelley Gurney, Roy Spurgeon, Tabitha Stevenson, Jim De Lap. Still seeking one more member.

Brief discussion and Board consensus to add staggered 3-year term limits to UPTD Budget Committee. General Manager Cheryl Cheas to look into appropriate method to add 3-year term limits to Budget Committee members.

Board consensus of no employees be part of Budget Committee going forward. Request for General Manager Cheryl Cheas to inquire with other transit providers, possibility of retaining current staff members listed term limit to expire next year.

Brief discussion how a member of the public can find information to become a member of the Budget Committee. Advised that information is available on the website and currently pinned via Facebook.

Interjected discussion regarding Facebook page still branded as UTrans rather than UPTD. Confirmed website is searchable as UPTD. Detailed discussion followed regarding rebranding and timeframe that can take.

MOTION: Mike Baker moves to appoint the 6 listed interested parties to UPTD Budget Committee for FY 2022/23. Seconded by Tom Trotter. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

7.3 COVID Policy Review

COVID Policy and Procedure implemented in 2020 addresses pay requirements for COVID leave based on the EMFLA and EPSL, rules that expired December 2020 that were kept in place for UPTD employees. Anonymous absences were discussed in detail including specific circumstances applicable to COVID related absences, apart from PTO. Policy of PTO still secondary to COVID policy. Recommended for policy amendment for management to refer to ensure there aren't any declarations of retaliation for not getting paid during any COVID related illness. Detailed discussion followed regarding possibility of COVID being a common ailment that may be comparable as seasonal cold and/or flu.

MOTION: Mike Baker moves to revert to prior OFLA & PTO UPTD policies and procedures as of March 1, 2022, without any exceptions. Seconded by Tom Trotter. Motion carries. Vote: 4 – Yay; Sarah Thompson, Tom Trotter, Mike Baker, Janice Baker. 1 – Nay; Kat Stone. 0 – Abstain. 2 – Absent.

7.4 Recommendation to revise Preventive Maintenance Plan

Agenda was amended for item 8.2 to be addressed as item 7.4.

Operations Manager Randy Biles submitted a memo recommendation for Preventive Vehicle Maintenance Service Interval Change; inquired with vehicle maintenance provider and

discovered that for vehicle maintenance and safety that the vehicle service maintenance interval currently scheduled is resulting in oil clumping inside the filters which harms the engine. Recommendation to consider alternatives and change the interval to severe category to ensure maintenance of vehicles remain up to par, considering supply chain issues. Discussion followed.

MOTION: Mike Baker moves to adopt to change the UPTD Vehicle Preventive Maintenance program to include severe service preventive maintenance intervals for UPTD revenue service vehicles 11-16-15, 11-16-16, 11-16-17, 11-16-18/, 11-16-19, 18-19-01, 18-19-02, 18-19-03, and 18-19-04 listed under Alternative 1, including any additional vehicles the Operations Manager feels would need to also. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

8. Old Business

8.1 Evaluation Form

Executive Director Evaluation Form previously introduced to the Board of Directors for review and consideration of using as a tool in evaluating the performance of the Executive Director/General Manager. Any recommended amendments brought back to the Board.

MOTION: Kat Stone moved to accept as written. Seconded by Tom Trotter. Discussion followed: General Manager goals are included, consensus to add fourth column that says N/A, and General Manager to provide self-evaluation form. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

9. General Manager Report – Cheryl Cheas

- Discussed details of MTM Medical Transportation report. Board consensus and request that net profit be included in the MTM Medical Transportation report.
- Discussed Ridership report and comparison of ridership data included. Discussed details regarding Winston/Sutherlin potential available.
- Discussed General Manager’s Report document in detail.

Brief Board consensus regarding GM goals provided to Board, going forward should just include broader goals rather than the breakdown of goals which should be used internally.

10. ODOT Update – Jennifer Boardman

- Several grant applications due 2/14/2022; 5339 Bus Replacement, etc.
- APRs and SPRs due 2/15/2022
- OPTC conference will be virtual
- Currently undergoing State Management review for Salem, triannual review; possibility of Region 3 agency selected for review, if UPTD is selected – will be informed by end of February.
- SOW are going out April and early May for any grants that UPTD applied for and received for grants becoming available July 1.
- Still experiencing backlog of vehicle procurement

11. Not on Agenda

- None

12. Public Comment

- Jim De Lap requested clarification of mention using bus for training purposes, if have capability of showing “not in service” on bus so that public is aware the bus is not for pick up at the time. Confirmed that bus does state “not in service” when it is in use for training.
- Jim De Lap inquired how soon would information of the new service routes for Winston will be posted inside the bus shelters and how soon are route service information updated inside the shelters. Was advised hopes of posting information online the following day and no later than Wednesday should see postings of proposed schedules in shelters.
- Mike Baker inquired with increasing routes, such as the Winston and Sutherlin, if advertise on the radio or do press release, to direct public to the website. Confirmed that press release will be done once schedule and map are on the website, and proposed schedule in bus shelters.
- Mike Baker asked if any additional shelters will be added to the new bus routes.
- Kat Stone inquired if the Sutherlin route goes to Oakland. In new proposed schedule the Sutherlin route will go to Oakland, twice in the morning, once at noon, and in the evening, Monday through Friday. Saturday service not currently available for the proposed route until obtain enough drivers for coverage. No Sundays yet.
- Tom Trotter requested clarification if upcoming expansion routes include the proposed routes queried in the survey for the 20-year Transit Master Plan. Some of those routes are recommended changes that were already in process of implementing and some are for better improvement over what are already planned out. General Manager Cheryl Cheas to provide maps and schedules to Directors.

13. Agenda Build – Next Regular meeting March 14, 2022

- Executive Session ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer.
 - Board consensus to complete Executive Director Evaluation Form ahead of time, as that would be helpful for the review
 - Board of Directors request General Manager’s Self-Survey to be completed and provided to Directors one week prior to session.

14. Adjournment 7:02 p.m.