



# Minutes

## Regular Board Meeting

Monday, April 19, 2021  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**PRESENT:** John Parker, Mike Baker, Kat Stone, Mark Hendershott, Lonnie Rainville, 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** March 8, 2021 Regular Meeting Minutes

**4.2** April 5, 2021 Special Meeting Minutes

**4.3** March Financial Report

**MOTION:** Kat Stone moved to approve consent agenda. Seconded by Mike Baker. Motion carries unanimously. 6 – Yay. 0 – Nay.

### 5. Public Comment for On Agenda Items Only

- Matt Droscher, UVdN, requested that UPTD Board of Directors consider amending the meeting Agenda to move item 6.7 closer to item 6.1 as Matt Droscher had prior commitments to attend to. Board consensus to keep Agenda as is.

### 6. New Business

#### 6.1 Site Review Report

Umpqua Public Transportation District participated and completed on-site review process to assess how well UPTD's management practices comply with federal and state laws, rules, requirements, and regulations.

Twelve areas that the District is evaluated in Program Management, Financial Management, Operations Management, Procurement, Use and Maintenance of Project Equipment, Civil Rights, Americans with Disabilities Act, Charter and School Bus Provision, Statewide Transportation Improvement Fund, Special Transportation Fund, Monitoring of Lower Tier Subrecipients, and Other Elements.

Thoroughly discussed UPTD Site Review Timeline for Completion of Remedies for Findings document and Oregon DOT Compliance Monitoring Program RTC and Subrecipient Compliance Observations Monitoring Form. Corrective Actions and timelines for completions discussed in detail.

#### 6.2 Subcommittee Update

Board had previously resolved to conduct an RFP for a consulting firm to do an open solicitation for the UPTD General Manager position. Followed by the Board establishing a subcommittee to begin the work and accomplish process of developing the RFP for the consultant firm, conducting the RFP, and selection of the consultant. Subcommittee still attempting to communicate with the District's counsel for additional guidance to proceed. Subcommittee to follow-up. Discussion followed.

### **6.3 Procurement Policy**

During UPTD Compliance Review, it was found that UPTD must adopt procurement procedures that meet all FTA and ODOT requirements in a timely manner. Board had previously resolved to follow FTA procurement procedures and procurement is included in the Financial Policy, but UPTD must have separate written procurement policies to meet all FTA and ODOT requirements including Independent Cost Estimates, Cost/Price Analysis, Bid Protest Procedures, Standards of Conduct governing both employees and Board Members of the organization. UPTD cannot move forward with RFP process without this Procurement Policy. UPTD Procurement Policy has been reviewed by ODOT and is pending UPTD Board approval. Discussion Followed.

**MOTION:** Mark Hendershott moved to adopt UPTD Procurement Policy. Seconded by Mike Baker. Discussion followed. Chair states not inclined to let anyone vote on procurement policy if no one has read the procurement policy that was provided to them the Wednesday prior to the Board Meeting. Vote: 3 – Yay; Sarah Thompson, Lonnie Rainville, Mark Hendershott. 3 – Nay; Mike Baker, Kat Stone, John Parker. Motion fails.

Consensus that Board of Directors thoroughly discuss UPTD Procurement Policy and the necessity to proceed in addition to the specific details that were required to be updated. Thorough discussion followed.

**MOTION:** Kat Stone moves to adopt UPTD Procurement Policies. Seconded by Mark Hendershott. Motion carries unanimously. 6 – Yay. 0 – Nay.

### **6.4 Records Retention Policy**

During UPTD Compliance Review, it was found that UPTD must adopt record retention procedures to ensure all FTA and ODOT related requirements are met. It was found that the prior Public Records Access Policy needed to be updated from DCTD to UPTD, all information regarding records management is in UPTD Public Records Access, Retention, Archiving & Disposal Policy.

**MOTION:** Mike Baker moves to adopt UPTD Public Records Access, Retention, Archiving & Disposal Policy. Seconded by Mark Hendershott. Motion carries unanimously. 6 – Yay. 0 – Nay.

Interjected Public Comment: Matt Droscher, UVdN requested that the Agenda be amended to address Agenda item 6.7 as he needed to leave for the evening.

### **6.7 RFP for DAR Services**

Overview of everything reviewed. Discussion of what providers will receive invite for RFP. NAFTA will also be a part of the RFP process. All RFP requirements discussed, including hours and days, funds. Detailed discussion regarding preferential treatment and how the District is required to be indifferent towards all applicants to the RFP.

Interjected Public Comment: Matt Droscher, UVdN, is pleased that RFP is getting redone, providers perception of budget getting shifted to accommodate for providers, UVdN board not content, Drug and Alcohol comment, back up vehicles and about the transmission needing to be replaced on the van borrowed from Sutherlin. Lease agreements comment. Kenny had communication with dispatchers, information not relayed to GM. Chevy venture still needs paperwork DMV process still delayed due to COVID.

### **6.5 Bylaws Amendment**

Oregon Secretary of State's office dictated OAR 166-150-0005(17) as the retention schedule for UPTD meeting records. Decision for posting audio visual recordings of UPTD meetings to be posted online via YouTube within 30 days. Board bylaws have been amended to reflect this information.

**MOTION:** Mike Baker moves to approve amendments made to Bylaws. Seconded by Mark Hendershott. Motion carries unanimously. 6 – Yay. 0 – Nay.

## **6.6 DAR Provider contract for RFP**

### **6.6.1 Drug and Alcohol**

### **6.6.2 Cash Handling**

### **6.6.3 Preventive Maintenance Oversight**

### **6.6.4 Record Retention Procedures**

Reviewed and discussed the current draft of the DAR Provider Contract for 21-23 biennium. During the UPTD Compliance Review it was found that UPTD needs to include a blank copy of the DAR Provider Contract for 21-23 biennium in the RFP for Dial-A-Ride services. Discussion followed to review in detail each of the line items that are required within the contract.

**MOTION:** Mike Baker moves to allow General Manager Cheryl Cheas to include the contract, when received from District counsel, in the RFP which would allow for UPTD to move forward with the invitation to bid prior to next Board meeting. Seconded by Mark Hendershott. Motion carries unanimously. Yay – 6. Nay – 0.

## **7. General Manager Report – Cheryl Cheas**

All items discussed.

## **8. ODOT Update – Jennifer Boardman**

Unavailable.

## **9. Not on Agenda**

- Budget status update and brief discussion.
- Chair John Parker would like Board to consider amending Bylaws defining to only have Chair as someone that has at least 2 years left, states so out of his own experience.
- Chair John Parker mentioned that during March 8, 2021 Regular meeting he had forgotten to sign Harassment Policy and that he signed it today, but that he was uncomfortable with pre-dating the document, so it is dated as of today. He wanted this mentioned on-record.

## **10. Public Comment**

No public comment.

## **11. Agenda Build – Next Regular Meeting May 10, 2021**

- Possibly Cash Handling procedure for DAR
- Follow-up on RFP process
- Might have Title VI available
- Update on rest of findings
- Update on Master Plan
- Request for Ron Sperry to be in attendance

## **12. Adjournment at 8:07 p.m.**