



## Minutes Regular Board Meeting

Monday, July 12, 2021  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

**ABSENT:** All Directors present.

### 1. Call to Order:

Meeting called to order at 5:44 p.m. by Vice Chair Lonnie Rainville

### 2. Roll Call

Roll call taken by Vice Chair Lonnie Rainville.

### 3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

### 4. Swearing in of Elected Transportation District Board Members

Elected Transportation District Board Members recited Oath of Office per Douglas County Clerk's Office provision.

### 5. Election of Board Officers

#### 5.1 Chairperson

**MOTION:** Mike Baker moved to nominate Lonnie Rainville as Chair for UPTD Board of Directors. Seconded by Sarah Thompson. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay.

#### 5.2 Vice Chairperson

**MOTION:** Mike Baker moved to nominate Sarah Thompson as Vice Chair for UPTD Board of Directors. Seconded by Tom Trotter. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay.

#### 5.3 Secretary

Board discussion to postpone election of Secretary until review of the UPTD Board bylaws.

**MOTION:** Mike Baker moved to leave Secretary position vacant at this time. Seconded by Tom Trotter. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay.

### 6. Consent Agenda

#### 6.1 June 14, 2021 Regular Meeting Minutes

#### 6.2 June Financial Report

**MOTION:** Sarah Thompson moved to approve Consent Agenda. Seconded by Mike Baker. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay.

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

No public comment for on agenda items only.

## 8. New Business

### 8.1 SMART Goals for General Manager

Mike Baker proposed Suggested UPTD General Manager SMART Goals consisting of goals that include recommendations from recent UPTD audit and suggestions from Jennifer Boardman, ODOT. Board consensus to set additional SMART goals when current goals are accomplished.

**MOTION:** Sarah Thompson moved to approve Suggested UPTD General Manager SMART Goals. Seconded by Tom Trotter. Motion carries unanimously. Vote: 7 – Yay; 0 – Nay.

### 8.2 Salary Range for General Manager

Documentation 2021 Salary Study Summary for General Manager reviewed and discussed by UPTD Board of Directors.

**MOTION:** Mike Baker moved to set the salary range for UPTD General Manager between \$85,000 to \$114,000. Seconded by Mark Hendershott. Motion carries unanimously. Vote: 7 – Yay; 0 – Nay.

**MOTION:** Mike Baker moved to set Cheryl Cheas salary as General Manager at \$98,398.13. Discussion followed with request for Board members be provided with a copy of her resume. Seconded by Sarah Thompson. Motion carries unanimously. Vote: 7 – Yay; 0 – Nay.

### 8.3 COLA

Cost of Living Adjustment (COLA) discussion detailing the total payment liability and calculation of percentages of COLA and budget allowable for current Fiscal Year. Consensus for next COLA discussion to occur during budget process.

**MOTION:** Sarah Thompson moved to set the COLA rate at 3% for all UPTD employees for the current Fiscal Year 2021/22. Seconded by Mark Hendershott. Motion carries unanimously. Vote: 7 – Yay; 0 – Nay.

### 8.4 Ethics Policy

Special Districts provided information for proposed Ethics Policy addressing ethics language needed that UPTD employees and its governing body should adhere to.

**MOTION:** Mike Baker moved to adopt the proposed Ethics Policy. Seconded by Sarah Thompson. Motion carries unanimously. Vote: Yay – 7; Nay – 0.

## 9. Old Business

### 9.1 Board Bylaws Review

Board discussion of potential amendments of Board Bylaws such as eliminating Secretary position, term limit for Chair, and ensuring Board Elections occur yearly. Board consensus to review and bring back recommendations to next meeting.

### 9.2 Board Protocols Review

Board consensus to review and bring back recommendations to next meeting.

## 10. General Manager Report – Cheryl Cheas

Discussed in detail Umpqua Public Transportation District June 2021 Report for July Board Meeting, UPTD Ridership Monthly Performance report, UPTD Special Services Monthly Performance report, and Medical Transportation report.

**11. ODOT Update – Jennifer Boardman**

RLS procurement training on July 26, 2021, many participants from surrounding districts. SDIS training is available for board & staff. Additional training in August for grant management. OTA conference will be virtual.

**12. Not on Agenda**

Mike Baker proposed that Cheryl Cheas' General Manager contract be discussed in detail and suggested that UPTD Directors consider successes and SMART goals set to move forward; recommending hiring Cheryl Cheas as UPTD General Manager with salary adjusted as of July 1, 2021. Discussion followed. Board consensus for Cheryl Cheas to provide copy of contract and resumé to the Directors via email.

**MOTION:** Sarah Thompson moved to extend Cheryl Cheas' General Manager contract to October 31, 2021. Seconded by Mike Baker. Motion carries. Vote: 6 – Yay; Sarah Thompson, Mike Baker, Lonnie Rainville, Janice Baker, Tom Trotter. 1 – Nay; Kat Stone.

**13. Public Comment**

No public comment.

**14. Agenda Build – Next Regular Meeting August 9, 2021**

- Board Bylaws and Protocols.
- GM Contract.
- Status on Reports.
- SMART goals check in and review.

**15. Executive Session cancelled.**

**16. Adjournment 7:12 p.m.**