

# Minutes

## Regular Board Meeting

### Umpqua Public Transportation District

Wednesday, March 11, 2020  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470



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

**ABSENT:** Mark Hendershott, Sheri Moothart

#### 1. Call to Order:

The meeting called to order at 5:41 p.m. by Board Chair Mike Baker.

#### 2. Roll Call

Roll call taken by the Board Chair Mike Baker.

#### 3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

#### 4. Consent Agenda

**4.1** February 10, 2020 Minutes

**4.2** February 25, 2020 Minutes

**4.3** February Financial Report

Review of corrections to February 10, 2020 Minutes. Discussion followed.

**MOTION:** John Parker moved to approve Consent Agenda. Seconded by Jennifer Bragg. Motion carries unanimously.

#### 5. Old Business

##### 5.1 Adjacent property update

Pre-application meeting scheduled for Wednesday, March 18, 2020.

##### 5.2 Employee Handbook: Policies & Procedure Review

Review of changes to the Employee Handbook. Discussion followed.

**MOTION:** John Parker moved to approve Employee Handbook. Seconded by Sarah Thompson. Motion carries unanimously.

##### 5.3 Vision Statement

Review of Vision Statement to include all Douglas County Demographics. Discussion followed.

**MOTION:** Kat Stone moved to approve amending the Vision statement to state "Our vision is to be the transportation service of choice for the population we serve." Seconded by Sarah Thompson. Motion carries unanimously.

##### 5.4 SDAO training schedule

SDAO trainer available on Saturdays in April except April 18. Available dates to be sent out via email to coordinate which date best for all directors.

## 6. New Business

### 6.1 General Manager Duties, Performance Goals/Bylaws

Ron Sperry, UPTD's attorney, reviewed with directors the General Manager Job Description. Discussion followed.

**MOTION:** Kat Stone moved to approve the General Manager Job Description as written. Seconded by John Parker. Motion carries. 4 – Yay; Jennifer Bragg abstains.

Chair reviews General Manager Performance Criteria document with Directors. Discussion followed.

**MOTION:** Kat Stone moved to accept the General Manager Performance Criteria without any amendments. Seconded by Sarah Thompson. 3 – Yay; Sarah Thompson, Kat Stone, and Mike Baker. Nay – 2; John Parker and Jennifer Bragg.

### 6.2 UCAN – Transfer of Service

Shaun Pritchard, UCAN Executive Director, approached Board Chair last week and indicated UCAN wants to transfer service of operations through the District contracts. Presented to the Board is a draft Termination of Service Agreements and MOU contract that was reviewed by Ron Sperry. Discussion followed.

**MOTION:** Kat Stone moved to approve draft Termination of Service Agreements and MOU as written. Motion fails due to lack of second motion.

Discussion followed.

**MOTION:** Jennifer Bragg moved to accept draft Termination of Service Agreements and MOU with modifications to item #4 of agreement, allowing District Board Chair to make soft changes if needed to move forward upon agreement approval from UCAN. Seconded by Kat Stone. Motion carries. 4 – Yay, 1 – Nay; John Parker.

#### 6.3.1 UTrans – Relocation

Commercial Sublease Agreement was provided to the Directors. Ron Sperry explained amendments he made to the documents and advised his recommendations to the Board. Discussion followed.

**MOTION:** Kat Stone moved to propose the lease as amended for UCAN review and upon UCAN approval for lease to be signed by Chair. Jennifer Bragg seconded. Motion carries unanimously.

#### 6.3.2 UTrans – Projected Budget

Not discussed at this time.

## 7. General Manager Report

- SOW Master Plan – Final SOW to TGM Procurement for a Small Purchase Agreement to select a consultant by 04/01/2020
- Loan application – no new updates
- Pre-application Conference for Site Plan review – scheduled for 3/18/2020 at 1:30 p.m.
- RFQ for Accountant for Audit – Working with Lora from Neuner Davidson to finalize RFQ
- STIF Report – completed before the deadline. Report is actually 21 project reports within the report
- District Quarterly Report and Reimbursement Requests submitted

- Quality Fence complete except for installation of gate which will wait until Pre-Application Conference to ensure placement of gate post does not interfere with any plans for driveway or adjacent property
- District IT in building – Christine and Cheryl completed plugging all of the data cables into the switch to allow for phones to be used.
- Worked with WHA and others to put together information for the Special Meeting held on 2/25/2020
- Assumed daily operations of UTrans with the Transit Supervisor out for month
- Completed FTA DAMIS reports for UCAN as County, UCAN as District, and for District
- Research for the impending changes:
  - Payroll
  - D&A Consortium
  - Grants
  - Policies & Procedures
  - Contracts to Attorney for the District

**8. Not on Agenda**

No topics at this time.

**9. Public Comment**

Jammie Lauderdale had questions about UCAN operations regarding dispatch.

**10. Agenda Build – Regular Meeting Monday, April 13, 2020**

Not discussed at this time.

**11. Executive Session (ORS 192.660(2)(a)).** To consider the employment of a public officer, employee, staff member or individual agent.

**12. Return to Regular Session 9:55 p.m.**

**MOTION:** Kat Stone moved to approve the Employment Agreement of the General Manager as amended. Seconded by Sarah Thompson. Motion carries. 4 – Yay, 1 – Nay; John Parker.

**MOTION:** Jennifer Bragg moved to provide Cheryl mileage reimbursement per the IRS per diem until a vehicle is purchased by the District for business use, to provide a business cell phone, business credit card with itemized statement plus receipts presented at Regular Meetings or is a terminable offense. Seconded by Kat Stone. Motion carries unanimously.

**MOTION:** Jennifer Bragg moved that the Board does research for establishment of credit card usage policy. Seconded by Sarah Thompson. Motion carries unanimously.

**13. Adjournment at 10:00 p.m.**