



Minutes

Regular Board Meeting

Monday, November 08, 2021

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: Mark Hendershott.

1. Call to Order

Meeting called to order at 5:32 p.m. by Board Chair Lonnie Rainville.

2. Roll Call

Roll call taken by Recording Secretary Christine Sepulveda.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1 October 11, 2021, Regular Meeting Minutes.

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

5. October Financial Report

UPTD Financial Manager, Sheri Bleau, provided financial review for the month of October discussing revenue and income status, as well as expenses and payroll status.

Brief discussion of financial audit final copy provided by Umpqua Valley Financial to UPTD Board of Directors with no further discussion needed at this time. Additional concerns that UVF brought up regarding financial procedures addressed in subsequent agenda item.

MOTION: Mike Baker moved to approve October Financial Report. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

6. Public Comment for On Agenda Items Only

- Christine Sepulveda received an email from member of public that views the Board meeting video recordings online that requested if active speakers could introduce themselves so public viewers online can know who is speaking.

7. New Business

7.1 Accounting and Financial Policy and Procedures Manual

Original DCTD Financial Policy and Procedure needed to be updated to reflect the District's name change. Sheri Bleau reached out to Jennifer Boardman who provided her with detailed information for appropriate fiscal policy, which addresses any concerns that were brought up during the financial audit process.

Detailed discussion followed regarding recommended amendments to the current draft of the Accounting and Financial Policy and Procedure Manual.

7.2 Executive Committee

Accounting and Financial Policy and Procedures Manual refers to an Executive Committee to execute specific tasks and duties to hold accountable the District, General Manager, Finance Manager, and Board of Directors. UPTD does not currently have an Executive Committee for such tasks.

Detailed discussion followed regarding details of how an Executive Committee should be formed, what type of members it should have and how many, if the District is large enough to have an Executive Committee, and concerns about what type of decision making authority might be involved and how it might create a potential for biased recommendations to the Board.

Board consensus to obtain example bylaws of an executive committee to get a better idea of how to proceed with discussion.

7.3 Reasonable Modification Policy

Reasonable modification procedure has been in place for fixed route since 2012. Reasonable modification policy was a finding in UPTD's site review compliance observation, includes the citations listed from the site review and addresses the compliance issue found. Discussion followed for English proficiency and translation services available to translate Reasonable Modification Policy to other languages.

MOTION: Mike Baker moved to approve Resolution 21-5: Adopting Reasonable Modification Policy. Seconded by Sarah Thompson. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

8. Old Business

8.1 Vaccine Discussion

Initial vaccine discussion of potential incentive offers for vaccine, UPTD employees anonymously responded of whether or not they are vaccinated, with minimum willing to accept a large incentive to get vaccine. Detailed discussion followed regarding the Department of Labor's Emergency Temporary Standard. Board consensus of retaining caution of doing anything until either federal or state government directs the District to do anything.

9. General Manager Report – Cheryl Cheas

Ridership numbers going up slightly, but still behind pre-COVID numbers. Discussed current routes and ideas of how to upgrade stops and flag stops and adding locations to increase ridership from larger employers location areas. Umpqua Rides program providing service, ridership numbers looking good, and coverage of ridership in all areas as well. Medical transportation brokerage will be changed to a new brokerage named MTM and the District will participate in wheelchair service for medical transportation as well. Orders for vehicle purchases completed for some hybrids vehicles, some gas, some vans, and a couple of buses. Grants have covered vehicle purchase with the match for vehicles that have allowed for the District to have maximized the dollars for vehicle purchase. Discussed preventive maintenance status with Board consensus to create a monthly report and add into Consent

Agenda. Applied for Federal Grant 5339-B: Bus and Bus Facilities for infrastructure of facility, solar technology, and electric buses.

10. ODOT Update – Jennifer Boardman

Defer to next regular meeting in December.

11. Not on Agenda

- Mike Baker advised there are upcoming changes to transportation planning rule, an administrative rule getting significantly revised and may impact transit as beneficial and with costs associated; for the District to keep updated on those updates as they happen.
- Tom Trotter requested clarification if supply chain issues are affecting the District in purchasing vehicles and which manufacturing vendors are used.
- Kat Stone wanted to confirm that the District has some sort of procedure to protect the District from any Ransomware attacks.

12. Public Comment

- Roy Spurgeon complimented that it was a good meeting.

13. Agenda Build – Next Regular meeting December 13, 2021

- Accounting and Financial Policy and Procedures Manual
- Executive Committee
 - Build a draft of bylaws for Executive Committee
- Board Bylaws review

14. Adjournment 7:20 p.m.