



Minutes

Regular Board Meeting

Monday, March 8, 2021
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: John Parker, Sarah Thompson, Lonnie Rainville, Mike Baker, Kat Stone, Jennifer Bragg, Mark Hendershott

ABSENT: All Directors Present

1. Call to Order:

Meeting called to order at 5:31 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 February 8, 2021 Minutes

4.2 February 2021 Financial Report

MOTION: Kat Stone moved to approve Consent Agenda. Seconded by Sarah Thompson. Motion carries unanimously. 6 – Yay. 0 – Nay.

5. Public Comment for On Agenda Items Only

No Public Comment for On Agenda Items Only.

6. Old Business

6.1 Medical Transportation Discussion

Sean Pritchard, UCAN, was invited for the discussion and is not present.

Mark Hendershott declares he has potential conflict of interest, therefore will remove himself from discussion.

Cheryl Cheas, General Manager, provided Medical Transportation documentation with updated status of UPTD's Medical Transportation program. Discussed the updates and information provided to the board as a follow-up to prior discussions regarding the specified details of medical transportation. Discussed the differences over the course of the prior 3 months. Discussed the differences in between the net income differences for each month, the mileage reimbursement process and ridership counts, and how they correlate together to produce the net income.

Discussed brief information regarding UCAN in operation with their medical transportation program and confirmed that the brokerage is responsible for assignment of rides based on performance and other factors.

6.2 Harassment Policy

Discussed research that Ron Sperry, UPTD attorney, is looking into regarding requirements of services provided. Discussed potential of EAP covering such services. Ron to follow-up on requirements.

MOTION: Jennifer Bragg moves to approve Harassment Policy final version. Seconded by Mike Baker. Motion carries unanimously. 7 – Yay. 0 – Nay.

6.3 Record retention update

Discussed documentation Record Retention which provided the information from Records Management at Oregon State Archives with Secretary of State addressing the retention schedule that the District is to adhere to. Discussed CoreTech's recommendation for public meeting recordings. Discussed need to update Bylaws to reflect the recommended changes of online posting. Discussed 30 days timeframe for posting.

MOTION: Kat Stone moves to approve posting Board Meeting records online through YouTube and to change the Board Bylaws to reflect the recommended changes regarding video recorded meetings within 30 days. Seconded by Sarah Thompson. Discussion followed. Motion carries unanimously. 7 – Yay. 0 – Nay.

6.4 Board vacancy update

Confirmed with Douglas County Clerk's office that the vacancy for Position 3 is posted to serve the 2 years remaining for the term. Andrew's verbiage posting as based on the Secretary of State's discretion.

6.5 Parking spaces update

Discussed UVdN Parking Space Update. Confirmed with Ryan Henrickx, Design and Construction Manager, City of Roseburg, Public Works Department that the city is required to adhere with ADA requirements for Disabled parking spaces. Provided the R309 code for ADA parking spaces. Each business in the downtown area is required to maintain their own sidewalk in addition to any ADA ramps. Information was provided to Matt Droscher, UVdN, prior to meeting.

Discussion regarding how much financial responsibility UPTD has regarding this issue. John Parker, Chair, requests for research for potential funding that may become available to assist in this issue. Discussion if UPTD favors this issue then it may be a county-wide responsibility to provide the same type of funding. Discussion followed.

Matt Droscher, UVdN, describes the downtown beautification project and the two ADA signage in front of his business and striping of the parking spaces were not a part of that project. Association that Matt is involved with is involved with a court settlement regarding this issue. Discussion followed.

Discussed responsibility of sidewalk accessibility are of each business, once sidewalk is installed the upkeep is the responsibility of the property owner once it is installed. Matt clarified that he is no longer discussing his two parking spaces in front of his business, but that parking downtown be ADA compliant. Discussion followed.

6.6 Electric buses update

Discussed Electric bus update document. Funding may be available through the Low or No Emission Bus Program 5339(c) for purchase of electric buses and infrastructure. Awaiting property project next door. Discussed timeline and submitting for the grant.

6.7 Property update

Phasing property to be involved regarding funding and first phase and then seek further grants and funding. Discussed each phase listed in Property Update document & city requirements. Discussion followed.

6.8 RFP update – Intent to award to the following agencies: City of Reedsport, City of Winston, Hyper Transport, Mercy Express, North Douglas Betterment, UVdN

RFP finalist lists include everyone that submitted RFP, with the exception of Umpqua Homes who have communicated that they are withdrawing their RFP application.

Discussed provider coverage, purchasing vans, retaining older vans as loaners for District & providers.

Prior to meeting, John had reached out to Natasha Atkinson, UHI, and requested Natasha explain that UHI's board decision to not move forward with RFP due to funding which had gone through the STIF/STAC process for availability of each provider, and UHI was requesting funding to remain as a money neutral program. Natasha commented on UHI's affected DAR driver's reactions and complaints.

Discussion regarding Hyper Transport. Hyper Transport has been providing medical transportation in the area for the last 3 years and currently has own vehicle; would qualify for expansion vehicle. All providers are already providing service. Expansion vehicles should be arriving before July. RFP meant for start 7/1/2021.

MOTION: Kat Stone moves to award to the following agencies: City of Reedsport, City of Winston, Hyper Transport, Mercy Express, North Douglas Betterment, and UVdN. Seconded by Mike Baker. Motion carries. 6 – Yay. 0 – Nay. 1 – Abstain; Jennifer Bragg.

7. Board Training – Ron Sperry, DC Law, UPTD attorney (cancelled)

8. General Manager Report

- Saturday service began 03/06/2021
- Discussed dog incident – reviewed video of vehicle, no confirmation of dog, child, or adult
- No further questions regarding General Manager Report

9. ODOT Update – Jennifer Boardman

- Finished all rounds of grants
- PTAC meeting last week, additional funds going to providers
 - If formula funds will be attached starting 7/1/2021
 - Douglas County gets about \$450,000 additional in 5311 funds on 7/1/2021
 - Additional CARES funding for COVID related expenses
- Grant agreements are going to PTAC next month and then OTC in the middle of May, to be finalized end of May for effective 7/1/2021
- Cheryl Cheas and Jennifer Boardman had meeting and settled quite a bit of difficulties regarding reporting and questions answered and resolutions fixed.
- Clarification regarding additional trips reimbursable under CARES as chaser vehicles as well as funding for purchase of additional vehicles as chaser vehicles

10. Not on Agenda

- Chair John Parker explains General Manager contract is up for review and states that he invited applicants to the meeting in case the Board would like to interview during discussion, states that UPTD is not particularly looking to replace Cheryl Cheas as UPTD General Manager but would like to review all options available to confirm what is best for the District.
 - Invites for applicants to return to regular session once Board of Directors are ready.

11. Executive Session (ORS 192.660(2)(i)). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

12. Return to regular session.

During Executive Session (ORS 192.660(2)(i)), the UPTD Board of Directors held a motion to extend Cheryl Cheas' UPTD General Manager contract through July 1, 2021; to begin immediate recruitment through a recruitment firm for permanent General Manager's position. Motion was passed.

Clarification requested by Executive Assistant Christine Sepulveda of the vote details for the motion placed during Executive Session, and it was stated as unanimous, no further details provided during Public Meeting.

Clarification requested by General Manager Cheryl Cheas regarding budget for RFP for recruitment firm. It was disclosed as an unfunded mandate to be taken out of personnel cost.

13. Agenda Build – Next Regular Meeting April 12, 2021

- Downtown handicap parking discussion
- RFP for recruiting firm
- Special meeting scheduled on April 5 with no regular meeting scheduled for April 12

14. Adjournment at 8:40 p.m.