

# Minutes

## Umpqua Public Transportation District

Monday, December 9, 2019  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470



**PRESENT:** Jennifer Bragg, Sheri Moothart, John Parker, Mike Baker, Kat Stone, Mark Hendershott

**ABSENT:** All directors present

### 1. Call to Order:

The meeting was called to order at 5:31 p.m. by Board Chair Mike Baker.

### 2. Roll Call

Roll call was taken by the Board Chair Mike Baker.

### 3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

### 4. Consent Agenda

#### a. Review and Approval of Minutes of November 5, 2019 Regular Meeting

The minutes provided to all directors in advance via email for their review.

#### Corrections:

Page 1: reference and title of "Rep. Tim Freeman" corrected to "Commissioner Tim Freeman"

Page 4: word "removed" corrected to "recused himself" and add "conflict of interest"; indicate on both item #11 and item #12.

**MOTION:** Kat Stone moved to approve the modified minutes. Seconded by John Parker. Motion carries.

#### Correction:

Page 2: amount of \$12,000 and \$14,000 corrected to \$1,200 and \$1,400.

**MOTION:** John Parker moved to approve additional modification to minutes. Seconded by Sheri Moothart. Motion carries.

#### b. Financial Report

Financial report provided to all directors in advance via email for their review.

**MOTION:** John Parker moved to accept the Financial Report. Seconded by Jennifer Bragg. Motion carries.

### 5. Public Comment (limit to 10 minutes total)

No public comment at this time.

### 6. Old Business

#### a. Name Change updates

District's name change steps are complete. The District's EIN and DUNS number are updated. ODOT grants are updated. Quarterly reports can be submitted along with reimbursement requests.

**b. Board Vacancy applications**

Board Vacancy application created, and Public Notice posted. Applications requested and received by interested applicants. Sarah Thompson, Ashley Hicks, and Vince Portulano submitted their applications prior to the deadline on December 6 at 4:00 p.m. Jammie Lauderdale submitted later in the evening of same date. Roy Spurgeon had also shown interest in the Board vacancy.

John Parker offered to discuss that the board extend the Board vacancy deadline by another week or so. Discussion followed to provide additional time for interested applicants to submit their applications.

**MOTION:** John Parker moved to extend the deadline to receive Board Vacancy applications to December 31, 2019. Seconded by Jennifer Bragg. Motion carries.

**c. ADA accessible van from City of Myrtle Creek Lions**

City Administrator of the City of Myrtle Creek, Sean Negherbon met with Cheryl Cheas about ADA accessible van for sale at \$1,400 by the City of Myrtle Creek Lions. The van was checked by a mechanic, found to be a reliable vehicle with some repairs at an estimated \$800. Once purchased, repaired, and insured, the vehicle would then be available for use as an alternate vehicle for any Dial A Ride provider as needed.

Directors discussed possibly negotiating the sale price of the vehicle at \$1,300 instead of \$1,400. The consensus was the value was congruent with the asking price of the vehicle.

**MOTION:** Jennifer Bragg moved to approve to purchase, repair, and insure the van from the City of Myrtle Creek Lyons for \$1,400. Seconded by John Parker. Mark Hendershot abstains. Motion carries.

**d. Update on Property Purchase by District Real Estate Representative John Parker**

John Parker recused himself as a Board Director due to conflict of interest as the agent of record for real estate.

Offer put in at \$585,000 for 3076 NE Diamond Lake Blvd property. Comparable properties at higher selling price; i.e. the SoftTech Suites on Harvard Ave at \$1.29 Million, large building with no potential for expansion. Current property has empty lots to the east and west; if those landowners are willing to sell, plenty of room for expansion.

Cheryl Cheas as General Manager is the acting signature for the District and John Parker is representing the District as the Real Estate Agent. Preliminary Title Report was received; John summarized the report includes a lot of great information for review by the Directors. The building's inspection was completed by Chris Roberts of Happy Endings Home Inspections; approximately 18 or 19 requested repairs were submitted, 9 or 10 of those repairs were agreed to (the repairs not agreed to were cosmetic issues).

The District is in Escrow with \$50,000 for the purchase of the property, \$25,000 of that is non-refundable with the lease option at \$4,500 a month; which is to save money when the buses are moved to the property in contrast to maintaining the buses where they are now.

The Chair offers information to the public attendees regarding the District contracting with service providers for Dial A Ride and fixed route service (through UTrans currently managed under UCAN) – one of the plans is to immediately bring over the office that is downtown into the District's new building as the main concern is to have the fixed route transit system relocated to the building. The Dial A Ride dispatchers will eventually relocate too.

Jennifer Bragg questions deadline for DAR dispatchers and consolidating transit into one building. Cheryl answers currently awaiting UCAN IT to have safeguards in place to have software and programming to work with the technology needed as UCAN employees. Discussion regarding whose offices to be upstairs and downstairs, as well as potential for additional offices within the building. John informs that the current lease downstairs is not a permanent lease. Cheryl explains safety measures and repairs needed prior to moving busses over to property are in process in addition to needing UTrans staff nearby for appropriate guidance for the drivers; the 17 UTrans vehicles need to be moved asap.

## **7. New Business**

### **a. Review Board bylaws**

Board bylaws need reviewed to be revised indicating the District's name change. Per the bylaws, it is to be reviewed once a year and entertain any kind of revisions and recommendations.

Discussed whether to submit recommendations by each Director to Cheryl Cheas or Christine Sepulveda to compile into a document for board review of the collective or potential subcommittee to compile same information to submit for board review. It was agreed that it's efficient to do the work during January's Agenda and discuss all the recommended changes; if any changes or modifications are made, Cheryl and Christine will put into document and bring back in February to ensure correctness.

### **b. Business Analysis Proposal – BBSI**

BBSI provided a Business Analysis Proposal of services offered as HR Consultants on behalf of the District. Leanne Reynolds unavailable to attend meeting in person or via telephone. Bob Forrester agreed to be available via phone call to assist in answering questions regarding BBSI proposal.

Discussion amongst the directors to permit Cheryl to have direct discussion with BBSI regarding the proposal and details to ensure their services reflect the needs of the business of the District.

Kat Stone asked Bob if there are different level options available to receive HR Consulting services from BBSI. Bob explained the proposal that Leanne had put together is customized to the District's needs. BBSI HR consulting is the component of the employees – the hiring, discipline, etc. BBSI looks at the whole life cycle of having employees – from catching current employees, recruitment of employees, backup employees, putting things into place for hiring employees. Customizing the tactical piece of what is needed such as background checks, drug screens, things needed for payroll. On the larger scale, BBSI helps put in the building platform of what HR policies are needed to have in place so the District can grow from as an organization.

BBSI's Worker's Compensation insurance – BBSI is a self-insured product, the claim process functions like any other Worker's Comp claim, except the claim would be BBSI's insurance claim. BBSI works to ensure that the employee can return to work. At year's end, an audit is performed to verify the wages against Worker's Comp to check if there was growth, and if so, there would be a charge to cover that gap in coverage from when planned on having in payroll to what was actually in payroll.

Mark Hendershot requested that the Board agree for Cheryl to move forward and get together with BBSI and obtain more details regarding the proposal of exactly what BBSI is going to do. Bob agreed that either he or Leanne at BBSI will work with Cheryl for more detailed information.

Discussion followed regarding availability of other HR consulting providers in Douglas County area. BBSI reputation of HR consulting services was discussed and it was agreed that Cheryl explore other HR consulting services in the area if one is available to have comparable information to present to the board.

**c. Board Retreat – decide date**

Board retreat would include training and whatever interests the board, such as goals settings for the next year. The Chair clarifies that some of the training needed is a priority to receive as board members, as transit, to help understand and increase knowledge on Dial A Ride and fixed route.

Discussed training and services available through the District's active membership with Special Districts Association of Oregon (SDAO). Training available include Special Districts Board member handbook online, web-based training, and option to have someone come down to provide training. With continuous difficulties in reaching someone at SDAO to schedule a trainer, it was agreed if cannot reach SDAO to proceed with web-based training.

Discussion and agreement to a have potluck Board retreat for training on Saturday, January 25, 2020, from 10:00 a.m. to 2:00 p.m., at 3076 NE Diamond Lake Blvd building location. The Chair confirmed that since this is a workshop, it is open to the public and is a public meeting; no decisions are to be made and basic minutes are to be taken but there is no public comment – the public can attend and watch.

**d. STIF/STAC Committee review**

STIF/STAC Committee has 3 vacancies that need to be filled; 1 position is appointed for UTrans and 2 are through application process but deal with specific categories and criteria that must be met.

Same dilemma occurring with the budget committee where vacancies need to be addressed and filled.

**8. General Manager Report – Cheryl Cheas**

The primary business was the purchase of the District's building and the entire process to complete that. The District's name change is complete and the information for the quarterly report is ready. All the grants have been updated. By purchasing the building, the STIF project #2 has been implemented for the purchase of a building. Project #5 has also been implemented, which was the raise for the UTrans drivers which now puts them at a competitive wage, and this is already resulting in hiring of additional drivers with applicants coming forth.

Discussion of details of the driver's pay and how many current drivers, and how many more drivers are needed. The Chair added with forward motion continuing, the opportunity to proceed with adding and expanding the routes; such as the YMCA and the Social Security office. Cheryl explains that the first route to go into effect is the increased service to Sutherlin and Winston. Another service that would go into effect is the connection to Lane Transit District and Josephine County. Details were provided of how these services will run to make proper connections.

**9. Not On Agenda**

Sheri Moothart requests for Dennis Pinheiro's recertification to train 3 days a week. The Chair mentions should ask Dennis first. Jennifer Bragg, Kat Stone, and Sheri Moothart provide additional details that Dennis

had agreed to it, the cost is \$300 to \$350 to recertify, that he let his certification lapse because he did not think he was going to be training but would be glad to recertify.

**MOTION:** Sheri Moothart moved to have Dennis Pinheiro recertified. Seconded by Jennifer Bragg. Motion carries unanimously.

John Parker proposes naming the District's building in honor of Representative Gary Leif. Discussion followed and consensus was not to do so, as the Board is not ready to name its facility in honor of anyone just yet.

Jennifer Bragg requested if the General Manager's reports could include updates on Dial A Ride.

Jennifer Bragg requested update on granting opportunity that was previously sent from Jennifer Boardman, ODOT, to the providers. Cheryl updated that parts of the grants are for replacement vehicles and some are for expansion, so it is being looked at within the parameters of the District's plan to do the grants – in the process of being completed, but not currently completed.

Jennifer Bragg requested to send a letter of appreciation to the VFW for allowing the District to hold its monthly meetings there, and another letter of appreciation to the City of Sutherlin for supplying the workspace that was occupied by the DAR dispatchers.

Jennifer Bragg requested information as a provider she still has not received not even a penny more than before the District was formed and was wondering if there was a timeline of when that will come in. The Chair explained that STIF funding was just recently received and per the specific timeframes, some of those are about to begin with the upcoming year.

**10. Agenda Build – Next Regular Meeting January 13, 2020**

Agenda Build was not discussed.

**11. Executive Session (ORS 192.660(2)(e)) – To conduct deliberations to negotiate real property transactions.**

John Parker recused himself as a Board Director due to conflict of interest as the agent of record for real estate.

**12. Return to Regular Session at 8:21 p.m.**

John Parker recused himself as a Board Director due to conflict of interest as the agent of record for real estate.

**MOTION:** Mark Hendershott moves to appoint John Parker as agent of record for real estate for properties east and west of 3076 NE Diamond Lake Blvd. Seconded by Kat Stone. Motion carries unanimously.

**MOTION:** Mark Hendershott moves for Cheryl Cheas and John Parker to gather all information necessary for properties east and west of 3076 NE Diamond Lake Blvd. Seconded by Kat Stone. Motion carries unanimously.

**13. Adjournment at 8:24 p.m.**