



Minutes

Regular Board Meeting

Monday, June 14, 2021

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: John Parker, Kat Stone, Sarah Thompson, Mike Baker, Mark Hendershott

ABSENT: Lonnie Rainville

1. Call to Order:

Meeting called to order at 5:30 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 May 10, 2021 Regular Meeting Minutes

4.2 May 27, 2021 Special Meeting Minutes

4.3 June 1, 2021 Special Meeting Minutes

MOTION: Mike Baker moved to approve consent agenda. Seconded by Sarah Thompson. Motion carries unanimously. 4 – Yay. 0 – Nay.

Interjection: Board Chair John Parker addressed the Board requesting a rescinding of the motion made during the last meeting regarding the demand response contracts. Board consensus that the prior meeting's motion made is considered a null vote due to illegal vote under Robert's Rules of Order.

5. Public Comment for On Agenda Items Only

- Agenda Item 8.1: Jennifer Bragg, North Douglas Betterment, provides information regarding North Douglas Betterment's connection with current Dial a Ride program serving the North Douglas County area and dissatisfaction of the RFP process and the impact that losing the bid may have on residents of NDB's service area.
- Agenda Item 8.1: Matt Droscher, UVdN, provides information of the experience of the RFP process, dissatisfaction of the RFP process, and the impact that losing the bid may have on residents within UVdN's service area.

Interjection: Board Chair John Parker addressed Ron Sperry regarding RFP process including the Q&A process to avoid unfair advantage to any respondent of any RFP process going forward.

6. FY22 Budget Hearing

• FY22 Budget Hearing Open 5:44 p.m.

Presentation of Summary of FY22 Budget. Budget Committee meeting was held on May 27, 2021. All requirements have been met for public posting of FY22 Budget. Budget Committee consensus was to proceed with recommending the FY22 Budget with no major changes made to the presented budget.

• Public Comment for FY22 Budget

No Public Comment for FY22 Budget.

MOTION: Mark Hendershott moved to approve FY22 Budget. Seconded by Mike Baker. Discussion: it was noted that on Page 2 of the FY22 Budget needs to be corrected to June 14, 2021. Motion carries unanimously. 5 – Yay. 0 – Nay.

- **FY22 Budget Hearing Closed 5:48 p.m.**

7. New Business

7.1 Salary Study

General Manager, Cheryl Cheas explains salary study background and that the request to provide information was made due to the District having challenges filling upper-level management positions with qualified applicants due to the current salary range.

Discussion regarding details of salary range and wage equity, salary study sources and the difference in agencies as well as upper-management position roles and responsibilities. Upper Management position salary ranges discussed in detail. Cost of living recommendation at 5% increments discussed. Discussion of wage equity matrix and wage of drivers as well as tenure and performance increase implementation.

Board consensus to discuss the General Manager salary range in July.

MOTION: Mike Baker moved to set the salary range for Financial Manager between \$75,000 to \$100,500. Seconded by Sarah Thompson. Motion carries unanimously. 5 – Yay. 0 – Nay.

MOTION: Sarah Thompson moved to set the salary range for Operations Manager between \$70,000 to \$95,000. Seconded by Mike Baker. Motion carries unanimously. 5 – Yay. 0 – Nay.

7.2 Ethics Policy

During the review of the RFP, RLS distinguished that the District does not have an adequate Ethics Policy. Proposed Ethics Policy was provided by Special Districts and then sent to Ron Sperry for review. Discussion of public employee considered public officials between the Board and Ron Sperry clarified definition is defined under statute. Brief discussion of proposed Ethics Policy. Board consensus for Ethics Policy to be discussed in July.

8. Old Business

8.1 Umpqua Rides Demand Response

Interjection: Board Chair John Parker addresses Legal Counsel Ron Sperry, DC Law, the earlier brief discussion of rescinding of the motion made during the last meeting regarding the demand response contracts and determining that the prior meeting's motion made is considered a null vote due to illegal vote under Robert's Rule.

DAR RFP had four proposing providers for the DAR service RFP. Two applicant providers had passed the RFP process. One provider had a potential conflict of interest. During prior meeting Board had passed a motion awarding all proposers that submitted a response. The motion had threatened to effectively prevent UPTD from having access to Federal 5310 funding. RLS & Associates reviewed the entire RFP and Q&A process. ODOT reviewed the entire RFP and Q&A process. Discussed in detail options and recommendations available. Client Only recommendation was also discussed.

Interjected Public Comment: Jennifer Bragg, NDB, stating that she had not received email correspondence regarding Client Only service recommendation.

Interjected Public Comment: Matt Droscher, UVdN, provided insight on funding would be cut and potential costs associated with providing Client Only service.

Board Chair John Parker called order to the meeting.

UPTD Board continued further discussion regarding options available for Umpqua Rides Demand Response.

MOTION: Kat Stone moved to award Mercy Express with Umpqua Rides Demand Response. Seconded by Sarah Thompson. Further detailed discussion followed regarding RFP process. Motion carries unanimously. 5 – Yay. 0 – Nay.

Jennifer Boardman, ODOT, provided additional details and information regarding procurement requirements, and expectations of UPTD going forward.

8.2 Update Site Review Report Findings

There were seven findings during the District’s site review that had a 60-day timeline for compliance. Discussed the details of the observations and the remedy statuses of the observations that are currently in process.

8.3 Update Master Plan

Transit Master Plan timeline project schedule provided. Survey is in preparation for disbursement. Technical advisory committee meeting & a tour of the District area is to be scheduled. Discussion followed. Lonnie Rainville representing City of Myrtle Creek, still need an UPTD Board Member to represent the District. Board Consensus to wait until July for further discussion.

9. General Manager Report – Cheryl Cheas

Monthly Performance Report and May’s Medical Transportation Report discussed in detail. Discussed examples of persons’ qualifications for the various modes of the transportation services available; fixed route, ParaTransit, medical transportation, and/or demand response.

10. ODOT Update – Jennifer Boardman

- CDC mask mandate changes at transit hubs.
- Trying to get agreements through.
- 5304, 5311, STF funding agreements.
- OTA 2021 Conference will be virtual.
- Procurement training offered by RLS; scheduling discussed.

Board Chair John Parker called for a 5-minute recess. 7:26 p.m.

Board Chair John Parker call to order. 7:33 p.m.

11. Not on Agenda

- FLAP grants discussion.
- Election results document for information only.
- Mike Baker commends John Parker for his 4-year service to the District.

12. Public Comment (Limit to 10 minutes total)

- Jennifer Bragg, NDB, requesting RFP to be redone again to provide an opportunity for NDB to continue to provide service to the community.
- Kelley M is a rider requesting update of her status as a rider and which transportation mode she may be able to use. Cheryl recaps the general information regarding services available.

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

- Swearing in of Elected Directors
- Officer Elections

MOTION: Mike Baker moved to request Executive Session attendance of Janice Baker and Tom Trotter for insight to bring to their tenure beginning in July 2021. Discussion followed. Motion removed.

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

15. Return to Regular Session 8:23 p.m.

MOTION: Kat Stone moved to extend Cheryl Cheas' contract to September 1 as Interim General Manager to the position of Operations Manager. Seconded by Board Chair John Parker. Discussion followed. Second rescinded for motion verbiage amendment.

MOTION: Kat Stone moved to extend and amend Cheryl Cheas' contract as Interim General Manager/Operations Manager to September 1. Seconded by Board Chair John Parker. Discussion followed. Motion failed. 2 – Yay; John Parker, Kat Stone. 2 – Nay; Sarah Thompson, Mike Baker.

MOTION: Mike Baker moved to extend Cheryl Cheas' contract to September 1, 2021. Seconded by Sarah Thompson. Discussion followed. Motion rescinded by Mike Baker for motion verbiage amendment.

MOTION: Mike Baker moved to extend Cheryl Cheas' contract to September 1, 2021 and to set SMART goals. Seconded by Sarah Thompson. Discussion followed. Motion failed. 2 – Yay; Sarah Thompson, Mike Baker. 2 – Nay; John Parker, Kat Stone.

Interjection: Cheryl Cheas addresses the remaining Directors in attendance regarding goals, challenges, responsibilities, and expectations.

MOTION: Mike Baker calls Point of Order and moved to postpone the discussion of Cheryl's contract until July 1, 2021. Board Chair John Parker amends the motion and calls Special Session for the following week.

Interjection: Cheryl Cheas addresses the remaining Directors in attendance regarding the salary range adequacy set by the Board as the challenge for recruitment of management positions.

Board Chair John Parker calls Emergency Session on June 21, 2021.

MOTION: Mike Baker repeats motion for Point of Order to postpone the discussion of Cheryl's contract to July 1.

Board Chair John Parker calls the next Board meeting on June 21, 2021.

16. Adjournment at 8:35 p.m.