



Minutes

Regular Board Meeting

Monday, July 10, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Janice Baker, Mike Baker, Tom Trotter, Lonnie Rainville, Doug Mendenhall, Michaela Hammerson.

ABSENT: Sarah Thompson.

1. Call to Order

Meeting called to order at 5:33 p.m. by General Manager Cheryl Cheas.

2. Roll Call

Roll call taken by Executive Assistant Christine Sepulveda.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Swearing in of Elected Transportation District Board Members by Notary Public

4.1 Swearing in of Michaela Hammerson

4.2 Swearing in of Doug Mendenhall

4.3 Swearing in of Tom Trotter

5. Election of Board Officers

5.1 Chair

MOTION: Mike Baker moved to nominate Sarah Thompson as Chair. Seconded by Lonnie Rainville. Discussion followed. Motion Fails. Vote: 0 – Yay. 6 – Nay. 0 – Abstain. 1 – Absent, Sarah Thompson.

MOTION: Tom Trotter moved to nominate himself as Chair. Seconded by Michaela Hammerson. No further Discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent, Sarah Thompson.

5.2 Vice Chair

MOTION: Mike Baker moved to nominate Sarah Thompson as Vice Chair. Seconded by Janice Baker. No further Discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent, Sarah Thompson.

6. Consent Agenda

6.1 June 12, 2023 Regular Meeting Minutes.

6.2 June Preventive Maintenance Report.

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 1 – Abstain, Michaela Hammerson. 1 – Absent, Sarah Thompson.

7. Financial Report – Sheri Bleau – Not Available

June Financial Report presented to Board of Directors. Discussion Year to Date looks like UPTD is at 92.73% for Materials & Services. Directors wondering where total Materials & Services ending of \$121,917 accumulated from under June 23. Accrual includes requested reimbursements for the quarters although some are delayed. Once all reimbursement

request received, funds will be back up to \$1.2M. The Net income includes the money UPTD is getting reimbursed for. There is a hold up on 5311 funds, for \$90,332 for both Q3 and Q4 that have not yet come through, which has been indicated that should come through in the next couple of weeks. Bank statement has only been included as a check and balance on a quarterly basis but can be included with every financial report if that is wanted by the Directors. Board consensus to do so. Board request to censor the Bank account number from the statement presented as well since are part of public record, redact from prior.

MOTION: Michaela Hammerson moved to approve June Financial Report. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 4 – Yay. 0 – Nay. 2 – Abstain, Michaela Hammerson, Doug Mendenhall. 1 – Absent, Sarah Thompson.

8. Public Comment for On Agenda Items Only

No Public Comment.

9. Old Business

9.1 Yearly Review

9.1.1 Board Bylaws

Discussed Amendments to bring back to next Regular Meeting:

- #4 On rare occasion that the Chair and Vice Chair are not available to run the meeting, Person that served the longest to run meeting by seniority, then followed by age.
- During Election Years, to swear in newly elected officials prior to the first Board meeting of Fiscal Year by Notary Public as close to but not prior to July 1 of election year to ensure that all Directors are available for quorum at start of first Board meeting of Fiscal Year.
- Provide Board Binder to newly elected officials as soon as election is complete or shortly thereafter, but prior to first Board meeting of Fiscal Year.

9.1.2 Board Protocols

No discussed amendments to bring back to next Regular Meeting.

10. New Business

10.1 Paid Leave Oregon Discussion

Paid Leave Oregon is a new benefit that has been mandated by State of Oregon and UPTD has been given the opportunity to participate in the State plan or to participate in an equivalent plan. Opted to participate in equivalent plan with FICA through Hartford as administrator to ensure easier reconciliation process. Paid Leave Oregon is much like FMLA and OFLA with 12 weeks of protected leave.

UPTD has Short Term Disability and Long Term Disability which covers 60% of the employees' wages. Paid Leave Oregon an employee would request leave with a qualifying event go out for their Paid Leave Oregon time period up to 12 weeks and come back for a week and go back out for another qualifying event. The employee pays into Paid Leave Oregon by payroll. Concerns with route coverage and employees taking advantage of this. Detailed discussion followed.

Michaela Hammerson abstained from discussion due to potential conflict of interest.

10.2 Board Training Discussion

Special Districts provides Board Training and has two upcoming in person training sessions available that the Directors can attend. The first training session is called Board Member

Duties, Liabilities and Responsibilities and is being held on several different dates and venue locations in August. The second training session is called Board Member Relations, Expectations and Ethics and is being held on several different dates and venue locations in September. Beneficial for Board members to take training as provides insurance reduction. Discussion followed.

Another training opportunity available for training is the upcoming joint Oregon/Washington State Transit Conference that will be held in Vancouver, Washington. The Trainings provided are more compliance focused and grant management training geared towards Operations. There are sessions that are agency focused as well. Directors are welcome to attend any sessions interested in.

Staff can also inquire with Special Districts to see if training is available to schedule in house Board training on a Saturday for a work session. Discussion followed.

10.3 FY 21 Audit Findings

FY 21 Audit was turned into ODOT back in December. FY 21 Audit Letter was provided and the 2021 UPTD Tracking of Independent Audit form. The email from Jennifer Boardman indicated findings listed, but letter to Board not been signed yet as the person is no longer with ODOT PTD so they are seeking interim signature. Found in going through the tracking form that the findings are the exact same findings from the prior fiscal year, already have the audit responses for the prior fiscal year as well. Cheryl Cheas needs to look into the documentation with ODOT further as many of the details have been met and wanting to ensure that everything is where it should be for the FY 21 audit. Hopeful that can bring back in September as a finalized version for Directors to approve. Discussion followed.

11. Project Updates

11.1 Project Next Door – Grant # 35335, 5339 Capital

Met with i.e. Engineering and have preliminary design including path of travel, preventive maintenance building, above ground fleet fueling, electric vehicle structure, bus wash, bus parking. Leaving the hydrogen piece in the design so UPTD would know what the City would want in the event that the District chooses to do that within city limits. Next step is the Pre-Application Conference with the City of Roseburg. Afterwards is the NEPA process. Discussion followed.

11.2 Lo-No Project – Grant # 35395

Due for the electric pedestals for charging stations by end of month, found that the footprint of the pedestals will actually fit inside the garage. The electric charging stations are meant for the 3 electric vehicles that the District is expecting. Discussion followed.

The District does not plan to convert to all electric vehicles but also plans to convert some vehicles to use R99 fuel to reduce PM costs and allows for on-site fueling. The District also plans to use solar in the construction to ensure power to site in case there is a power gridlock to ensure that transit continues to run. Discussion followed.

12. General Manager Report – Cheryl Cheas

- UPTD has had squatter camped out and living underneath the large tree that is on the property that UPTD owns adjacent to the current UPTD administration building property.

UTPD provided a letter stating that they cannot stay there, this is government property, and they need to leave right away. Have not witnessed additional evidence of more squatting underneath the tree. However, have been seeing evidence of tire track marks on the property and a collection of beer cans and bottles.

- Rolling ridership for fixed route from July 22 to June 23 with total ridership at 87,839. Are at a 58.12% increase from 21-22 to 22-23. Demand Response July 22 to June 23 totaling at 23,278. The increase over last year for Demand Response is 22%.
- Should be receiving 3 more vehicles in approximately 3 weeks.
- Difficult to train for bus drivers for the busses because it requires CDL with passenger endorsement and UPTD is not currently set up to train to proficiency as UPTD does not have the lot space to train on course per requirements. Directors would like for UPTD Staff to coordinate with UCC to see what it would take to partner with UCC truck driving school for passenger endorsement drive test requirements.
- Medical transportation is now through Bay Cities Brokerage as of July 1. Currently have 3 volunteer drivers for ambulatory passengers, and have 3 paid drivers for wheelchair passengers. Discussion followed.

13. ODOT Update – Jennifer Boardman – Not Available

14. Not on Agenda

- FY 22-23 Audit going through findings to ensure things match with what auditor put through the clearinghouse. This should be the fiscal year that findings should fall off. As the changes have been implemented since prior fiscal year.
- Discussion of adversity and beginning of Umpqua Public Transportation District.
- No Public Meeting in August due to the joint Oregon/Washington State Transit Conference that will be held in Vancouver, Washington.

15. Public Comment

No Public Comment.

16. Agenda Build – Next Regular meeting September 11, 2023.

- Yearly review – Board Bylaws & Protocols.
- Bank Signatories.
- Project Updates for the Project Next Door & Lo-No Project.
- Potential Executive Session if it is needed.
- FY 21 Audit – need time to go through it & make sure it's correct.

17. Adjournment 7:13 p.m.