Minutes
Regular Board Meeting
Monday, January 10, 2022
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: **All Directors Present**

1. **Call to Order**
   Meeting called to order at 5:31 p.m. by Board Chair Lonnie Rainville.

2. **Roll Call**
   Roll call taken by Executive Assistant, Christine Sepulveda.

3. **Pledge of Allegiance**
   Recitation of the Pledge of Allegiance.

4. **Consent Agenda**
   4.1 December 13, 2021 Regular Meeting Minutes.
   4.2 December Preventive Maintenance Report.
   MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Sarah Thompson. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

5. **Financial Report** – Sheri Bleau
   December Financial Report presented to Board of Director by UPTD Financial Manager, Sheri Bleau. Financial report very much in line with where we should be at this time. Checked with Jennifer Board regarding one reimbursement that has not been received for quarter one. Seems to be a delay in Salem. Question regarding vehicle repair expense. Explanation was provided regarding $1,000 deductible on vehicle repair.
   MOTION: Sarah Thompson moved to approve December Financial Report. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

6. **Public Comment for On Agenda Items Only**
   Jim DeLapp – Question regarding budgeting for Demand Response and Medical Transportation for 2022-23 year.
   Jennifer Boardman – Payment mentioned in the Financial Report just went through so it should be her in 2-3 days.

7. **New Business**
   7.1 FY 2022/23 Budget Timeline
   Sheri and Cheryl worked on revising the previous schedule to put the Budget Committee meeting and hearing on days that the Board is already scheduled to meet in order to eliminate the need to have two or three meetings in one month and would allow us to adopt the budget at our meeting in June.
   MOTION: Mike Baker moved to adopt the proposed timeline for the Budget Process. Tom Trotter seconded.

Discussion: Sarah Thompson, for the record, timeline says we'll adopt in May.
Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

7.2 Executive Board Bylaws

Draft by-laws presented for review and completion by the Board. Discussion followed to determine how long the floating member would serve, where the meetings would be held, how often the committee would meet, eliminate sub committee language, eliminate reference to Douglas County, determine language for virtual option.
Floating member to be elected for one year. Meetings will take place at the District Building located at 3076 NE Diamond Lake Blvd. Meetings to be held quarterly or as needed.
MOTION: Sarah Thompson made a motion to accept the bylaws as edited through tonight's meeting. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

7.3 Appointment of Executive Committee Members

Chair, Lonnie Rainville, opened the discussion to appoint the third committee member. Sarah Thompson nominated Mike Baker. Seconded by Tom Trotter. Discussion followed. Kat does not want to volunteer for the position, therefore, will accept the nomination.
Mike Baker is nominated for the third position on the Executive Committee by unanimous vote. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

8. Old Business

8.1 Accounting and Financial Policy and Procedures Manual

Board recommended changes during prior meeting. Board consensus was to amend the policy to eliminate the Record Retention section and replace it with reference to the UPTD Records Retention Policy. Policy and Procedures have been amended to reflect the requested changes.
MOTION: Sarah Thompson proposes motion to accept the Accounting and Financial Policy and Procedures Manual. Seconded by Mike Baker, to pass **Resolution 22-1.**
Minimal discussion regarding when the policy was first presented. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

9. General Manager Report – Cheryl Cheas

- Ridership has increased slightly through the month of December for both Fixed and Commuter routes but overall we are down about 300 rides over where we were this time last year.
- Medical Transportation – We spent much of December closing out our partnership with Bay Cities and getting everything in order to work with MTM, the new brokerage. It has been interesting, the process is different but once everyone gets used to the change, it will smooth out.
- Working on several grant applications.
- Completed second round of NTD questions and corrections.
- Holiday party took place on 12/18 and was very well attended by employees with family for a total of about 80 participants.

- Question – Sarah – What are you seeing as your biggest challenges with the new company? - Response – 1. There is an app that goes on the driver's phone that glitches. If the driver cannot accurately record the pickup/drop off times, that information has to be called back into the office and manually entered. 2. They don't download all of the rides that we will be providing, we have to go into a program and manually select the rides we are going to take. So, on the one hand it makes it easier for us to build a manifest but on the other hand it is more time consuming. 3. They have call centers all over the US and a lot of the interaction is with people who know nothing about the geographics of Douglas County. This should smooth out as they get used to it.
- Question – Sarah – Can we get a dedicated person for our area? Response – We have one but it's not helping yet.
- Question – Kat – I have a question about Government competing with private business. Response – We are not actually competing. The brokerage provided pricing to us, they did not ask us to bid. They selected the companies with which they wanted to do business. It is something we were asked to do, we followed through and did what we were asked to do, it's not competition. They are trying to find the best way possible to serve as many people as possible. It's a different business model than we are used to working with for Medical Transport. – Kat – Problem with running the government like a business when we are a service and a service isn't supposed to make a profit. Concerned with trouble down the road. – Response – UHA put out an RFP and MTM is the company they chose through the RFP process. Many years ago, when the brokerage process was set for the State of Oregon, there were only a few brokerages and our brokerage was RVTD – TransLink. They had seven counties and the money that was made by the providers was intended to feed the system, to provide match money for vehicles and to help stabilize the funding for Public Transportation. It has morphed through the years, and this situation that we are in brings us back to that original intent. It is money that has no Federal ties to it so we can spend it for match for Federal, for State or pay outright for whatever we choose. Discussion followed.
- Preparing for new Operations Manager.

10. ODOT Update – Jennifer Boardman

Several grant applications due soon. Rural Veteran's Healthcare – limited funds.
5339 Bus and Bus Facilities
5310 Enhanced Mobility for Seniors and People with Disabilities
STGB – Discretionary Bus Replacement
Anticipate 35% increase in bus costs for this next round.
Grants that were expiring June of 2022, ODOT is doing a wholesale extension due to the supply chain issues.
Conference in March in Seaside – Oregon Public Transportation Conference
UPTD has a negotiated cost for the vehicles that were already ordered so the price increase will not affect the vehicles that we have on order. UPTD will be applying for 5339, Preventive Maintenance on the 5310 and the Lo-No Grant when it comes out.

11. Not on Agenda

- Sarah responded to a question regarding SWACT. Mike provided background information regarding the Southwest Area Commission for Transportation. Cheryl is our

representative. Kat is requesting that a report on this meeting be included in the GM report.

- Lonnie brought forward an Executive Director Evaluation Tool/Form. This was forwarded to the Directors as starting point. Asks that we go through the form and bring back what we like, what we want to change and what we want to add to the form to do the evaluation. Once the tool is in place then it can be for the entire Board to do the evaluation. Also, would like Cheryl to list her goals and we can incorporate that into it as well.
- Discussion regarding our current HR functions. We are getting to the size that we might want to address this. Planning to include at least a part time person in our budget for this coming year.
- Are we prepared if the Supreme Court rules that the mandate is Constitutional? Yes, we are prepared, whichever way they decide to go with the mandate.

12. Public Comment

- Jim De Lap – Commented on the discussion from the January meeting regarding the preventive maintenance intervals. Speaking as a mechanic, he is recommending we look at adopting the change from light duty to heavy duty.
- Jennifer Boardman – Reminder that we need to stay within a window for manufacturer recommendations on preventive maintenance.

13. Agenda Build – Next Regular meeting January 10, 2021

- New Operations Manager
- Approve the Evaluation Form
- Budget Committee

14. Adjourned 6:34 p.m.