Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, September 16, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

APPROVED MEETING MINUTES

Meeting called to order 5:34 PM

Roll Call performed by

Doug Mendenhall- P Michaela Hammerson- P John Estill- P Natasha Atkinson- P

Cathye Dewhirst Curreri- P

Pledge of Allegiance led by Director Mendenhall

Consent Agenda

4.1 August 19, 2024, Draft Regular Meeting Minutes

4.2 August 23, Special Meeting Draft Minutes

4.5 August 2024 Preventive Maintenance Report

Minutes and preventive maintenance reports were reviewed, preventative report was more for information this month, as we do not have a Operation Manager to review.

Motion: Director Curreri motioned to approve the consent agenda, seconded by Director Mendenhall. Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Financial Report – Sheri Bleau

5.1 August Financial Report

Sheri states that she added a report that was requested by Director M. Baker. Balance sheet, P&L and other reports were summarized. our total current assets are 768,030.83, current liabilities are 18,665.66 for total equity of 749,365.17.

Match is available to pay for the bus that is on order. Grant 5339 states the bus will cost $276,100, with $28,355 match from UPTD funds. We have these funds, from previous bus sales.

Reedsport contract, we should seriously consider loaning them newer vehicles when we update our contract. UPTD will be listed as an interested party, listed as additionally insured.

Sheri will go to the DMV to clarify what all needs to be taken care of for title concerns.

Public Comment for On Agenda Items Only

Jennifer Bragg- What is the deadline for board applications? September 30th, 2024.

Old Business

7.1 Drug & Alcohol Compliance Review Update

Becky received a letter from OccuHealth that will resolve at least 6 findings. Director Atkinson stated, per Cheryl on Friday, information may be found on her computer Cheryl>Drug and Alcohol Findings, Cheryl fixed some of the information and it is ready to submit.

Chair Hammerson asked the board if they want to wait until a general manager is present to access these documents, or have one person on the board access all sensitive documents, specifically those for the compliance review, on a very limited basis? Director Atkinson asked why this is different than any other agency, generally this information is delineated to employees. Due to employment matters that are sensitive Chair Hammerson feels that the board should maintain access to the information. Director Atkinson feels this is stepping over the line. Chair Hammerson stated she believes we should assign one board member authority to ensure clarity.

Motion: Director Curreri moved Chair Hammerson have authority to General Manager office, computer files and ability to delegate access to folders to appropriate leadership. Seconded by Vice Chair Estill.
Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Chair Hammerson will reach out to special districts to determine if there is a delegate that can come and review that information, she will report back to the board. Jennifer Boardman suggested reaching out the peers, such as RVTD and Josephine County.

Motion: Director Atkinson moved that Rebecca Stafford serve as the DPAM and DER 1, with Sheryl Bleau as DER 2. Seconded by Director Mendenhall.
Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

7.2 Status of Document Upload for RLS August 26-28th, Compliance Review
RLS is working on the final list, as our list is currently preliminary. Jennifer Boardman will review the list to determine who should do which part of the list. She also recommended Melisa Metz regarding our procurement policy. Sheri stated she will begin working on this and present in October meeting.

7.3 Monthly 1:1s between Executive Committee and UPTD Leadership Staff
Motion: Director Curreri motioned: In the event of the absence of the General Manager, the Human Resource Director is designated as the district liaison, with the point of contact being the board chair. This policy to live in the board of directors' protocols> procedural issues #5.
Seconded by Vice Chair Estill.
Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

7.4 Board & Leadership Training
All board members will be attending a training on 9/25, this training will be noticed.
Seaside training coming in October, the 26th-30th. If interested, please inform Becky by Friday, 9/20/24.

Break meeting called back to order at 7:00 pm

7.5 Status Update for Contracts, Title
Moved to Executive Session

7.6 Charging Station Update
Last meeting we determined we would send a letter to ODOT, ask to return to Volvo, and look into selling them. Sheri will send an email to Phoenix Motorcars to ask about return. Board reviewed email for ODOT. Chair Hammerson requested we send this to the attorney for review. If this is not approved by 9/30/24, ODOT may hold back STIF funding. Meeting 9/20 for attorney's review.
Review of original grant request. Chair Hammerson asked if there is an appeal process for the original project, Drew Orr stated the FTA will not participate in this project. He will check with legal to see what he can provide to UPTD.
Next year's STIF plan we need to be vaguely prescriptive in next STIF plan. Any money not utilized can be moved to any new project in the new plan.
Chair Hammerson asked if the funding will be withheld October 1, it has not been officially articulated in writing. ODOT will need to ask prior to answering this question. She will send the letter to our attorney, asking for our first installment 10.31.24

New Business

8.1 Resolution 24-8 Update Signers on the Bank Account

Motion: Director Curreri moved to accept resolution 24-8, seconded by Director Mendenhall. Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

8.2 Consultant Emergency Assessment Update

Ben will be at UPTD on Friday to meet with the team, 10-minute meetings with each.

8.3 ICC (Interim Contract Committee) Update

Interviewed three candidates for GM, 2 for OM. Great candidates ready to move forward. Written assessments will be completed from each of the ICC candidates. References should be checked at some point in the process. On transit talent 9/5/24, on Indeed as of the end of August. RFP is needed, due to contract hire today, to be posted 9/16/24.

8.4 Status of Open Board Position Process

Interviewing 9/30/24 for the two open board positions.

8.5 Discuss IT Contract

Asked three companies to bid, for rough estimates. We will need to go to RFP, will ask current provider and all other companies. Part of the new contract will include an NDA.

8.6 Discussion Regarding Board Compensation

Board members may be compensated, if working on board business. Something to consider for the future, when in a better financial position.

Project Updates

9.1 STIF Project Updates **9.2** Action Plan Updates

9.3 General Manager Report **9.4** Access Update

No updates on these items this month, as Cheryl completed this previously. We will address some of the action plan items when we address our new RLS audit findings.

ODOT Update – Jennifer Boardman

FTA, ODOT and/or UPTD can all cancel a grant if conditions are not met.
5310/5311 is due 11/22. We must send out solicitation for projects and get that published. Send to previous applicants, put in paper and on website. STIF/STAC needs to meet to make determinations.

Not on Agenda

If directors come to the building, at times other than the board meeting, please use the front door on the top of the hill.
Cheryl's to-do list handed out to the board for review

No Public Comment Not on Agenda Items

Agenda Build – Next Regular Meeting July 15, 2024

Moved to Executive Session

ORS 192.660(2)(e) To conduct deliberations with persons you have designated to negotiate real property transactions.

Meeting Adjourned at 9:28 PM