



# Minutes

## Regular Board Meeting

Monday, May 10, 2021  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**PRESENT:** Mike Baker, Mark Hendershott, Lonnie Rainville, Kat Stone

**ABSENT:** John Parker, Sarah Thompson

### 1. Call to Order:

Meeting called to order at 5:39 p.m. by Board Vice Chair Lonnie Rainville.

### 2. Roll Call

Roll call taken by Board Vice Chair Lonnie Rainville.

### 3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

### 4. Consent Agenda

4.1 April 19, 2021 Regular Meeting Minutes

4.2 April Financial Report

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

### 5. Public Comment for On Agenda Items Only

Public Comment on Agenda Item 6.2 Update DAR RFP Process.

- Deanna Schafer, City of Reedsport City Manager, provides historical information of DAR in Reedsport. Stated her concerns regarding the current RFP process.
- Vince Portulano provided his experience as DAR driver.
- Jennifer Bragg, NDB, provided insight on time management required to complete the RFP application and stated her additional concerns regarding the current RFP process.
- Charlene Lohf, City of Reedsport, stated her concerns regarding the current RFP process and comparing the application to grant writing.
- Matt Droscher, UVdN, stated his concerns regarding the current RFP process and his experience with technical difficulties attempting to navigate the RFP portal.

It is reminded to all present that discussing specific details of RFP to providers at this time during a current open RFP is forbidden by law, unless via Q & A section through the RFP portal. All inquiries could have been submitted via RFP portal prior to Q & A closing date.

### 6. Old Business

#### 6.1 Cash Handling Procedure for DAR

During process of site review, the finding was that UPTD does not currently have appropriate oversight of DAR cash handling procedures. Sample Cash Handling Procedures documentation reviewed and discussed. No action needed at this time.

#### 6.2 Update DAR RFP Process

During process of site review, the finding was that UPTD was directed to cancel the procurement, revisit the procurement planning, to revise the scope of services and readvertise the solicitation. Prior attempt of RFP process was attempted to be a simpler process and was found to not include any of the required Federal Clauses. Unfair Advantage via communication with any applicant to the RFP

process that was not submitted to all applicants provided unfair advantage to person requesting answer.

DAR RFP Process included:

All documents required were uploaded into the portal. Invitation to bid was sent out on April 27, 2021. All documentation available to all providers interested to apply during the RFP time period. RFP kick-off meeting was on May 5, 2021, which included a step-by-step walkthrough of the application process. RFP currently due May 17, 2021 at 2:00 p.m.

Additional comments and further discussion regarding DAR RFP options that may be available for further resolutions based on what is permissible through the RFP. It is reminded to all present that discussing specific details of RFP at this time during current open RFP is forbidden by law.

Jennifer Boardman provided historical information regarding the last site review in 2017, when transit was still with the County, prior to District formation; explaining that the State was requesting that the DAR providers each have more intense contracts and that they have not really gone through intense procurement process in the past. During UPTD compliance review, this was found as a repeat finding, reminding that the way things were in the past is not allowed and provided additional input regarding the requirements to the RFP process and the requirement to adhere to those procedures.

### **6.3 Update Vehicle Lease Agreements**

During UPTD compliance review, it was noted that Lease Agreements are required for UPTD owned vehicles operated by another entity. First draft document provided and discussed, awaiting Ron Sperry's review. To bring documentation back to Board once attorney has completed his review. Discussion followed.

### **6.4 Update Compliance Review**

Reviewed update, including observation #2 – in process; observation #3 – completed; observation #9 – preventive maintenance; observation #13 – in process; observation # 14 – in process; observation #17 – completed.

### **6.5 Update Master Plan**

Notice to proceed for the Consultant to begin preparing UPTD Transportation Master Plan on April 20, 2021. Kick-off meeting for UPTD Project Management Team was held on April 23, 2021. Project Folder created and shared with the Project Management Team. Contact with most cities to participate on technical committee; received responses from City of Glendale, City of Oakland, Riddle, and Myrtle Creek.

### **6.6 Subcommittee Update**

Mike Baker stated would like information skipped to be reviewed during Executive Session.

## **7. General Manager Report – Cheryl Cheas**

Discussed District reports. Discussed and compared between current numbers and pre-COVID numbers. Additional discussion followed.

Interjected public comment: Vince Portulano questioned what the ridership numbers have been between Cottage Grove and Douglas County. UPTD General Manager Cheryl Cheas responded that the current confirmed ridership numbers for that service in the last 4.5 months totals at 7 rides. Discussion followed regarding the amount of information publicized for the connection ride, the issues addressed regarding the connection within Drain and riders unable to return home. The difficulties with logistics.

## **8. ODOT Update – Jennifer Boardman**

- SOW for upcoming agreements
- STF programs meetings
- Requested supervisor if it is possible to help with RFP process without compromising the RFP

- Working on compliance reviews; 4 in her region
- Findings of RFP process throughout Oregon
- One of the findings is for UPTD Board to do RFP training
  - Timeline for August
- Cow Creek Tribe would like to have IGA with UPTD but are currently unable to do so due to being short-staffed.

#### **9. Not on Agenda**

- Two postings made for current openings within UPTD. To date, received one applicant for finance and requested higher than current pay scale. No current applicants for Operations Manager position. Postings made public on Indeed and OTA.

#### **10. Public Comment**

- Jennifer Bragg, NDB, checking on status of obtaining new vans via the non-discretionary grant 5339. RFQ status provided.
- Jennifer Bragg requested clarification on RFP application regarding matrix for service on how the funding is going to be allotted or if that process needs to be redone as well.

#### **11. Agenda Build – Next Regular Meeting May 10, 2021**

- Update on more site review findings
- Title VI may be ready for review
- Update on the disconnect with Eugene route
- APR reporting update
- DAR process update

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

#### **13. Return to Regular Session 7:20 p.m.**

Board consensus for staff to look into interim Financial Manager and Operations Manager of retired persons that may be available to work. Board requests benchmark survey to be provided for Financial Manager, Operations Manager, and General Manager, bring information to next Regular Board meeting.

#### **14. Adjournment at 7:27 p.m.**