



Special Board of Directors Meeting

Umpqua Public Transportation District

Monday, November 4th, 2024, 9:00 a.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Meeting Minutes

No video recording due to administrative error.

1. Call to Order 9:01 am

2. Roll Call

Doug Mendenhall – P

Michaela Hammerson – P

John Estill – P

Todd Vaughn -P

VACANT

Cathye Dewhirst Curreri - P

Lisa Lanza - P

3. Pledge of Allegiance

4. Public Comment for On Agenda Items Only – no public present

5. STIF / STAC Committee Appointments

Motion: Director Dewhirst Curreri moved to approve Ashely Hicks as part of the STIF/STAC Committee, Vice Chair Estill seconded.

Motion Passed unanimously.

6. Procurement Policy Amendments

Discussion held on primary changes to procurement policy. Director Estill pointed out that FTA Circular provides guidance on procurement and any deviation may need to be approved by the FTA. The Board generally agreed that the Primary Procurement Officer, Evaluation Committee, and General Manager will need to double check all requirements in our policy against the FTA. ODOT is also a resource that can be used to ensure compliance.

Updates in Authority and Definitions: The policy now delegates more authority to the Umpqua Public Transportation District (UPTD) General Manager for procurements up to \$10,000, aligns definitions with Federal Transit Administration (FTA) standards, and introduces new forms and processes for better compliance and clarity.

Flexibility in Procurement Procedures: Changes include the removal of strict time constraints for bidding, allowing the UPTD discretion in contract awards based on factors beyond just price, and the option to bypass certain procurement steps when not legally required, thereby enhancing operational flexibility.

Documentation and Implementation: Introduction of several new forms for different stages of procurement, correction of terminology for consistency, and setting an effective date for the policy changes to allow for a transition period, all aimed at streamlining processes while ensuring legal compliance.

Motion: Director Dewhirst Curreri made a motion to accept the amendments to the procurement policy. Director Vaughn seconded.

Motion passed unanimously.

7. IT Request for Proposal Consideration

Discussion on IT proposals. Two official bids have been received, but there is a third in progress. Director Mendenhall states that the third bid did not meet the deadline for 11/03/2024 submission and should not be considered. Chair Hammerson pointed to the procurement policy that allows for late bids with documentation if reasonable. Due to the changes to the RFP and because we received an initial bid from this vendor, the Evaluation Committee will need to determine if the bid should be considered when received late. Director Vaughn stated that we need to do our best to allow as much competition as possible, and that three bids is a good standard for sufficient competition. Director Mendenhall stated that late submissions may not be a good first impression and that should be considered when reviewing the third bid. Jennifer Boardman (ODOT) confirmed that more bids are preferable to less. She also confirmed that the Board should be moving these decisions over to the General Manager and UPTD staff, rather than the board. It was discussed that the procurement will need to be within the current budget and the Finance Manager will need to be consulted. Jennifer Boardman (ODOT) reminded to adhere to midyear budget changes that were previously submitted.

Motion: Director Vaughn made the motion to allow the General Manager, with assistance from the Evaluation Committee, to make a decision to move forward with the IT procurement within the approved budget. Director Estill seconded.

Motion passed unanimously.

8. Adjournment at 9:46 am.

Join Zoom Meeting

UPTD is inviting you to a scheduled Zoom meeting.

Topic: UPTD Board of Directors Special Meeting

Time: Nov 4, 2024 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88475794405?pwd=ldz8b2WOAWGHabmMlkKaprOqQFAKhT.1>

Meeting ID: 884 7579 4405

Passcode: 842901

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- +1 253 215 8782 US (Tacoma)
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- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
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- +1 646 931 3860 US
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Find your local number: <https://us02web.zoom.us/u/kcjfVOCUSC>

AUDIENCE PARTICIPATION INFORMATION

UPTD welcomes and encourages citizen participation at all meetings. By state law, Executive Sessions are closed to the public. To allow the Board to deal with business on the Agenda in a timely fashion, we ask that anyone wishing to address the Board follow these simple guidelines:

- Persons addressing the Board must state their name for the record.
- All remarks are directed to the entire District Board. The Board reserves the right to delay any action requested until fully informed on the matter.

TIME LIMITATIONS

Each speaker will be allotted a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. All testimony given shall be new and not previously presented to the Board.

CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS

We allow the opportunity for citizens to speak to the Board on agenda items and non-agenda matters on this evening's Agenda of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting. If a matter presented to the Board is of a complex nature, the Chair or a majority of Board members may schedule the matter for continued discussion at a future Board meeting. Board members reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings" (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that 'all persons be permitted to attend any meeting' does not prevent governing bodies from maintaining order at meetings" (Attorney General Rosenblum, 2019, p. 156).

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact the District office/UTrans as far in advance of the meeting as possible, and no later than 48 hours prior to the meeting. To request these arrangements, please call 541-671-3691 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).