



Minutes

Regular Board Meeting

Monday, March 13, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Sarah Thompson, Janice Baker, Kat Stone, Jim De Lap, Mike Baker, Lonnie Rainville, Tom Trotter.

ABSENT: All Directors Present.

1. Call to Order

Meeting called to order at 5:34 p.m. by Chair Sarah Thompson.

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 February 13, 2023 Regular Meeting Minutes.

4.2 February Preventive Maintenance Report.

MOTION: Kat Stone moved to approve Consent Agenda. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

5. Financial Report – Sheri Bleau

February Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. Using about 67% of budget at this point. Income is slightly under; waiting for 2nd quarter reimbursements, 1st quarter received some but still waiting on a few. Payroll is at 47%. Materials & services is 62.32%. Previously talked about variances and unbudgeted expenses, and those are going to be adjustments that are going to be worked on in the budget. Overall, doing really well. Next month should see medical transportation separation in payroll. Discussion followed.

MOTION: Kat Stone moved to approve February Financial Report. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

6. Public Comment for On Agenda Items Only

No Public Comment for On Agenda Items Only.

7. Old Business

No Old Business.

8. New Business

8.1 Budget Committee Applicant Review

UPTD received one application for UPTD Board review and potential appointment to the Budget Committee from Constance “Connie” Page. Connie introduced herself stating that she lives out by Glide but comes into town for different volunteer activities, she is very interested

in local area public transportation and would like to be on the budget committee. Discussion followed.

8.2 Budget Committee Appointment

MOTION: Kat Stone moved to appoint Constance “Connie” Page to UPTD Budget Committee. Seconded by Mike Baker. No further discussion. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

8.3 Budget Committee Bylaws Review

Detailed discussion during February Regular Board meeting of process going forward for Budget Committee application process and to have Budget Committee Bylaws prepared and brought to March Board meeting for review. Discussion followed.

MOTION: Kat Stone moved to table UPTD Budget Committee Bylaws draft until next meeting pending additional review. Seconded by Tom Trotter. No further discussion. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

9. Project Updates

9.1 Project Next Door

Have been working closely with Jennifer Boardman, who has been working with FTA on NEPA process. Found that property acquisition cannot occur until after NEPA process is complete. Purchase of property next door completed before NEPA process initiated; understanding at that time was to show clear intent of what plans were with property. NEPA process states that if clear intent is to use federal funds, then NEPA process needs completion before purchase. Jennifer Boardman is working with FTA for any type of workaround, not sure if anything can be done in a timely manner; all notices look like FTA is not going to let UPTD build on that property with federal funds.

Information forwarded from Ohio seeking information from other state DOTs whether or not had this situation as a notice of funding went out for more project ready projects to have competitive funding; Ohio had multiple providers go out and purchase property with local funds, just like UPTD, and are now not able to receive awarded federal funding. State of Ohio is searching for resolution.

Question to Jennifer Boardman was the grant agreement said adjacent property, it does not necessarily mean it has to be that adjacent property. Cheryl provided Directors information with listed parcel on it with the adjacent property located that the next driveway down, which follows UPTDs fence line and across the back fence line, meeting the other property. Could be considered, would want to have Executive Session to discuss. This parcel will allow for UPTD to start with the NEPA process; would have to go through the process as done before, work with someone for design, work with City of Roseburg, etc. Discussion Followed.

9.2 Lo-No Project

Infrastructure needed in the ground for bus charging stations no later than December for delivery of the buses by January 2024. Still have to get a site plan approval and have to get a plan engineering on site for that piece of property, not to mention acquiring property, and get it bid and built. Obligation is 2026, but have to have the infrastructure in for the buses because taking delivery in January of 2024.

Jennifer Boardman has been a great help through the whole process; original email from her from July 2020 lined up what needed to happen, but UPTD had already purchased that property by then. Had gone through list of things that had to meet in order to purchase the property, didn't have a clue that NEPA had to be done first until RVTD had an issue with almost not getting their funding. Discussion followed.

Board consensus to have Executive Session at next month's meeting.

Received copy of 5339 Lo-No Grant for execution. Ron Sperry reviewed; his email recommendation was included in the packet for Board review in the Board's packet. Due to the dollar amount of the grant, it requires Board approval for General Manager signature authority and Board Chair signature is required as well. UPTD in the final stages of design for bus wrap prior to signing the contract with Proterra.

MOTION: Tom Trotter moved to give Cheryl Cheas authority to sign for \$5,318,609.00 with a secondary Chair signature for Grant Agreement No. 35395. Seconded by Janice Baker. No further discussion. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

Sarah Thompson will not be available return in town until April 3, 2023, wanted to ensure that was okay regarding signature for the Grant Agreement. Cheryl Cheas agreed that should be fine with the time schedule.

10. General Manager Report – Cheryl Cheas

- Majority of what was focused already forwarded in email directly to Directors for General Manager's Yearly Review.
- Increase in ridership is impressive; will ask Crystal to show growth in a different type of graph so year over year can show better as steady growth. Still not back to pre-2020, have made progress in ridership numbers.
- Hybrid vehicles ordered through NW Bus; XL Hybrid is the only manufacturer of the kit that converts vehicles into hybrid, XL Hybrid is going out of business and NW Bus wanted to know if UPTD really wanted hybrid vehicles because there are only enough kits for 3 buses but not sure if there are enough for the vans that were ordered as hybrid. Entirely possible that all vans ordered will come as gasoline with no hybrid. Discussion followed.

11. ODOT Update – Jennifer Boardman

- Background of RVTD they had adjacent property for some time and came across similar problems as UPTD. Will be pushing back to FTA to see if there is anything that can be done. Sent email out to one supervisor, hoping to have answers soon, if not bring in the programs services manager to see if anything they can do because they deal directly with the FTA.
- Can get an extension on both grants, the 5339 already asked for that going out through 2026, and then the one that UPTD currently has can probably get that one pushed out to 2027. Have opportunity to push out some of these grants which will be helpful.
- Recommends considering since just beginning the process to look into the Infrastructure Bank again if there is any possibility to purchase the property with Infrastructure rather than going through Umpqua Bank, as interest rates have gone up.

- In February 2024, will have the 5339 grants that are going to be available and the 5310 that are going to be available for Capital projects.
- Hoping to find out from FTA whether can have exception or whether the information going on in Ohio can help, because it does sound like they have several agencies that purchased properties and are running into the same situation. Hopes to find out more information, especially because there was a change that happened that required that NEPA occur prior to purchase. Discussion followed.
- COVID funding that will be available for operations. Information to be released in May.
- Will have 5334 planning money January of 2024.

12. Not on Agenda

None.

13. Public Comment

No Public Comment.

14. Agenda Build – Next Regular meeting March 13, 2023.

- Budget Committee Bylaws.
- Executive Session for Real Property.

15. 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.

Executive Session Time start: 6:23 p.m.

16. Regular Session resumed at 7:29 p.m.

Board of Directors consensus that Cheryl Cheas has done a great job, noted that she has grown into the position as General Manager over the last couple of years, is knowledgeable or able to look up information at request. Directors would like her to work on time management and her position goals that they've discussed with her to work on.

MOTION: Mike Baker moved to merit increase and advance salary to Step 5 as of July 1, 2023. Seconded by Kat Stone. No further discussion. Motion carries unanimously. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

17. Adjournment 7:31 p.m.