



Minutes

Regular Board Meeting

Monday, December 12, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: Tom Trotter.

1. Call to Order

Meeting called to order at 5:32 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 November 14, 2022 Regular Meeting Minutes.

4.2 November Preventive Maintenance Report.

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Lonnie Rainville. Discussed Preventive Maintenance has been on time for the last 6 months. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

5. Financial Report – Sheri Bleau

November Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. UPTD is currently at about 42% usage of the budget. Income is still at 22%, still waiting on first quarter reimbursements. Payroll overall 30%; with the medical transportation plan to divide some of the Call Center but that hasn't happened yet, in terms of responsible unit to charge to. Materials and services is at 34%.

Jim De Lap had some concerns with telephone category is higher than what it should be. Numbers are based on last years actuals. More employees brought onboard more fluctuations in numbers. Will have to adjust this year's actuals based on those fluctuations. Dues and memberships hit at the beginning of the year and will balance out by the end of the year. Travel is something that will have to be looked at because there was nothing available because of COVID, now training and conferences are available. Uniforms was an unbudgeted expense. Overall UPTD is at 30%, which is under the 42% of where should be, so still doing pretty well. Medical Transportation continues to be a good source of revenue for UPTD at a profit of \$105,000 for the year so far.

Lonnie Rainville asked for clarification where insurance is allocated. Part of it is budgeted in administration under 1-10-480 Vehicle and Facility Insurance. It hasn't hit yet for this year. The other part of it is under 1-22-480 Vehicle and Facility. The vehicles fall under Operations and the Building and Shelters fall under Administration. Health Insurance is broken down into payroll.

MOTION: Kat Stone moved to approve November Financial Report. Seconded by Jim De Lap. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

6. Public Comment for On Agenda Items Only

No Public Comment for On Agenda Items Only.

7. Project Updates

7.1 Project Next Door

Update for Grant No. 35335 – 5339 Capital, in the amount of \$2,610,000, was recommended for approval on July 1, 2022 by Jennifer Boardman. On July 15, 2022, Assistant Attorney General Sam Zeigler approved it. On July 20, 2022, it was approved to Legal Sufficiency by Ron Sperry. On August 17, 2022, it was executed by Karyn Criswell, Public Transportation Division Administrator. This agreement provides the funding for the initial excavation, utility installation, paving, ADA sidewalks, perimeter walls, and construction. Installation of solar inverter and associated panels, bus parking where solar panels will be mounted. Ongoing project updates will be provided to the Board as progress is made.

Cheryl Cheas has met with Nick with i.e. Engineering, still have a little bit left on the contingency that was originally done for the preliminary work for the pre-application conference with the City of Roseburg when UPTD was looking to purchase the land.

Provided the site drawing and the Categorical Exclusion document was provided to Jennifer Boardman, who met with FTA, found that the ODOT website had the incorrect document, had to re-complete the correct document for the NEPA process.

RFP process for project management before month's end to then have project manager move the rest of this stuff forward. Hoping to break ground in the spring and finish by summer. The building is a modular type building, like an airport hangar or corporate hangar, with conference room for training, and will be able to work with Proterra to design with the catwalk over the bus for maintenance on the buses.

7.2 Lo-No Project

Lo-No Grant award, in the amount of \$4,632,050, was announced August 16, 2022. This funding is to buy battery electric buses and install three new electric chargers, build a maintenance facility and bus wash station, and install a solar-powered covered parking area. At this time, the grant has not yet been executed. Can't sign the contract yet with Proterra although they are asking for payment and had wanted full payment; that's not how our process works, have to have it delivered before ODOT will reimburse us. Proterra is willing to work with us to receive partial payment of the match money and upon delivery the full for the reimbursement amount. Ron Sperry is currently reviewing the contract and should have that approved by January.

Proterra representatives did visit on site to go through the configuration of the bus and to look at the site next door. Sarah Thompson asked clarification of when it's anticipated to have a final plan for the property next door. Detailed discussion followed regarding the current plans that are set to change, with communication strategy due through Open House process when final plans are set.

8. Funding Recommendations from STIF STAC Committee

STIF STAC Committee met on December 7, 2022, with Public Notice for Funding Availability published on District website and submitted to the news media outlets. The Funding Availability was for the 5310 for Seniors and People with Disabilities, and the newly combined used to be STF now its STIF Population Based Formula.

This round was much easier than rounds in the past. Every provider's ask was appropriate for what it is they are doing, there is history that is showing that is a good number that is asked for. The Call Center is allocated in there for the 5310 and the STF allocation. Preventive Maintenance fund that all the providers could access, which has been helpful as it reduces stress to the cost of their operations budget if they have preventive maintenance on their vehicle. UPTD was able to fully fund every single project. The balance left after all the projects are fully funded is \$198,970 to go towards ParaTransit.

MOTION: Lonnie Rainville moved to approve 2023-25 UPTD Funding as recommended. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

9. STIF STAC Membership Application Review & Approval

UPTD has several STIF STAC membership positions that are open, two of which are provider positions. UPTD received an application from Sarah Baumgartner, Director of Communications, Mercy Express.

MOTION: Lonnie Rainville moved to appoint Sarah Baumgartner to UPTD STIF STAC. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

10. STIF STAC proposed revised Bylaws

UPTD STIF STAC Bylaws Proposed Revision includes the language of the STF/STIF Consolidation. Includes the terminology of the STIF Population Based Formula from the Consolidation Committee.

MOTION: Kat Stone moved to approve the revised UPTD STIF STAC Bylaws. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

11. General Manager Report – Cheryl Cheas

- Ridership fluctuated down approximately 600 in November for fixed route. It is a normal fluctuation with the holidays and the weather.
- Celebrate Recovery and Dream Center reached out and asked if UPTD would partner with them to provide rides to the banquet for the homeless at the fairgrounds on the day before Thanksgiving. Transported 72 people to and from the banquet.
 - Asked if consider partnering again next year, possible to pick up from more than one location.
- A lot of focus on Proterra this last month.
- Met with Insurance Agent regarding Paid Leave Oregon that starts in January 2023.
- Had a near miss with follow up investigation.
- Newly formed Safety Committee still ongoing training with SAIF.
- Down a driver that decided did not want to work the hours available. Just hired a driver as well. Another driver resigned while out on extended medical.

12. ODOT Update – Jennifer Boardman

- STIF Discretionary applications came in on November 30, 2022. Have \$52 million in ask and about \$28 million in funding. It's going to be a very tight solicitation round since are oversubscribed on that funding. Just sent out the information out to the asks will be provided an opportunity to comment between now and the first week of February, Review of all the applications and scoring them based on the answers provided, sent to PTAC at their March meeting, then it will be taken for approval to OTC in March, to be executed July 1, 2023.
- New Capital Project Manager Joe Heberlein; also got a new Compliance Manager. RTCs are happy as this takes some tasks off plate.
- Solicitation Discretionary starting with the CARES sometime in the Spring/Summer and following up with regular Discretionary 5310/5339 Fall of 2023 for applications due January 2024 with funding available July 2024.
- Regarding NEPA, the FTA is way behind, 2 - 6 months; going to hope & pray for February.

13. Not on Agenda

None.

14. Public Comment

No Public Comment.

15. Agenda Build – Next Regular meeting January 9, 2023.

- Project Updates.
- Funding Recommendations.
 - STIF Discretionary Projects.
 - STIF Formula Payroll Based Projects.

16. Adjournment 6:35 p.m.