



Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, April 8, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Approved Minutes

Meeting was called to order at 5:30 PM.

Roll call was taken by General Manager.

Sarah Thompson - P

Mike Baker - P

Tom Trotter - P

Lonnie Rainville - A

Janice Baker - P

Doug Mendenhall - P

Michaela Hammerson - P

Pledge of Allegiance was recited.

Consent Agenda

4.1 March 11, 2024 Regular Meeting Minutes

4.2 March 18, 2024 Special Meeting Minutes

4.3 March 22, 2024 Special Meeting Minutes

4.4 March 2024 Preventive Maintenance Report

MOTION: Mike Baker motioned to approve the consent agenda. Sarah Thompson seconded, no further discussion.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

Financial Report was presented by Sheri Bleau.

5.1 February Financial Report

Questions regarding checking account balance were answered. Sheri states she included the Balance Sheet and the Profit and Loss goes all the way back to the beginning as well as the FY24 P&L and the March P&L.

Variance Report – Bus Replacement Funds we have underutilized as we don't receive the funding until we receive the vehicles.

Medical Transportation Payroll Expense is a negative \$57,332. Does that mean we are under? Anything with a negative on the expenses is a good thing.

Information was provided about funding sources, levels of funding, payables, fund balances.

MOTION: Sarah Thompson motioned to approve the consent agenda. Mike Baker seconded, no further discussion.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

Public Comment for On Agenda Items Only

Jim DeLap – Asked about budget items under travel.

Old Business

7.1 Goals for the Agency – General Manager applied suggestions made in previous meetings for Goal #8 – Represent Transit which include:

a. Staff will establish IGA for Emergency Services with Douglas County prior to end of FY 2024-25.

b. Staff will present Transit performance metrics, including ridership and system improvements, to six municipalities within the District and determine next steps to enter into service contracts with the cities UPTD serves.

c. Staff will work with the local agencies serving seniors and people with disabilities and establish a minimum of 2 Emergency Service agreements relating to evacuation.

Director Baker points out that 2 d does not seem to be timebound. 2.d. Develop an internal “at-a-glance” report that provides status of fund accounting. Recommendation to change the word develop to provide. This report would be incorporated into the Financial Report to the Board. Director Baker points out under #4, Increase Ridership 10% for Fixed Route, but seeing as we are reducing service to Winston and Sutherlin it may be difficult so maybe we look at Roseburg and South County. Vice Chair Thompson points out that Fixed Route covers everything so maybe if we end up in a good financial situation, we might re-establish another fixed route. Discussion followed. On #6, Improve Bus Facilities, install 10 Simme Seats. Not sure if we are still able to do this? Information provided by Operations Manager regarding the process. Mike Baker motioned to approve the goals for the agency with amendments. Sarah Thompson seconded, no further discussion. Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

7.2 STIF STAC Application Update

A revised application to apply to the STIF STAC committee was provided based on feedback from a previous meeting. The following was added to the application: Are you seeking a position representing: Check boxes are available for all of the positions on the committee with direction to see our website for vacant positions.

The application for the Environmental position requires a motion from the Board to appoint. Discussion followed regarding advertising of the position, qualifications, what are the applicant’s qualifications.

Mike Baker motioned to approve the goals for the agency with amendments. Janice Baker seconded, no further discussion.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

New Business

8.1 Discussion RE: Letter of Intent to apply for 5339(b) Bus and Bus Facilities Grant

Prior to the conclusion of the RLS Site Review, the General Manager submitted a letter of intent to seek 5339(b) grant funding for Bus Shelters and a Service Vehicle to utilize in the maintenance of shelters. As a result of the direction provided during the site review and to align with the Action Plan the Board has adopted, the General Manager is requesting to withdraw the letter of intent to apply for grant funding for shelters.

MOTION: Sarah Thompson motioned with a second by Janice Baker to withdraw the Letter of Intent for the 5339(b) grant.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

8.2 UPTD Action Plan Update and Resolution 24-01 to Adopt

Following the UPTD Financial Site Review, the UPTD Board met in a Special Board meeting to review and discuss the observations and recommendations that resulted from the site review. The immediate saving piece has been added. This includes the change to ParaTransit and the change from Fixed Route to Commuter route.

MOTION: Mike Baker made a motion, Michaela Hammerson seconded to approve Resolution 24-01, adopting the UPTD Action Plan with Updates.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.

8.3 Resolution 24-02 Resolving Change in Direction for Capital Grant 34248

This is a grant agreement that was entered into in 2020 for the purchase of 2 Class C, 23 passenger vehicles. We have had 2 grant extensions, and price increases that move our out-of-pocket expense for match from \$35,919 to \$141,291. Schetky has indicated they will not have the vehicle to us by the end of June when the grant expires. General Manager requests to allow the grant to expire and apply for a new grant that will cover more of the cost of the vehicle.

MOTION: Mike Baker made a motion, Michaela Hammerson seconded to approve Resolution 24-02, resolving a change in direction for capital grant 34248.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

8.4 Resolution 24-03 Resolving Change in Direction for Capital Grant 35326

UPTD entered into Grant 35326 with the intent of replacing 5 Demand Response vans and 1 Class C, 23 passenger bus with the intent of expanding the Dial A Ride service area and keeping our fleet in a state of good repair.

Five of the vans that we have ordered were expansion vehicles, but if we are not planning to expand this year then we no longer need the vehicles. General Manager has spoken with ODOT. The optimal solution is for UPTD to walk the order through and work with ODOT to find other recipients for the vehicles.

One of the vehicles is a 23-passenger bus that we desperately need the bus. The proposed resolution is to change direction on Grant 35326, requesting ODOT to allow UPTD to walk the orders through to delivery, relinquishing the order for 5 vans to ODOT and working diligently to ensure match is available as originally intended for the Class C Bus purchase.

MOTION: Sarah Thompson made a motion, Janice Baker seconded to approve Resolution 24-03, resolving a change in direction for capital grant 35326.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

8.5 Resolution 24-04 Policy for Board Approval to Implement Service Enhancements or Expansions

After reviewing the proposed resolution, it was determined the resolution needed to be revised.

The word policy was removed. Resolution becomes a **Resolution resolving to require Board approval to implement service improvements or expansions.**

MOTION: Sarah Thompson made a motion, Michaela Hammerson seconded to approve Resolution 24-04, resolving to require Board approval to implement service improvements or expansions.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

8.6 Resolution 24-05 Update Bylaws to move monthly Board Meetings to the 3rd Monday of each Month

Updated Bylaws were not provided but the resolution gives approval for the update to happen. Updated bylaws to be provided at the next Board meeting. This motion resolves to update the UPTD Board Bylaws to move the Regular UPTD Board Meetings to be held on the third Monday each month, at 5:30 PM at 3076 NE Diamond Lake Blvd.

MOTION: Mike Baker made a motion, seconded by Janice Baker to adopt Resolution 24-05.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

8.7 Resolution 24-06 Instituting a Policy for Board to Approve RTAP Funded Travel

After reviewing the proposed resolution, it was determined the resolution needed to be revised. The word policy was removed. Resolution becomes a **Resolution resolving to require Board approval for RTAP funded travel.**

MOTION: Mike Baler made a motion, Sarah Thompson seconded to approve Resolution 24-06, resolving to require Board approval for RTAP funded travel.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

Project Updates

9.1 STIF Project Updates – Not provided.

General Manager Report – Ridership reports were presented. Fixed Route ridership is 99,310 one-way trips in a rolling 12 months. This is the highest ridership we have seen since before 2020 and it is a 19% increase over this time last year. Saturday ridership is up to over 700 per month. Each service was addressed, including service expansions, Winston and Sutherlin, Demand Response, Sunshine Park and Demand Response. No questions on ridership.

ODOT Update – Jennifer Boardman

ODOT is here to provide technical support with the plan. The hope is to prevent a total suspension of service. Shelley Snow is a resource for press release. STIF Discretionary and STIF Formula solicitations are coming in July and August. RLS report should be received this week.

Not on Agenda

Sarah Thompson – Action Plan – Did you meet with Drew to discuss discrepancies? Yes, Sheri described the process for making changes to the SPRs.

Sarah states, since our last meeting, while Cheryl was gone, we had email about position requests. Board never finalized a policy to approve position requests. Discussion followed regarding how to approve requests and possible baseline, is the hire justifiable. Need staffing model. Discussion followed regarding wage equity. Motion made to approve hiring. No second. Motion posed to advertise for the position internally. Discussion followed regarding range, hiring process, experience level of potential candidates. Not on agenda items don't typically rise to this level of discussion and making a motion. More discussion followed. Recommendation was made to wait for the budget process.

MOTION: Janice Baker made a motion, Sarah Thompson seconded to allow transit supervisor to be filled.

Motion carries. Vote: 5 – Aye, 1 – Nay, 0 – Abstain, 1 - Absent.

Mike Baker states the no is because he doesn't think we have all the information and he'd like to have that information. There are other ways to approve it before 6 weeks. Not saying he's opposed to what their doing, he doesn't think we have the information as a Board and there's time, we need to be careful.

Michaela Hammerson states that she has concerns about the funding, but people have to be first. Doug Mendenhall states someone approached him and asked if there was a way to move the shelter at Walmart on Stewart Parkway closer to the store so people with disabilities wouldn't have to walk so far. Discussion followed. Maybe we could put a flyer for ParaTransit out at Walmart.

Public Comment (Limit to 10 minutes total) Jim DeLap – Question – How long have those 14 positions been open? Discussion followed regarding makeup of the committee, when the committee was combined to be STIF STAC. The greater majority of them have been open since we

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.

changed the rules in 2019. Previously had a low-income representative and a VET representative. Jim states that he was wondering because he also qualifies as the environmental rep. Asks which service would work best for him now that he can't drive for 6 weeks. Information was provided for the Dispatch center.

Conversation moved to advertising.

Agenda Build – Next Regular Meeting May 20, 2024 – Position Descriptions – Budget Hearing – Adoption of Budget – Updated Bylaws – STIF Project updates – Staffing Levels and Shortfalls

8:01 Paused Agenda and called Executive Session ORS 192.660(2)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

9:45 PM Reopen the Regular Board Meeting

Chair Trotter called for a Special Meeting on Monday, April 15th at 10:00 AM to appoint the third person to the Executive Committee.

Meeting Adjourned at 9:45 PM