



Special Transportation Advisory Committee Meeting (STAC/STIF)

Wednesday, December 7, 2022 @ 1:00 PM

3076 NE Diamond Lake Blvd  
Roseburg, OR 97470

– ZOOM Meeting

## **MINUTES**

**PRESENT:** Dick Dolgonas, Toby Notenboom, Natasha Atkinson.

**ABSENT:** Roy Spurgeon, Shelley Gurney.

### **1. Call to Order**

Meeting called to order at 1:01 p.m. by General Manager Cheryl Cheas.

Cheryl Cheas explains changes made to Agenda for Item #2 Reappointment of previous members as bylaws show that membership term is 4 years. Replacing Agenda Item #2 with STIF Discretionary Grant submissions. Chair and Vice Chair are elected yearly per bylaws.

### **2. Review of STIF Discretionary Grant Submissions**

A couple of months ago had a technology assessment with ODOT, the list for UPTD was long. Chose the top 5 of those technologies, and submitted for those in the grant application.

The first one that was put in as top priority was replacement of the Routematch software, and the possibility of a microtransit option to be able to serve some of the underserved areas. That was application #1 and was listed as the #1 priority for a total amount of \$150,000, which would replace the software, include the training, replace the tablets, for the GPS portion of the system and communication with drivers, and includes the secondary software for microtransit.

The second application was for the fixed route software, CAD ADL software with mobile data terminals for the buses and the vehicle logic units for the GPS tracking. That would include a forward facing application for passengers to be able to see where their bus is. If that is selected, that is the #1 priority to this second application. The Automatic Passenger Count System Software and the sensors to make that happen for the buses is the secondary priority. The third priority was the contactless fare application which would allow people to purchase fare online, fare card or Apple Pay system depending on RFP process. Transit Management Software was the final piece to that application, developing the property next door, will have preventive maintenance on site, storing parts and would have to keep track with that type of software. An IT person was included in this application. The amount requested \$619,733.

### **3. Approve Minutes – Motion**

MOTION: Dick Dolgonas moved to approve minutes from February 8, 2021 STAC/STIF meeting. Seconded by Toby Notenboom. No further discussion. Motion carries. Vote: 3 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

### **4. Review applications for new memberships**

Sarah Baumgartner from Mercy Express applied for position as a provider.

MOTION: Toby moved to recommend Sarah Baumgartner from Mercy Express to the Board of Directors for approval for membership to committee. Seconded by Dick Dolgonas. Motion carries. Vote: 3 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

### **5. Appointment of new members**

Sarah Baumgartner application to be recommended to the UPTD Board of Directors on December 12, 2022 for appointment.

### **6. Selection of Chair & Vice Chair**

Bylaws say Chair & Vice Chair yearly at the first meeting of the year. Committee discussion whether necessary to have both Chair and Vice Chair at this time for the month of December.

Natasha Atkinson volunteered to be Chair.

## **7. Revision of bylaws**

STF/STIF Consolidation language included in the STIF STAC bylaws. Changes include language of Population Based Formula and Payroll Based Formula. All the changes to the bylaws are highlighted.

STIF Consolidation Population Formula Breakout shows UPTD FY 2024 amount \$281,604 and for FY 2025 amount \$298,413.

Committee discussed need for terminology of “Douglas County” on Page 5. Clarification of “Population Based” and “Payroll Based”, whether still have a STIF plan and Coordinated Plan, and who is the STIF STAC Coordinator.

MOTION: Toby Notenboom moves to recommend the revision of bylaws to the Board of Directors. Seconded by Dick Dolgonas. Motion carries. Vote: 3 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

## **8. Recommendation for funding allocation**

2023-25 UPTD Funding Requests and Recommendations.

Process is simplified with having four providers. For the total Population Based Formula STIF (Replaces STF) the total QE Allocation is \$580,017. For the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities the total is \$917,274. That number does not take into account the \$94,204 worth of match. The total number to Allocate is \$1,497,291.

We had 4 applications: Mercy Express totaling \$443,117; City of Reedsport totaling \$72,000; and the two client-only providers DRTF totaling \$30,000 and Sunrise totaling \$24,000.

The Call Center for Mobility Management employs 4 Full-time dispatchers, and 1 Part-time dispatcher, which is typically funded with this type of funding.

Wanted to add Preventive Maintenance, as cost of preventive maintenance has gone up and the time that it takes to get vehicles repaired.

The recommendation is that each one of those applications be fully funded. The Call Center and Mercy Express are the only 2 that are recommended the 5310 funding for, to simplify for City of Reedsport and the Preventive Maintenance to only be the STIF funding because there is no match required. DRTF and Sunrise also for STIF with no match required, which is what they've previously received. This recommendation fully funds everybody and allows for everyone to have a pool of money for those higher cost items.

Discussion whether conflict of interest concerns apply to any of the recommendations. Clarification that the positions are intended that there is interest, such as a provider position, in order to make a recommendation to the Board of Directors who have no conflict of interests.

Discussion whether there are gaps in coverage by only having 2 providers. City of Reedsport covers Reedsport area. North County is covered by UPTD. Mercy Express covers South County. Paratransit service area and Demand Response area has been appropriately separated.

MOTION: Dick Dolgonas moved to approve for recommendation the 2023-25 UPTD Funding Requests and Recommendations. Seconded by Toby Notenboom. Motion carries. Vote: 3 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

## **9. Public comments for agenda items only**

No public comments.

## **10. Setting date for next meeting.**

Next meeting scheduled on December 20, 2022 at 1:00 p.m.

## **11. Meeting Adjourned 1:55 p.m.**