



# Minutes

## Regular Board Meeting

Monday, January 9, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

**ABSENT:** Sarah Thompson.

### 1. Call to Order

Meeting called to order at 5:32 p.m. by Vice Chair Kat Stone.

### 2. Roll Call

Roll call taken by Executive Assistant Christine Sepulveda.

### 3. Pledge of Allegiance

Recitation of the Pledge of Allegiance was skipped.

### 4. Consent Agenda

**4.1** December 12, 2022 Regular Meeting Minutes.

**4.2** December Preventive Maintenance Report.

**MOTION:** Mike Baker moved to approve Consent Agenda. Seconded by Lonnie Rainville. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

### 5. Financial Report – Sheri Bleau

December Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. For the December Financial Report additional breakdowns of each category show details of each departmental expenditure category. When the budget was built some of the Call Center and some of the drivers were separated from Demand Response, the same needs to be done with the Supervisor's time as her time is split up between the types of rides some with Demand Response and some with Medical Transportation; still need to ensure that the coding for payroll is done correctly for each ride type. Discussion whether vehicles can be split up for a percentage of the time per each ride type and the challenge is the current Call Center software does not have the capacity to run the appropriate format of report to associate for each type of ride. Board consensus would like to see eventual new software to assist with tracking accurately the types of rides associated and that the coding explains why Demand Response looks like the budget is running pretty high when UPTD should be using about 50% of the budget. The fringe benefits are currently separated into each department, Kat Stone would like to know what the total amount of Fringe Benefits are on the next report. Further discussion whether or not this information can be put online for transparency purposes, Board consensus that public records requests can be complied with. Overall payroll is at 35%. Materials & services is at 40%.

**MOTION:** Mike Baker moved to approve December 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

Grant 3535 – 5339 Capital has no additional updates at this time.

### 7.2 Lo-No Project

Lo-No Grant has no additional updates at this time. The grant still has not yet been executed.

## 8. Funding Recommendations from STIF STAC Committee

5311 Formula Fund dedicated to the Fixed Route bus system. This funding has 2 different match rates. UPTD is looking at a \$1.2 million allocation, \$1,229,156 for the 2023-25 Biennium up from the previous Biennium. Operations match rate is at 43.92% with total allocation \$529,156. Admin (which is actually Ops Admin, which includes the Operations Manager, Operations, Supervisors, Operations Assistant, Office Manager located at the Downtown Office and the materials and things that are for supporting Operations) match rate 10.27% with total allocation of \$300,000. Preventive maintenance match rate 10.27% with a total allocation of \$400,000.

**MOTION:** Mike Baker moved to approve the UPTD 5311 Allocation Recommendation for the 2023-25 Biennium. Seconded by Lonnie Rainville. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

UPTD STIF Payroll Funding Recommendation had a total of \$3,442,600, which is split up for the FY 23-24 and FY 24-25 evenly as \$152,147.50. In addition to the total allocation, there is an additional \$688,520 that UPTD was asked to allocate.

Project 1 includes Tasks 1 through 6 which are in order the 5311 match, Roseburg Route, Saturday Service, Sutherlin Route, Winston Route, South County Route, which are UPTD's existing services. For the Biennium, the total allocation for Tasks 1 through 6 equals \$3,353,337.04 which is almost the entire allocation.

Task 7 is the Lifeline Connector, and UPTD should have the bus within the next two months and actually be able to start that service, which is a service that was available pre-COVID in a difference fashion, so it would be the last step to restoring all pre-COVID service.

Task 8 was the South County Collector and it had \$318,446, but the recommendation is to reallocate those funds back into maintaining the service of the projects that are currently in operation, which reduces the total allocation for Project 1 from \$3,353,337.04 to \$3,034,891.04.

Task 9 is the Roseburg Collector has been in the works for approximately 10 years. Consideration of 3 different options presented: Option 1 to reallocate 1/2 the amount from \$806,615 which is \$403,307, Option 2 is taking 2/3 or \$537,743, and Option 3 is to leave \$150,000 for the Roseburg Collector. Choosing one of the options presented would allow the project to remain as a task in the project in order to start it up once there is funding available, because if it is not listed, then the District cannot proceed with the Roseburg Collector. Discussion followed.

The column titled “Version 1 20% Projects” lists Project 1 allocation of \$90,000 for Sutherlin Saturday service as Task 10 and \$90,000 for Winston Saturday service as Task 11; \$20,000 for a Dial A Ride Reserve for Project 2 under Task 3 for Demand Response Services if it were ever needed; \$150,000 for Project 4 Capital Vehicle Match to start rebuilding what was used; \$300,000 for Project 5 Capital Project Contingency to create reserve; \$30,000 for Project 6 Shelter Purchase/Match.

For the totals, Option number 1, the total of \$4,401,044.04 has a difference of \$958,444.04. For Option 2, it reduces that to \$4,266,608.04 with a difference of \$824,008.04. Option 3 totals at \$4,147,736.04 making a difference of \$705,136. Reallocation with “Version 4 20% of Total Option 3” total \$689,547.21 and has a difference of \$15,588.83. Board consensus in order to ensure that funds are manageable, reallocate the difference of \$15,588.83 by removing \$15,588.83 from the reallocated \$100,000 TGM funds planned for reallocation to Admin which would reduce the amount going into Admin from TGM funds to \$84,411.17.

**MOTION:** Mike Baker moved to approve 2023-25 UPTD STIF Payroll Funding Recommendations with change that TGM unspent allocation from \$100,000 down to \$84,411.17 to Admin with Option 3 Version 4. Seconded by Lonnie Rainville. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

#### **9. General Manager Report – Cheryl Cheas**

- As is expected for the month of December, Ridership did go down some.
- Quarterly report has not been submitted, is getting worked on now because it was not something that was started on before getting into the Projects. Priority as would have consequences if not done.
- Heat pump has gone out twice.

#### **10. ODOT Update – Jennifer Boardman**

Jennifer Boardman prior travel plans and unavailable for the meeting. Pre-arranged communication to provide report which was provided to the Board of Directors as ODOT Update Document.

#### **11. Not on Agenda**

- Received document from Elections Department declaring that the Next Election is May 16, 2023. Kat Stone, Jim De Lap, and Tom Trotter’s positions expire June 30, 2023 and are up for election. The Filing period for the May Special District election is from February 4, 2023 to March 16, 2023.
  - The County will not be posting the notice in the newspaper, only on the County’s Election Department website for a minimum of 7 days. If UPTD chooses to publish in the newspaper, the District will be billed as such, but must confirm with the Elections Department. Board consensus to just have on County website per minimum posting. Offer to have link on UPTD’s website redirecting to the County’s Elections Department website.

**MOTION:** Mike Baker moved to approve having notice of election posted on the County’s website rather than in the newspaper and to have a link on UPTD’s website directing to the County’s Elections Department website. Seconded by Tom Trotter.

Comment for budgetary concerns best to save the funds. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

- Jim De Lap mentions concerns about public transit acronyms such as NTD, 5310, 5311, STIF, RFP, OTA, are discussed and displayed for public knowledge should have a glossary of terms available for the public to reference if the website is a public website available for the public to see.
- Sheri Bleau wanted to start conversation of the Budget Timeline which has to be done by May 31, 2023. On February 1 Management Team will be meeting together to discuss the budget. February 15 management request for adjustments to the target allowances. March 1 requesting supplemental allowances involving new or expanded projects or programs to be submitted to management. March 6 proposed budget to be submitted to management. March 31 revise revenue estimates. April 28 Board of Directors will review and provide direction regarding the proposed budget and more plans. Want to have at least 2 Budget Committee Meetings scheduled, 1st one as the primary Budget Committee meeting and hopefully the only one, but the 2nd one as noticed just in case it is needed. Have to have it approved by the Board by the May meeting because it has to be posted for the 30 days.
- Budget Committee membership has to be reviewed, as Jim De Lap's position on the Budget Committee has to be filled.

## **12. Public Comment**

No Public Comment.

## **13. Agenda Build** – Next Regular meeting February 13, 2023.

- Budget Timeline Review
- Review Budget Committee Members
- Project Updates
- Bus Updates
- Discussion of Annual General Manager Review – not Executive Session yet.

## **14. Adjournment 7:04 p.m.**