



Minutes

Regular Board Meeting

Monday, September 12, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Mike Baker, Sarah Thompson, Janice Baker, Kat Stone, Tom Trotter, Jim DeLap.

ABSENT: Lonnie Rainville.

1. Call to Order

Meeting called to order at 5:31 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 August 18, 2022 Regular Meeting Minutes.

Objection stated by Kat Stone for a lack of video recording due to technical difficulties, fearing minutes are abbreviated and not reflecting historical record keeping.

4.2 August Preventive Maintenance Report.

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Kat Stone. Board Consensus of Consent Agenda approved as amended August 18, 2022 Regular Meeting Minutes reflecting Janice Baker had seconded the Motion made on item 8.1.2. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

5. Financial Report – Sheri Bleau

UPTD August Financials using about 17% of the budget at this point. Income is at about 17.49% in line with budgeted expectations. Payroll is about 13%. Materials and services as a whole is 12.8%. Budgeted really well for fuel and oil, which was a concern when the budget was developed, so far are staying under. Dues and memberships are over based on OTA membership at \$2,400 fell in early and the calculation was based on a monthly calculation averaging out over the course of the year, so it should average out by the end of the year rather than monthly right now. Medical transports is a good source of revenue through MTM, year to date bringing in \$76,428 with expenditures for the volunteers at \$33,299, providing profits at \$43,129.

MOTION: Mike Baker moved to approve August Financial Report. Seconded by Kat Stone. 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.

7. Old Business

7.1 Yearly Review

7.1.1 Board Bylaws

Board Bylaws brought back with amended changes discussed during August meeting.

MOTION: Mike Baker moved to approve the Board Bylaws as amended. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

7.1.2 Board Protocols

Board Protocols brought back with amended changes discussed during August meeting.

MOTION: Kat Stone moved to approve the Board Protocols as amended. Seconded by Jim DeLap. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

8. New Business

8.1 Coordinated Plan – Krista Purser, Kittelson & Associates, Inc.

Kittelson and Associates utilized the information gathered for the Transit Master Plan, did additional outreach, and included the STIF requirements to create the UPTD Coordinated Plan for review and adoption which will update UPTD's compliance for 5310 funding process as well as the newly combined STF/STIF merged funding.

Minor updates are being made to the Coordinated Plan couple of changes that weren't updated, but the substance remains the same. Board discussion followed on the items noted that needed to be updated, such as UTrans Direct Paratransit reference to GetThere Oregon; fare prices not reflecting the fare reduction that was approved in June 2022. Board consensus would like to see noted in the Coordinated Plan referenced grant planning or mention of future grants and current grant for zero emissions that was just awarded to UPTD.

MOTION: Mike Baker moved to approve the UPTD Coordinated Public Transit Human Services Transportation Plan with amendments as acceptable to the General Manager. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

8.2 Resolution 22-5: Bank Signatories

During previous Regular Board of Directors Meeting on August 8, 2022, a new slate of officers was elected, requiring for Bank Signatories to be reassigned as the individuals authorized to sign checks on behalf of the District.

MOTION: Kat Stone moved to approve Resolution 22-5: Designating Bank Signatories. Seconded by Mike Baker. No further Discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

8.3. Policy Updates

8.3.1 Ordinance 2022-01: Police Powers

The Police Ordinance Governing Conduct in the Use of District Facilities revision document updated to reflect UPTD instead of DCTD throughout the documentation, ordinance number updated, and ending of documentation showing revision date.

MOTION: Kat Stone moved to approve Ordinance No. 2022-01 A Police Ordinance Governing Conduct in the Use of District Facilities. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

9. General Manager Report – Cheryl Cheas

- CTAA analysis DOT survey provides information regarding how DOTs across the nation feeling shortage of buses and delay in supply chain, 80% of respondents are feeling unprecedented concern or very concern regarding standard vehicle replacements.
- Schetky (2 of our replacement vehicles are ordered through Schetky) correspondence announcing that last year Forest River purchased Eldorado and Champion Bus, all the types of cutaway buses that we utilize are not owned by the same company. The cost of UPTD bus order has increased.
 - If we move forward, UPTD share becomes \$141,291 and there is no guarantee order will be complete in 2023.
 - Delay prevents UPTD from being able to implement new routes.
- NW Bus no change of price yet, no updated build list.
- Board request to get quote of repairs to vehicles that were going to go to auction to see if we can rehabilitate and get back on the road. Cheryl Cheas will also speak with ODOT to see if there are any restrictions since vehicles were already released for auction.
 - Jennifer Boardman adds that the FTA changed the rule in November of 2021, transit agencies are only allowed to keep \$5,000 plus a portion of the match that was provided. So, only seeing agencies only able to keep approximately \$6,000 worth from used vehicles when sold at auction when right now you can get much more for the value of the chassis to rebuild new buses. What is being recommended is for the bus to either be donated, or to rehabilitate the vehicle and put back into service.
- Travel Training Video.
- ODOT Technology Assessment.
- OTA Backgrounder for State Legislature.
 - OTA showcasing what UPTD has done with STIF funds so far.
 - Going out to every Senator and every Representative of the House at the next Session.
 - Meant to start the discussion to raise the transit payroll tax.
- Ridership Report month over month ridership increases some due to weather and some because of the decrease in fare prices.
 - Heading in the right direction with about 7,000 rides for the month.
 - Saturday service is up to 348 rides for the month of August.
 - Addressed and corrected the scheduling issues within the call center regarding the differences between ParaTransit and UmpquaRides types of reservations, which is reflecting in the number difference flipping between the two in the ridership report.
 - Jim DeLap asked clarification on why the Winston/Sutherlin number in March was only 72 and then changes to much larger numbers afterwards. In March the Winston and Sutherlin were separate routes that were switched to hourly service and is now fixed route and not commuter anymore.
- Cheryl Cheas was approached regarding changing path of travel in Sutherlin to service the homeless camp. The challenge is that the homeless camp is within a half mile of the established bus stop servicing Orenco. Can also look into cost analysis for the Orenco bus stop of what would work best for path of travel or outreach to the homeless camp of how to best service or communicate to them where their nearest bus stop is or how to access UPTD services.

- Did interviews and are hiring 3 Demand Response drivers and 2 Fixed Route bus drivers. Plan to get them in for training this next week, beginning tomorrow for New Hire Orientation for the first one.
- Met with Jeanie Wright and Kathy Schaffer from Douglas County Senior Services, had requested that we try to find a way to help seniors get to dining sites in Glendale, Glide, a number of communities where it would require a driver that would be able to be out from like 10:00 a.m. to do a pick up and take them to the site and the driver would be able to stay and have lunch and then take them back. If we can schedule a driver that is in the area for the day, then we can schedule local rides in the area. Plan to get them a dedicated driver for those sites.
- Cheryl Cheas and Randy Biles are going to be going to the Zero Emissions Bus Conference in Anaheim leaving on Sunday, September 18, 2022.
- Invite extended to the Board for UPTD Company Picnic on Saturday, September 17, 2022.

10. ODOT Update – Jennifer Boardman

- STIF Discretionary was released on Friday.
- Letters of interest are due October 14, 2022.
- Going to be releasing the 5310, 5311, and 5304 grant application on October 4 or 5, 2022.
- Will be having a regional training in Grants Pass on October 19, 2022; for Region 3 and Region 2A/2B, and probably Region 4. October 25, 2022, there will be one in Salem and that will be a joint Region 2 & Region 1 training.
- NTD Reporting is going to be due October 14, 2022. They should be releasing the reporting forms by the end of this week. So, you want to make sure that you get that in.
- We have a whole herd of jobs available at PTD, so if you know anybody that is looking for a job, we are down to 3 RTCs.
- If you are looking at Microtransit, you want to talk to RVTD, they did a pilot project last discretionary round, they are not continuing that project not sure what all they found.
- Scott has a modified Microtransit program, so he also would be a good one to talk to.

11. Not on Agenda

No items for Not on Agenda.

12. Public Comment

No Public Comment.

13. Agenda Build – Next Regular meeting September 12, 2022.

- Ron Sperry update through email.
- Cheryl update Anaheim conference leaving on Sunday, September 18, 2022.

14. Adjournment 7:17 p.m.