



# Minutes

## Regular Board Meeting

Monday, April 11, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**PRESENT:** Lonnie Rainville, Mike Baker, Sarah Thompson, Kat Stone, Janice Baker

**ABSENT:** Mark Hendershott, Tom Trotter.

### 1. Call to Order

Meeting called to order at 5:30 p.m. by Chair Lonnie Rainville.

### 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 March 14, 2022, Regular Meeting Minutes

- Confirmed that Kat Stone's comment in the March Minutes to be amended to better reflect her intent.

#### 4.2 March Preventive Maintenance Report

- Mike Baker requested clarification of the Preventive Maintenance Report which shows 60% within guidelines. Discussion followed.

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

### 5. Financial Report – Sheri Bleau

March Financial Report presented to Board of Director by UPTD Financial Manager Sheri Bleau. UPTD is still doing well overall and staying within budget. Medical Transportation has been profitable for the District this year bringing \$122,184 YTD. Some expenses have gone up such as the deposit for video advertising, building maintenance, and fuel & oil. FY23 Budget is prepared, and the Budget Committee meeting is currently scheduled for May 9, 2022 at 3:00 p.m.

Brief board discussion regarding line items in the report that are over budget and whether it's a concern; clarified going over 10% of the whole category or the whole fund would create problems and that some of the items seen in the report were budgeted as operations and were separated out for reporting purposes.

**MOTION:** Mike Baker moved to approve March Financial Report. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

## **6. Public Comment for On Agenda Items Only**

No Public Comment.

## **7. New Business**

### **7.1 Zero Emission Transition Plan**

To apply for federal Lo-No Grants and other grants for Electric Vehicles, UPTD will need to have a Zero Emissions Transition Plan. The Zero Emissions Transition Plan allows UPTD to look at what emissions are created by the District and how to reduce current emissions and what is the timeline to get there. The Zero Emissions Transition Plan is also a requirement with the State to have in place. UPTD's deadline for providing application to ODOT with Zero Emissions Transition Plan is April 30, 2022. ODOT's deadline for providing application is May 31, 2022. Discussion followed.

Board consensus to hold a Special meeting on Monday, April 25, 2022, at 5:00 pm for Zero Emission Transition Plan approval.

### **7.2 Fare-Free Discussion**

During research for the Zero Emission Transition Plan discovered the ODOT Oregon Sustainable Transportation Initiative Strategy Report: Transit Pricing which provides information and examples of the benefits of eliminating transit fares. Opening discussion to find a threefold benefit to low-income passengers, allow UPTD to re-design service areas for Paratransit and Umpqua Rides and re-qualify its riders, and build up ridership for the District. Recommendation for UPTD to go fare free for 1 year on all lines. Discussion followed.

Board consensus to bring topic back at next meeting as a full presentation of going fare-free, request to include specific definitions of Paratransit and Dial-a-Ride, to include Reedsport in presentation as well as goals, service equity, and fiscal impact on the District.

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

- Ridership report shows that UPTD's ridership numbers are slowly going up.
  - Went up over a thousand rides from February to March.
  - The change to Winston/Sutherland has allowed an increase in ridership by 188.
  - Saturday service has 2,597 total rides over the past 12 months.
- MTM outlines income & expenses
  - For Q3 net income \$67,203; after expenses paid for mileage reimbursement to volunteer drivers, hours and miles, the cost per mile for the employees that are driving UPTD vans to do that service.
- Mike Baker wanted to know if UPTD is connecting with route from Coos Bay; would like to see UPTD coordinate with schedules. Cheryl will reach out to CCAT.
- TMP rough draft Mike would like to see presentation for that. Kittelson is already scheduled next month to provide the Board with presentation.
- UPTD had a couple of Workers Compensation Insurance claims in March.

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

- New Manager Susan Tyson started prior week, had meeting with her about things within our region.
- Needs based COVID grant is due 5/1; requested more information and details to come.
- Lo-No which is the federal grant ODOT put in for all the rural districts.
- ODOT to be coming out with some new information for the next biennium and grants that are available for that time; looking to obtain letters of interest around August or September for the STIF Discretionary, which is new for public transit but trying to get an idea of what projects are out there and how much money is requested for the grant. Grant would be due in November for funding available in 2023.
- Sarah Thompson wanted to know if there was any information regarding IJA funding for transit yet. Might have update at the end of May.

## **10. Not on Agenda**

- Sarah Thompson has Zero Emissions Calculations she will forward to Cheryl Cheas that she might find helpful for the Zero Emissions Transition Plan.

## **11. Public Comment**

- Jim De Lap noticed that there are now signs of UPTD posted on bus stop facility and noticed more clean buses and extends his appreciation for that.
- Jim De Lap suggests regarding the Zero Emissions plan that if UPTD were to order new buses, that UPTD can then get rid of older vehicles and that should help with Zero Emissions as well.
- Jim De Lap explains his experience of Dial-a-Ride in the past while living outside of the service area and the difficulties he had experienced then.

## **12. Agenda Build – Next Regular meeting May 9, 2022**

- Special meeting scheduled for April 25, 2022, at 5:00 p.m.
- Budget Committee meeting scheduled for May 9, 2022, at 3:00 p.m.
- Kittleson & Associates is scheduled to be on Regular Meeting Agenda on May 9, 2022 the draft TMP presentation.
- Fare Free Discussion presentation.

## **13. Adjournment 6:40 p.m.**