



Minutes

Regular Board Meeting

Monday, June 12, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: All Directors Present.

1. Call to Order

Meeting called to order at 5:30 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 May 8, 2023 Regular Meeting Minutes.

4.2 May Preventive Maintenance Report.

MOTION: Lonnie Rainville moved to approve Consent Agenda. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

5. Financial Report – Sheri Bleau

May Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. At this point should be using 92% of budget. Payroll overall is at 66% and Materials & Services is at 84.35%, still within annual budget should allow for UPTD to finish up fiscal year where needed. Clarification of Call Center travel disbursement for Call Center Supervisor travelling to CTAA conference for certification to be PASS trainer.

MOTION: Mike Baker moved to approve May Financial Report. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

6. Public Comment for On Agenda Items Only

No Public Comment.

7. Old Business

No Old Business.

8. New Business

8.1 Resolution 23-2: Canvassing the Vote

Douglas County Special Election held on May 16, 2023 to consider the election of UPTD Director Position 1, 2, and 3. The UPTD Board meets and canvass the returns of the election at the first regularly scheduled meeting following the receipt of the Douglas County Clerk's Final Official Certification of the Election Results.

MOTION: Mike Baker moved to adopt Resolution 23-2: Canvassing the Vote. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 1 – Abstain, Kat Stone. 0 – Absent.

8.2 Cancelling August Meeting

August Regular Meeting is current scheduled for August 14, 2023. The WSTA/OTA Conference in Vancouver, WA is currently scheduled from August 12 through August 15. This creates a scheduling conflict for both Staff and Board members in attendance of the Conference. August is difficult month to gather everyone together for Board meeting.

MOTION: Mike Baker moved to cancel August Regular UPTD Board meeting to resume regular session in September. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

9. Project Updates

9.1 Project Next Door – Grant # 35335, 5339 Capital

Wetlands Delineation report received. City of Roseburg request for right of way to continue onto the property UPTD is interested in, right of way has been there since approximately 1999. Right of way doesn't change ability to obtain property and still have opportunity for space needed. i.e Engineering has been working with City of Roseburg on the right of way. Next step is to get pre-application conference on the agenda, for feedback if City of Roseburg sees project as feasible. After that can submit NEPA application and then wait on FTA to have NEPA approved. Once that is completed, then can proceed with purchase price. At this point still at preliminary steps. There is an alternative property about a mile up the road that would not require delineation if this process doesn't go through.

9.2 Lo-No Project – Grant # 35395

At the time when started the Lo-No project looked at lead times and project delivery for the chargers at a year ahead of time. Purchase order was signed quite some time ago, but delivery of the chargers was not required until minimum of October but had hoped for December, as were planning to have chargers installed before delivery of the buses. Delivery for chargers is now scheduled for 07/24/2023. Unsure where to store the chargers. Still awaiting response from manufacturer for size of the chargers. Worked with City of Sandy for delayed delivery of buses until Spring '2024 to ensure project location secured.

10. General Manager Report – Cheryl Cheas

- Successfully transferred the Mercy Express contract under UPTD Operations. Transitioned Mercy drivers and vehicles. Vehicles are scheduled daily under UPTD Operations.
- Received update from NW Bus. 2 vans are in process to be received by NW Bus by middle of the month, with intention for delivery by end of month. However, delivery of vans is more probable for July. NW Bus has not confirmed the size of the 2 vans.
- Received the amended Grant No. 35326, which allowed movement of the money to where it can be spent, in order to utilize one of the 3 bids received and put in the order for 5 vans and 1 bus.
- Data cables dropped in downstairs office remodeled to begin recruitment for HR representative.
- Sheri is trained to do quarterly reports. One more report to be caught up.
- Carbon reduction alternate grant for alternative fueling coming out. The one already submitted was for R99 fuel. Discussion followed.

- Brief discussion regarding updates on Sunset Empire. ODOT ensured that Sunset was back up and running approximately a week later. Some updates available online if searched, news media updates available in that region of Oregon. Sunset to undergo audit.
- Handled termination for cause, one that left for another job, and one that left for school. Discussion followed.

11. ODOT Update – Jennifer Boardman

- Listing of some of the classes that are available at the conference. Some of the classes offered are human trafficking, grant management, equity and mobility, compliance, NEPA.
- Also going to be offering a program with Ryan Phillips in coordination with Drew Orr for 5339 grants for next year.
- List of classes – no description yet, ODOT PTD is limited to 50 word limit; currently offering human trafficking, grant management, compliance, NEPA, solicitation, there will be a program with Ryan Phillips in coordination with Drew Orr for 5339 grants for next year. Hoping to provide opportunity to providers to be ready for when the grant is available.
- Transportation options programs, multi-modal, through ODOT as well as micro-mobility, and first and last mile.
- Upcoming Discretionary Solicitation for remainder of COVID funding possibly for \$8 million for COVID operations only funding.
- Getting all the 5310 & 5311 agreements back in house to get those executed for fund availability on July 1, 2023.
- Need agencies to resubmit any of the audits and budgets from 21, 22, and 23.
- Drug and alcohol training July 25-26 in Bend and July 27-28 in Salem. Required training for 5311 or 5339 recipients.
- RTAP scholarships available for OTA conference or the Drug and Alcohol training, apply offering scholarships at 100%.
- Marsha is back as policy manager.
- PTD has 10 open positions available.

12. Not on Agenda

- Grant Agreement No. 35502 for 5310 Operating, Planning grand total amounts remain the same but contracted service amounts needed to be amended due to Mercy Express no longer having a service agreement with UPTD. Discussion followed.
MOTION: Mike Baker moved to approve Agreement No. 35502 with amendments. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.
- Grant Agreement No. 35437 for 5311 Capital, Operating all amounts have gone through approval process of the committees, and no amendments needed.
MOTION: Mike Baker moved to approve Agreement No. 35437. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.
- Tom Trotter states that he receives emails from SDAO and that he’s signed up for trainings on there; was wanting to make sure that was permitted.
- UPTD recognizes Kat Stone for her years of service as a UPTD founding Director and Jim De Lap for his time served as Director as well as on Budget Committee.

13. Public Comment

- Doug Mendenhall via Zoom comment requesting clarification of why UPTD is looking at difficult to procure fuel while empty buses are running all day long, where is it coming from, and at what increased expense. Comment readdressed from R99 discussion. Discussion followed.
- Doug Mendenhall via Zoom comment thanking Kat Stone for her service.
- Matt Droscher, UVdN, raised concerns about a passenger's experience in ParaTransit service area, with scheduling, and federal regulations. Discussion followed.

14. Agenda Build – Next Regular meeting March 13, 2023.

- Swearing in of Elected Officials.
- Election of Board Officers.
- Yearly Review of Bylaws & Protocols.
- Paid Leave Oregon Discussion.
- Potential for Executive Session if it is needed.
- Board training with Special Districts discussion.

15. Adjournment 6:55 p.m.