



Minutes

Regular Board Meeting

Monday, May 08, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Sarah Thompson, Kat Stone, Mike Baker, Lonnie Rainville, Tom Trotter, Jim De Lap, 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 April 10, 2023 Regular Meeting Minutes.

4.2 April Preventive Maintenance Report.

MOTION: Kat Stone moved to approve Consent Agenda. Seconded by Jim De Lap. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

5. Financial Report – Sheri Bleau

April Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. Right now, using about 84% of the budget. Payroll overall is at 68%. Materials & Services is at 78.96%. Current financial statement goes with current fiscal year's budget. Some categories are over their categorical budget, differences addressed in upcoming budget. Detailed discussion followed.

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

6. FY 24 Budget Hearing

Budget Hearing Open time: 5:41 p.m.

Open Floor for Public Comment on UPTD Fiscal Year 2023-2024 Budget:

- Matt Droscher, UVdN, shared concerns about status of non-emergency medical transportation, Dial-A-Ride and demand response servicing the disabled and elderly. Worried that ridership numbers are getting impacted due to areas and populations not receiving service. Wanted to know how the budget is working towards actual service and to ensure that Budget had money set aside for Dial-A-Ride. Detailed discussion followed.
- Cheryl Cheas wanted to confirm that the Capital 5310 Bus Shelters was removed from the previously discussed budget. Brief discussion followed.

Budget Hearing Close time: 5:54 p.m.

MOTION: Mike Baker moved to adopt Resolution 23-1: Resolution Adopting the Budget for the UPTD Fiscal Year 2023-2024 Budget in the amount of \$15,029,272. Seconded by Jim De Lap. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

7. Public Comment for On Agenda Items Only

No Public Comment.

8. Old Business

No Old Business.

9. New Business

9.1 COLA Discussion

The adopted Budget for Fiscal Year 2023-2024 budgeted COLA at 5% for the discretion of the Board of Directors. Detailed Board discussion about Portland CPI currently at 8% and Western Region CPI is current 5.1% with a downward trend. Board of Directors support 5% COLA and further discuss whether to increase to 6% COLA instead. Detailed discussion followed.

MOTION: Mike Baker moved to approve 6% COLA for all UPTD employees effective July 1, 2023. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

10. Project Updates

10.1 Project Next Door – Grant # 35335, 5339 Capital

Engaged with i.e. Engineering for site design, and they were waiting for the wetlands delineation that was forwarded to them once it was received. Wetlands delineation may be favorable. Walked property and found that the top area is flat and nearly the size of a football field, the flat area down below is almost an acre, and additional land beyond the blackberries and water. Potential for various small sites locations to make it into a campus. Met with realtor and looked at additional property. Received title report. ODOT is ok with process as long as adjoining, but if choose a different property would need to start NEPA process again.

10.2 Lo-No Project – Grant # 35395

Spoke with Andi from City of Sandy, they are in a similar situation having challenges accessing what needs to be done for charging stations. Still have no contract obtained with pricing on it, both Andi and Cheryl are planning to talk with Proterra to delay contract delivery date by 4 months into March or April of 2024 in order to provide both City of Sandy and UPTD time to get property in place to get charging stations installed and ready for delivery.

11. General Manager Report – Cheryl Cheas

- Fixed Route ridership is up from 49,000 last year to 83,157 this year. Last month ridership was 7,044.
- Implemented Sunshine Park service last month.
- Demand Response March ridership 1,991 for 12 month rolling total of 22,480.
- Client Only contract ridership numbers are 30,000 for the quarter which include both Sunrise and DRTF.
- Met with sales representative and digital media coordinator for Brookes Communication/Lotus Media for discussion of ad content to drive ridership; access schedules through ads to reach target audience. Discussion followed.
- Request a revision to grant for Class C buses. RFQ process revealed prices for vehicles increased and was more than grant would cover. Requested to reduce size of 3 vans to bring quote down, which created a surplus to the vans to then get both vans & buses to stay within budget. The request for modification to use grant to fullest extent possible, receive all of the vehicles requested just at a different size.

- Requested and received information regarding above ground diesel, gas, and DEF storage tanks for bulk on-site fueling. Need the concrete pad to place the tank and the correct oil/water drainage system for overflow and spillage to ensure no contamination. Bulk fuel is at minimum \$0.20 per gallon cheaper. Detailed discussion followed.
- Construction completed downstairs remodeling to add HR representative. Discussion followed.
- A couple of Umpqua Rides vans have been wrapped with recognizable Douglas County landscapes. Discussion followed.

12. ODOT Update – Jennifer Boardman – Not Available

13. Not on Agenda

None.

14. Public Comment

No Public Comment.

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

- Canvas the Vote.
- Possible Executive Session, if needed.

16. Executive Session ORS 192.660(2)(e): To conduct deliberations with persons you have designated to negotiate real property transactions.

Executive Session started at 6:41 p.m.

17. Regular Session resumed at 7:11 p.m.

18. Adjournment 7:12 p.m.