



Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, March 11, 2024, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Approved Meeting Minutes

Meeting Called to Order at 5:30 PM by Chair Trotter.

Roll Call taken by General Manager.

Sarah Thompson - P

Mike Baker - P

Tom Trotter - P

Lonnie Rainville - P

Janice Baker - P

Doug Mendenhall - P

Michaela Hammerson - P

Pledge of Allegiance was recited.

Consent Agenda

4.1 February 8, 2024 Regular Meeting Minutes

4.2 February 2024 Preventive Maintenance Report

MOTION: Sarah Thompson motioned to approve the consent agenda. Lonnie Rainville seconded, no further discussion.

Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 2 - Absent.

February Financial Report – Sheri Bleau

Currently we should be using 67% of the budget. Payroll is at 51%, material and services is 63%. General fund income is at 64.79%. The quarterly reports, financial statement includes the reimbursement we should be getting for Q2. We've received half of them but we are still expecting another \$291,000. Hopefully they will be in tomorrow or the next day. They were pushed through on the 26th. Chair Trotter asks which line item. It's 5311 CARES funding. It's been accrued but we have not yet received. Director Rainville asks where we put our excess funds when we have it. As a District we might qualify for the State pool, currently getting 5.5% interest.

MOTION: Lonnie motioned to approve the Financial Report. Sarah Thompson seconded, no further discussion.

Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Public Comment for On Agenda Items Only – No Public comment.

Old Business

7.1 Line of Credit update – This has been on the agenda since January. There have been a number of discussions. Last meeting the question was regarding whether interest payments could be covered by grants. General Manager researched and found that our grant agreements do not reference loans or fees or any language that refers to borrowing money. Information regarding eligible costs was provided. Discussion followed. Tabled until next time.

7.2 Goals for the Agency – General Manager went through goals, made them SMART, but representing transit is difficult to make measurable because it is what we do. Discussion followed. Being involved in the community plans with the different cities, the counties, connections, communication with associations and organizations. Entering into IGA's with Emergency Services. Looking at first mile, last mile projects. Mike Baker pointed out that there might be some goals that come out of the audit. Tabled until next time.

New Business

8.1 STIF/STAC Committee Update – Meeting was held on February 27th. There was one application for one vacant position and the committee made a motion to move that application forward. Chair Trotter questioned whether this needed a motion. Sarah Thompson made a motion. Michaela stated she had a question. Asks how this was advertised. It's on our website and word of mouth. Michaela states she is concerned that maybe not a lot of people knew there was a position available. There have been a lot of vacancies for awhile now. Discussion followed. Lonnie stated he would second. Michaela asks if we can ask what qualifications the applicant has for the position. What is the timeline for filling the position. Second motion is made by Doug to table until we find out what the qualifications. Seconded by Michaela.

Discussion followed. Request role the applicant is applying for be added to the application.

MOTION: Doug motioned to table to bring back after qualifications are determined and the position is advertised. Michaela seconded, no further discussion.

Motion carries. Vote: 4 – Aye, 3 – Nay, 0 – Abstain, 0 - Absent.

8.2 Drug and Alcohol Policy update – FTA updated the language for Drug and Alcohol Policies in July. Language addresses the oral swab as a way to test.

MOTION: Sarah Thompson motioned to adopt the Drug and Alcohol Policy. Michaela seconded, no further discussion.

Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Project Updates – General Manager Report

9.1 Project Next Door – Grant# 35335, 5339 Capital – We had two meetings with ODOT and FTA for NEPA to over application, answer questions and provide direction. As a result of this meeting, we know next steps are a Phase One Environmental Site Assessment, a Cultural Resource Study that has to be performed by a qualified professional archaeologist, a Noise Vibration study, a Biologist report on the impact to endangered species and critical habitat and an Air Quality Study for the impacts during construction and after construction is complete. We started with the endangered species and found there are six found in this area but they should not have an impact on the project area. There is a whole lot of work still to be done. Chair Trotter queries whether there is a cost associated with these studies.

9.2 Lo-No Project – Grant# 35395 – Spoke with Mark Hollenbeck from Proterra. The purchase by Phoenix Motorcar is complete. The project team has reached out and we will meet on Friday to pick up where we left off in June to discuss the contract. Director Hammerson inquires as to whether this is normal for it to take 2 years to receive a bus. Discussion followed with history of Proterra Chapter 11, separating the company into 3 parts, other manufacturer timelines for building buses as well as information about paying for the buses.

9.3 STIF Project Updates – Information was provided regarding the 21-23 STIF plan, the allocations, expenditures, difference between current STIF and unspent from the prior plan. Information was provided for each project with history and explanation. Discussion took place throughout the update. Discussion included the reserve that should be in the bank according to the STIF plan which does not match the bank account. The assumption is that the reserve was utilized to cover current expenses pending reimbursement. Discussion involved the process of receiving the report, ensuring it is provided to the Board, the possibility of calling a Special Board meeting.

ODOT Update – Jennifer Boardman – Introduced Vanessa Vissar, the new Operations Manager. The RTC's, the Point and the Training Coordinator report to Vanessa. Vanessa shared a short work history. Jennifer provided employment updates within ODOT, Letter of Intent for 5339 was due and 3 grant applications due tomorrow for the mid-cycle solicitation. FTA is utilizing another division to help process NEPA applications as they are so far behind. The next biennial solicitation will be happening sooner this year. We can look for information at the end of August. There is an emergency rule change for STIF plans that is being pushed through that will allow providers to modify their plans to access funding they might not be able to access until next biennium. She referenced possible rule and statute changes that might happen at some point in the future. Some trainings are coming. CTAA is coming up in West Palm Beach. WSTA conference is coming in Washington State in August. ODOT has filled all of the RTC positions. ODOT still has job openings. OPTC is coming up in Seaside in Oregon. Jennifer will remain and participate in the review. Reminds us that RLS is here to help. It is not punitive, it is technical assistance. A overview of the review process was provided.

Not on Agenda – General Manager introduced Becky Stafford, HR Director was introduced as the point of contact in General Manager's absence, entered into OPTIS as the alternate approver for reports and we have walked her through what it looks like to enter a report.

Public Comment – No public comment

Agenda Build – Next Regular Meeting April 8, 2024 – Line of Credit update, Goals for the Agency, STIF/STAC update advertising the position, application update, list of expiration dates for grants, Executive Session

Executive Session ORS 192.660(2)(i) ORS 192.660 (8): Tabled and added to next Board Meeting.

Meeting Adjourned – 7:14 PM