



Special Transportation Advisory Committee Meeting (STIF/STAC)
Wednesday, December 4, 2024 @ 5:30 pm
3076 NE Diamond Lake Blvd
Roseburg, OR 97470

– ZOOM Meeting

MINUTES

PRESENT: Dick Dolgonas, Natasha Atkinson, JC Smith, Donice Smith, Ashley Hicks.

ABSENT: Roy Spurgeon, Tina Temple, Justin Smith, Kat Stone

1. Call to Order

Meeting called to order at 5:34 p.m. by Donice Smith, STIF/STAC Chair.

2. Approve Minutes – Motion

Draft Minutes from meeting held on November 12, 2024 at 5:30 pm were discussed. Dick Dolgonas made a motion to approve them with, JC seconding. 4 Members approved, 1 Abstain (Natasha abstained due to not being present at the last meeting). The minutes passed.

3. Exploring Mobile Moovit App for District

The committee then moved on to discuss the Moovit Application submitted by Ashley Hicks.

The committee discussed implementing a mobile app called "Moovit" that would allow riders to track buses in real time, pay fares through the app, and provide other useful features. Ashley presented the app's capabilities and recommended requesting a quote from the vendor to potentially adopt it for the district. The committee agrees to recommend to the full board that they issue an RFP to explore mobile app options. They also discussed recent improvements to the dispatch call center queue issues. The queue issue has been resolved.



4. Project Funding and City Services

Natasha, UPTD, and Dick discussed the allocation of funds for various projects. UPTD presented a breakdown of the projected expenses for the FY 25-27 biennium. The allocations would continue services as they are today, including costs for the call center, preventative maintenance for buses, and driver wages. The discussion also covered the continuation of services for the city of Reedsport. Natasha clarified that the City of Reedsport services actually save the district money, as they are part of the district and provide services at a lower cost than if the district were to handle them in-house. The committee agreed to consider funding new projects with the 20% buffer funds if they are received. The committee agreed to leave the language vaguely description on Project 1, Task #7 where the 20% buffer will remain that will allow us to use the funds more broadly for all types of services to include the expansion of services rather than locking the funds up into one project.

5. Outsourcing Paratransit Services Discussion

Natasha and UPTD discuss the potential cost savings of outsourcing paratransit and dial-a-ride services to ride-sharing companies like Uber and Lyft, especially for longer distances. UPTD raises concerns about the suitability of ride sharing for some senior citizens who prefer basic phones. Natasha mentions TriMet's pilot program using Uber for grocery delivery, which is expected to save \$1 million this fiscal year. UPTD notes that ReadIRide provides rides cheaper than UPTD could. The group reviews the budget allocations for Sunrise client services, preventative van maintenance, and UPTD's in-house paratransit services.

6. Funding and Service Expansion Discussion

In the meeting, UPTD discussed the projected funding for the FY 25-27 biennium, which includes a 20% buffer over the ODOT projections. The discussion also covered the allocation of funds for various projects, including fixed route services, Roseburg route, Roseburg Saturday service, Sutherlin route, Winston route, and South County route. The possibility of expanding services to cover a Roseburg Y.M.C.A. Collector, Sutherlin and Winston Saturday Services, SoCo Collector, and Lifeline Lane JoCo were also discussed, but no specific allocation was made due to financial constraints. The committee agreed to consider funding these projects with the 20% buffer funds if they are received. The committee agreed to leave the language vaguely description on



Project 2, Task #7 where the 20% buffer will remain that will allow us to use the funds more broadly for all types of services to include the expansion of services rather than locking the funds up into one project.

7. Transportation and Administrative Cost Allocation

The team discussed the allocation of funds for various projects, with a focus on transportation and administrative costs. They clarified that funds cannot be used for infrastructure projects like road and bridge improvements, but can be used for bus structures, buses, and shelters. The team also discussed the status of current vehicles and the need for prioritizing vehicle purchases. They also touched on the allocation of funds for administrative costs, including software fees and employee benefits. The team agreed to consider new projects if additional funds become available.

8. District's Financial Situation and Vehicles

The committee discussed the district's financial situation, particularly regarding vehicle purchases and capital improvements. The district used some capital funds to offset the increase in vehicle costs due to delayed deliveries. However, they currently have no plan to purchase new vehicles due to lack of match funds. The district also discussed the issue of in-kind donations and the need for a Nepa process before purchasing equipment or beginning a new building project. The Board of Directors is actively discussing this issue with ODOT. The meeting also touched on the need for additional shelters and the possibility of fundraising or community events to support this. The committee agreed to approve the current plan with a reserve bucket for expansion. Additionally, they discussed the possibility of relocating a bus shelter to the Senior Citizens building. Natasha mentioned that moving a bus shelter could include the possibility that the Senior Center may have to be willing to donate that piece of land to ODOT to place a bus shelter at their Center.

9. Budget Allocation and Bus Shelter Discussion

In the meeting, the team discussed the allocation of funds for various projects and services. They agreed to use the term "open expansion" for their services and decided to allocate \$200,000 for technology improvements, including accounting software and the Moovit app or something similar to the Moovit App. They also agreed to allocate \$50,000 for bus shelters. The team also discussed the need for a priority list for bus



shelter locations and agreed to allow the operations team to determine the most suitable locations. The motion to approve the recommended allocations was passed with no objections.

10. UPTD Staff Discusses Administrative Matters

The UPTD staff discusses various administrative matters. Natasha clarifies the district's phone numbers for public inquiries. UPTD mentions a tourism grant opportunity from the City of Roseburg that the district may qualify for. The committee considers holding quarterly meetings after the upcoming board meeting on the 16th. UPTD confirms the board meeting will be held at 5:30 PM with a Zoom link on the website.

11. Final agreement of allocations

All allocations presented to the Committee were approved with all 5 members present voting "Yes" to approve the allocations as submitted with the following changes:

- a) Project 1, Task 7 – Reserve Bucket 20% over projected funds - \$122,242.00 with vaguely descriptions language that will allow the funds to be used more broadly for all types of services to include the expansion of services
- b) Project 2, Task 7 – Reserve Bucket 20% over projected funds - \$417,836.00 with vaguely descriptions language that will allow the funds to be used more broadly for all types of services to include the expansion of services
- c) Project 7, Bus Shelters – add \$50,000 (these funds will be come from the 20% over projected funds) and will only be used if we receive the funds
- d) Project 8, Reserve Bucket 20% over projected funds - \$200,000.00 to be used for the improvement of technology (i.e new accounting software and/or Moovit app or something like the Moovit app)

12. Meeting Adjourned 7:40 p.m.