



Minutes

Regular Board Meeting

Monday, March 14, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Sarah Thompson, Mike Baker, Janice Baker, Tom Trotter, Kat Stone.

ABSENT: Lonnie Rainville, Mark Hendershott.

1. Call to Order

Meeting called to order at 5:32 p.m. by Vice 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 February 14, 2022, Regular Meeting Minutes

4.2 February Preventive Maintenance Report

MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 4 – Yay. 0 – Nay. 0 – Abstain. 3 – Absent.

5. Financial Report – Sheri Bleau

February Financial Report presented to Board of Director by UPTD Financial Manager Sheri Bleau. UPTD still slightly under-budget at about 66%. Medical Transportation YTD profits about \$76,000, averaging about \$9,500 a month. Payroll is still slightly under-budget, currently at 62%. UPTD had 2 internal budget meetings with another scheduled to comb over personnel increases, software/IT changes, still getting estimates and some capital improvements gathered, looking at fuel and oil for upcoming fiscal year and budgeting for that appropriately. Had meeting with F3B for advertising/logos. New advertising contract with Lithia almost approved, scheduled to start receiving income from that on April 1.

MOTION: Tom Trotter moved to approve February Financial Report. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 4 – Yay. 0 – Nay. 0 – Abstain. 3 – Absent.

6. Public Comment for On Agenda Items Only

No Public Comment.

7. General Manager Report – Cheryl Cheas

- Spent majority of February working on reporting: Quarterly Report and STIF Periodic Report are completed. Completed DAMIS report.
- Operations Manager completed building inspection; scheduled additional inspections needed: roof inspection, gutter, fence repair, electrical, and parking lot seal for Spring; working on replacement of warped door.

- Management team met to discuss budget, looking at additional funding sources.
- Zoom meeting with First Net regarding option available as second responders, phone and radio connected to first responders network, in event of emergency.
- Met with Clum Creative for marketing of travel training, promotional video to teach people how to ride the bus.
- In early March implemented changes to Winston/Sutherlin routes.
 - Mike Baker requested clarification on advertising if there has been any radio commentary of the new routes or changes with the Winston/Sutherlin routes or if any audio/visual commercial advertising for UPTD in general.
 - Kat Stone concerned about how the increase of gas prices is affecting members of the public's ability to be able to travel to necessities, etc., and asks if there is any information from Salem for funding sources that might be available for UPTD to help off-set some gas costs for the lower-income populations the District serves.
 - Sarah Thompson requested ETA update of vehicle order.

8. ODOT Update – Jennifer Boardman

- Oregon Public Transportation Conference virtual the end of March as a 2-day virtual conference.
- Needs grant cycle closing and will become available October 1; late start grant with later execution date.
- 5339, 5310 in process of review for mid-April OTC approval. Should be available for the June UPTD Board meeting for approval for July 1.
- All transit agencies are waiting on vehicle orders; grant extension to December 31, 2023. All transit agencies within Region 3 are affected with several vehicles each District.

9. Not on Agenda

- UPTD Operations Manager Randy Biles recommendation for a service vehicle truck with pressure washer and repair/maintenance tools, etc. Found need of frequent maintenance and upkeep of bus shelters rather than just once a month pressure washing. Requesting UPTD Board to approve request to use some of the capital funding out of STIF Capital Funding to use that for a service vehicle. Discussion followed.
- UPTD Budget Committee membership is restricted to UPTD Employees per Oregon Budget Law; but does state that if not able to find enough members that can continue with current members. The time period allotted for service on the budget committee is also stated in the Budget Law as 3 years. Discussion followed.

10. Public Comment

- Jim De Lap requested clarification of adding more shelters to more routes with more expansions as they occur. Discussion followed.
- Jim De Lap requested clarification of what flag stops are. Discussion followed.
- Jim De Lap showed concern regarding advertising and requested clarification of bus washing procedure in order to advertise on buses. Discussion followed.
- Jim De Lap explained he had difficulty looking up Minutes of prior meeting online; was advised of Public Records Minutes approval procedure. Discussion followed.

11. Agenda Build – Next Regular meeting April 11, 2022

- Budget Committee Meeting may be scheduled April 10, 2022, for Board approval on April 11, 2022. If unable to schedule it prior to April meeting, enough time to bring to Board at following month's meeting for Board approval in May.

12. Executive Session ORS 192.660(2)(i): To review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

13. Adjournment 7:25 p.m.