



# Minutes

## Regular Board Meeting

Monday, February 13, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

**ABSENT:** Lonnie Rainville.

### 1. Call to Order

Meeting called to order at 5:33 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** January 9, 2023 Regular Meeting Minutes.

**4.2** January Preventive Maintenance Report.

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

### 5. Financial Report – Sheri Bleau

January Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. Currently using 58% budget; payroll is at 41%; materials & services 45.8%. Any of the categories over such as uniform was unbudgeted, and travel used numbers from prior year before COVID. Need to make sure to address those areas this year that are over and budget appropriately for the upcoming year. UPTD budgets with contingency, where over can adjust with that, and will know better after a few years to adjust budget appropriately. Discussion followed.

**MOTION:** Mike Baker moved to approve January Financial Report. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

### 6. Public Comment for On Agenda Items Only

No Public Comment for On Agenda Items Only.

### 7. Old Business

#### 7.1 Budget Timeline Review

Detailed discussion of dates between April 10 and April 28 to meet for the annual Budget Committee Meeting. Board Consensus for notice of Budget Committee at 5:30 p.m. on Monday, April 17, 2023; on Wednesday, April 19, 2023; on Monday, April 24, 2023; and on Wednesday, April 26, 2023.

Board consensus that the Budget be provided at least the week before the Budget Committee Meeting, or at time of notice on March 28, 2023, so that questions can be emailed to Sheri in advance, to save time during the meeting.

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

## **7.2 Budget Committee Review**

The Budget Committee consists of the seven UPTD Board of Directors and an equal number of interested parties. Confirmed 5 members and are seeking 2 more.

Executive Assistant Christine Sepulveda reviewed previous years' processes, names, and appointments, found that each of the current Budget Committee members were appointed directly by the Board of Directors, no application process, and no current bylaws to the Budget Committee to dictate process. Researched neighboring Transit Districts' processes and found LTD has bylaws and Budget Committee membership is by appointment; Josephine County is by application; CCAT is by application; Tillamook is by application; NW Connector/Sunset Empire by letter submission for appointment; Cherriots is by application.

Detailed discussion regarding what process would like to follow going forward for UPTD, whether or not need to have Budget Committee bylaws, but will have application process going forward and have the application posted on the website. Would like to see any applications received at the next Board meeting for appointment for plenty of time for the upcoming Budget Committee Meeting. Create bylaws and bring back to Board for review.

## **7.3 Discussion of Annual General Manager Review – not Executive Session yet.**

UPTD Board of Directors requested during January Regular meeting to discuss the annual General Manager review to establish a standardized process. Chair Sarah Thompson requested to include the previous year's Executive Director Evaluation Form that was used.

Recommendation for modification of process for General Manager to provide list of accomplishments, list of prior year's goals and how goals were met, list of things that weren't so successful that weren't what wanted it to be or where wanted it to go, what was learned from it, and goals for the next year and where would like to see the District.

Review due in March, send out lists of accomplishments the Monday prior to Board meeting or with the Agenda. Included with that is the process for the General Manager Review would like to include the General Manager always providing the goals report for a more in depth review.

Detailed discussion if there is need for a salary survey this year. UPTD has a current salary schedule for General Manager and other managers. Discussed drivers current wage scale. Continued discussion if there is time for a salary study right now should be focusing on the Budget. Consensus to continue with current salary schedule for the General Manager and other managers and to budget for step increases and COLA.

Last part of the General Manager Review process should be modified to include the Board to decide on any form of potential compensation.

**MOTION:** Kat Stone moved to approve a standardized process for the General Manager Review by continuing use of Executive Director Evaluation Form by modifying the process by adding the General Manager Goals Report and to include the step to the Process that the Board will review to decide on any form of potential compensation. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

## **8. New Business**

No New Business.

## **9. Project Updates**

### **9.1 Project Next Door**

Still awaiting the NEPA approval. Still working on the RFP for the contract management.

### **9.2 Lo-No Project**

Build specs of three electric buses provided to the Directors including pricing. Turn-key solution for installation of the charging for the buses falls into line with the project next door timeline. Detailed discussion regarding the mutual nondisclosure agreement for the electric buses which is standard in large contract negotiation with proprietary information.

Proterra production moving out of California and to South Carolina and have invited City of Sandy, City of Wilsonville, LTD, and UPTD for a tour of their mega factory facility. Concerns whether that would speed up production of bus build and having property next door prepared to receive delivery of buses. Likely to postpone delivery of vehicles until the charging stations are installed and in place on ground next door.

Contract was reviewed by Ron Sperry and Cheryl Cheas, and information was confirmed with Jennifer Boardman that UPTD can't pay for buses before delivery of vehicles, which was how the contracts were originally written. Proterra was informed and they accepted and rewrote the contract to match federal funding criteria. Discussion followed.

Waiting on delivery of Class D buses were expected in January, delayed to February, last communication from manufacturers was whether UPTD still wanted COVID barriers. Discussion followed.

## **10. General Manager Report – Cheryl Cheas**

- Ridership total is 76,178 for the last 12 months of Fixed Route. Which is still below pre-COVID numbers, but still increase from UPTD ridership this time last year.
- Winston and Sutherlin February 2022 ridership count was 409 and by the end of January 2023 ridership count was 1,236. A direct result of the increased frequency and hours.
- Saturday service ridership went up, starting at 254 count in February 2022 to 355 count at the end of January 2023.
- Graph in the ridership report reflecting the UPTD Umpqua Rides and UPTD Paratransit scheduling appropriately.
- The 3 Class D vehicles that were spoken about in November are the vehicles currently getting built, with 9 vans, expected in March. Discussion followed.
- Would like to open conversation with ODOT about the vehicles that are older and have high mileage, only reason still running them is still awaiting replacement vehicles. Consideration to have medical transportation division to purchase from public transportation division, then UPTD wouldn't have to get rid of the vehicles only transfer them to a different type of service.
- UPTD Facility Tour with Scott Chancey with Josephine County Transit; his opinion was that he was impressed with our facility. Discussion followed.

## **11. ODOT Update – Jennifer Boardman**

- NEPA got turned into the FTA in early December for review but have not heard back from them, heard back from few other ones turned in on the same day that they asked for additional information on, but have not heard back from them on this one. Anticipating something back soon hopefully. They say it can take 3 months.

- On the vehicles, still waiting on DOJ to get the grant agreement that sent an email off to Joe today to ask if can get pre-award authority, because if can get pre-award authority can purchase buses at same price. Requested a status update or to receive that agreement now.
- Regarding transferring vehicles from Public division to Medical Transportation, it depends if the medical is part of UPTD, and have already replaced the vehicles. If trying to just transfer them over from public transit division over to medical transportation, should be able to take them out of service for public transit if not going to sell them. Selling the vehicles wouldn't benefit much because cannot go over the \$5,000 limit. Jennifer Boardman will look into this matter further and get back with details.
- STIF Discretionary review committee meeting in a week for all the applications.
- There is the 5339 Lo-No Emission and the 5339 Buses and Bus Facilities Infrastructure Investment Program grants, Proterra sponsored a webinar today for the requirements of the grants which has a really short turnaround, have to submit an email to ODOT by February 24 to inform what type of vehicles intend to purchase, and the application is due March 10, 2023.
- STIF plan reviews sent out information last week regarding any updates. Drew accepted all the updates on Friday. Should be good to go on STIF plans. Have new people in Salem who are asking new questions on STIF plans. Those should be good to go by July 1.
- Completed statements of work on 5310 and 5311; once those are approved by Director Strickler, will start getting those out to the agencies for signatures and approval. Anticipating having those out by April 30, and then back to ODOT no later than June 15, in order to execute by July 1, 2023.
- No OTC conference this year. Recommending CTAA attendance instead through scholarships of 5311 rural; also considering allowing attendance of Washington state conferences instead of Oregon conference through the scholarship. There will be conferences in Leavenworth, Vancouver, and Spokane, WA. Other trainings for Drug and Alcohol, and Procurements will be available, more information will be available on website later on.
- Additional funding is coming in the Summer. Some CARES funding, not sure if it's just going to be for operations; that will be sometime in July with funding going out in October. Next February or March will be the regular vehicle discretionary grants such as 5339, 5310, and STP. The information should be coming out in November of 2023 for February of 2024 for grant funding July of 2024.

## **12. Not on Agenda**

- Cheryl Cheas states the Lo-No offering this year, one of the stipulations on the contract preparing to sign is a contingency to be able to order 3 more buses that are exactly the same for the exact same price, would like to confirm if that is something to pursue. Letter of intent and the contract already in place, and a good standing relationship with Proterra, but looking at another \$300,000 more in match for 3 more electric buses. The chargers are dual pedestal chargers that will charge 2 buses at a time. Discussion followed.
- Sheri Bleau & Cheryl Cheas have been discussing opening a line of credit with Umpqua Bank not because it is needed. Wanted to speak with Board of Directors about it. Considerations are with the upcoming project next door, the increase of prices, delivery of the vehicles, how much money is in the bank, when payroll hits, as the grants get drawn

out, if the bank account is less than a million dollars, then pay out the match money with a line of credit and pay it out over time rather than all at once. Discussion followed.

- Jennifer Boardman attended a webinar over a billion dollars, and are favorable to those agencies who have already received Lo-No grant.
- Cheryl Cheas explains the pilot for Zero Emission Transition Plan Greenhouse Gas, they are doing a real study on what greenhouse gas emission; they have a new person that is in charge of that project ODOT who reached out last week. There is \$86 million available to transit agencies looking at alternative fuel sources near the corridor. Initiated the conversation of the Hydrogen project and how the Roseburg area would benefit from the project, sounds like they are looking at whole projects and includes solar; may fund for the land and development, hydrogen fuel station locations, and public space with transit center. Discussion followed.
- Jim De Lap wanted to know if there is a way to include in the packet the timeline for all the grants that are talked about since are always talking about all the grants such as 5304, 5339, or 5310 and their time schedules. Cheryl Cheas offered to send the ODOT link for the Public Transportation Funding Opportunities which provides all of that information.
- Jim De Lap wanted clarification on the Lifeline route that it was the service that the District was waiting on vehicles in order to continue service on. Discussion followed.
- Jim De Lap asked where the public could find out where the District's website is and where website is listed on the District vehicles. Confirmation that the District website is listed on the buses. Discussion followed.

### **13. Public Comment**

No Public Comment.

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

- Executive Session for General Manager's Review.
- Bylaws Budget – get applications online by then.
- Sarah Thompson will be Chairing remotely from California.

### **15. Adjournment 7:19 p.m.**