



Minutes

Regular Board Meeting

Monday, April 10, 2023

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

ABSENT: Sarah Thompson, Lonnie Rainville.

1. Call to Order

Meeting called to order at 5:31 p.m. by Vice Chair Kat Stone.

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 March 13, 2023 Regular Meeting Minutes.

4.2 March Preventive Maintenance Report.

MOTION: Jim De Lap moved to approve Consent Agenda. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 4 – Yay. 0 – Nay. 0 – Abstain. 3 – Absent.

5. Financial Report – Sheri Bleau

March Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. Right now, should be using about 75% of the Budget, still doing really well. Income is at 53.89%, are currently slightly under with income, still waiting for quarter two reimbursements. Payroll overall is at 55%. Materials & Services is at 65.57%. Discussion followed. Clarified what CRSSA funding and Miscellaneous Income was.

MOTION: Tom Trotter moved to approve March Financial Report. Seconded by Jim De Lap. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

6. Public Comment for On Agenda Items Only

Jennifer Boardman's typed comment: COVID Related funding sources from 2020-2022-CARES, CRSSA, ARP, 5311 COVID Funding. We will have another round of COVID Funding coming this summer.

7. Old Business

7.1 Budget Committee Bylaws Review

During February Regular Board meeting detailed discussion regarding process going forward for Budget Committee application process and whether that would include Budget Committee Bylaws. Board Consensus for Budget Committee Bylaws to be prepared and presented to the Board in March for review. In March regular meeting, draft was postponed until April regular meeting. Budget Committee Bylaws drafted in method by combining information from Local Budget Laws, UPTD Accounting and Financial Policy and Procedures Manual, and other current UPTD Committee Bylaws, and LTD's Budget Committee Bylaws.

MOTION: Mike Baker moved to approve UPTD Budget Committee Bylaws. Seconded by Jim De Lap. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

8. New Business

8.1 FY 20-21 Audit

Umpqua Valley Financial completed FY 2020-21 Audit report with single audit and corrective action plan. The audit report is 18 month past due date with multiple extensions is caused by staffing issues at Umpqua Valley Financial which is an industry wide issue. This audit is for the year ending June 30, 2021, and is the same month UPTD Finance Manager. Discussion followed.

MOTION: Tom Trotter moved to approve UPTD FY 20-21 Audit Report. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

8.2 Raising Bus Drivers' Starting Wage

Recently lost drivers due to the starting pay for CDL Bus Drivers. Local comparison wage for school bus driver starting wage is \$20 per hour. Regionally, RVTD is starting at \$25 per hour and LTD is starting at \$22.87 per hour. Proposing to raise the starting wage for CDL drivers from \$18 to \$19, while leaving the top of the range at \$30, and adjust the current drivers appropriately within this range. This adjustment is built into the proposed budget. Discussion followed.

MOTION: Mike Baker moved to adjust the UPTD CDL Drivers starting pay from \$18 to \$19 per hour effective next pay period. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

9. Project Updates

9.1 Project Next Door – Grant # 35335, 5339 Capital

Informed of allowable activities during NEPA process and are currently in process of several of such activities. Title search has been initiated. IE Engineering has been engaged for site design. PBS has been engaged for wetlands delineation. NEPA application has been started. Discussion followed.

9.2 Lo-No Project – Grant # 35395

Found Proterra pricing is the same whether the wrap was the same or different on all 3 vehicles. Plan is to wrap all 3 buses with pictures that represent Douglas County and Umpqua Valley. The original photographer is no longer available, started accepting submission from other photographers. Began to accept submissions from photographers in the area for the 3 vehicles. Proterra presented a Notice of Price Increase effective March 22, 2023 due to the fact that a contract had not yet been signed, the increase is still within range of the grant.

10. General Manager Report – Cheryl Cheas

- Ridership maintaining over 7,000 range; would like to see in 10,000+ range. Saturday services March numbers are down from previous month, but continue to increase overall. Umpqua Rides numbers are up about 200 rides from last year.
- Started to provide service to Sunshine Apartments area. Discussion followed.
- Safe Ride Health NEMT Brokerage providing rides for ATRIO, wants UPTD to provide rides for their ATRIO clients. Requesting Board's consent to enter into contract with them.

Board Consensus to authorize Cheryl Cheas to enter into contract with Safe Ride Health for NEMT.

11. ODOT Update – Jennifer Boardman

- Working diligently to get the formula fund money ready, goal is to have everything to the providers by April 30, which would give a month and a half to review, get approved by the Board, and back to ODOT in order to get them signed and executed by July 1.
- PTAC last Monday, all of the STIF plans ready to move forward were approved and are moving on to OTC for approval on May 11 or 13, then will be put into OPTIS and the plans will be ready to distribute funds after July 1.
- Upcoming solicitation is going to be a CARES funding, for Operations only, available through competitive solicitation; approximately \$1.5 million available. Should have that solicitation available May or June, grants would be due towards the later part of the summer with funds available after October.
- Solicitation for discretionary grants and 5304 Planning, 5339 Bus & Bus Facility, and 5310 Capital.
- Looking at doing some training in the summer for Drug and Alcohol Program Managers and Reasonable Suspicion. One is going to be held in Salem and another in Bend. Scholarships will be available for the 1.5 to 2 day training.
- Will not be having OPTC conference this year, will be providing scholarships to other conferences such as the Washington State Conference available in Vancouver.
- Just closed recruitment for Training Coordinator, Technical Resources Center individual, as well as Discretionary STIF Manager. Had 75 applicants, moving on to do the interviews towards the later part of the month to have someone on board towards later part of May.
- Grant training in summer to assist in better understanding the grants that come out with Ryan Phillips, who previously was an educator and had a lot to comment on applications that came through, and Drew Orr, who formally was a transit provider and is now the STIF funds manager. Trying to provide training opportunities to help providers have more resources.
- Legislative Session is halfway through, ODOT has 175 bills that are getting looked at that ODOT has interest in. Possible transportation package in 2025.

12. Not on Agenda

- Jim De Lap wanted to know how UPTD is informing the public that it's services are at low or no cost fare, other than by advertising on the radio, broadcasting on television, or having access to the internet. Individuals without access to such advertising might be able to increase ridership. Discussion followed.
- Cheryl Cheas recently had a conversation with the VA and are working on a plan, as they were wanting to know if UPTD would contract with them to provide some rides for them. There was another issue where the UPTD driver had to process and sign in the passenger in order for them to have a medical procedure done that wouldn't allow them to drive themselves home, the documentation has been more intense than what is required of UPTD driver training. Discussion followed.
- Rite Aid building may potentially have been purchased, but not the Safeway lot yet. Discussion followed.

- Kat Stone opened discussion if there was any plan at the District level or State level to hire some of the immigrants and refugees that are arriving to the Douglas County area that come from cities and previous professional jobs, who do need jobs and to be absorbed into Douglas County work force for training for the positions that are vacant within UPTD. Discussion followed.
- Cheryl Cheas attended webinar through the International Transportation Learning Center was specific to implementing and maintaining apprenticeship programs in transit. Wants to develop a partnership with UCC and the person that will manage the maintenance for the electric buses, as it will be a skillset not available in many areas, will be something that can help grow the job market.

13. Public Comment

No Public Comment.

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

- Budget Hearing.
- COLA.

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

Executive Session started at 6:37 p.m.

16. Regular Session resumed at 6:56 p.m.

17. Adjournment 6:57 p.m.