



Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, September 11, 2023, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Present: Janice Baker, Mike Baker, Tom Trotter, Lonnie Rainville, Doug Mendenhall, Michaela Hammerson and Sarah Thompson.

Absent: None

1. Call to Order

Meeting called to order at 5:31 p.m. by Tom Trotter.

2. Roll Call

Roll call taken by General Manager Cheryl Cheas

3. Pledge of Allegiance

Recitation of The Pledge of Allegiance

4. Consent Agenda

4.1 July 10, 2023 Regular Meeting Minutes

4.2 July and August Preventive Maintenance Reports

MOTION: Mike Baker moved to approve the Consent Agenda, with Sarah Thompson seconding the motion.

In the discussion following the motion, Mike Baker sought clarification regarding discrepancies in dates observed on the preventive maintenance reports included within the Consent Agenda. In response, the General Manager provided the necessary clarification and confirmed the accuracy of the dates in question. Following this exchange, no further discussions were initiated, or comments made regarding the Consent Agenda.

With no additional questions or objections, the motion to approve the Consent Agenda proceeded without further discussion.

5. Financial Report – Sheri Bleau

5.1 July Financial Report

5.2 August Financial Report

MOTION: Sarah Thompson moved to approve the financial report, with Janice Baker seconding the motion.

During the discussion on the motion, Tom Trotter brought attention to an elevated payment attributed to preventative maintenance recorded for July of 2023, amounting to \$23,773.35. Upon inquiry, Sheri and Cheryl corroborated that this significant expenditure was allocated for essential IT Maintenance and Software costs.

Sheri provided a detailed financial update for August, reporting that approximately 17% of the budget was utilized during the month. She highlighted that the income from the general fund for August was approximately 17.48%, aligning closely with the planned budget. Sheri informed the Board that the completion of the first fiscal quarter would mark the initiation of Federal funding reimbursements, providing additional financial support to the District's operations.

She also presented an overview of other key budgetary components: payroll expenses represented about 14% of the budget, while material and services expenses accounted for 14.9%. Sheri concluded her report by noting that the District's expenditures through August were slightly under the projected budget, with no further questions or comments raised by the Board at that juncture.

The motion to approve the financial report was then considered, with no further discussions or objections noted.

6. Public Comment for On Agenda Items Only

No Comment

7. Old Business

7.1 Yearly Review

7.1.1 Board Bylaws

7.1.2 Board Protocols

7.2 FY 21 Audit Findings

MOTION: General Manager Cheryl Cheas provided an update regarding the FY21 Audit Findings. She explained that although there is still a delay in finalizing the audits, progress is being made towards resolution. Cheas noted that the 2021 audit unveiled fourteen findings or material weaknesses, which is a decrease from the seventeen identified in 2020. This improvement coincides with the hiring of a new Finance Manager and the implementation of new policies in 2021, specifically designed to address audit-related issues.

Financial Manager Sheri Bleau elaborated that most of the audit issues were related to the handling of federal grants. Bleau has actively worked on correcting these issues and ensuring compliance with grant requirements. She and Cheas have been conducting a Compliance and Ethics Program Assessment (CEPA) due to the significant amount of federal grants received—over \$750,000—which necessitates accurate coding for efficient audit reviews.

Mike Baker raised a query about any concerns or feedback from the Oregon Department of Transportation (ODOT). In response, Cheas informed the board that official communication from ODOT had been delayed due to an administrative oversight, as the initial letter sent to the District lacked the necessary signatures. The district responded to ODOT's concerns after Labor Day, following a thorough review and completion of all requirements for the fiscal year 2022.

Cheas announced the completion of the 2021 to 2022 audit, indicating that the District is nearing a current status on its audit obligations. In response to the Board's inquiry regarding the possibility of engaging a different auditing firm in the future, Cheas mentioned the necessity of issuing a Request for Proposal (RFP) for such a transition. She acknowledged the learning curve experienced with the current auditors but noted their growing familiarity with the District's operations and improvement in service delivery. The current auditors are

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.

expected to commence the 2023 audit by December's end, thus avoiding the need for extensions or forbearance.

Cheas highlighted the importance of timely audit submissions to ODOT, as delays could lead to increased scrutiny. While such scrutiny is not detrimental, it does entail a more time-consuming review process. Following this clarification, the board did not have further questions or discussion on this topic.

8. New Business

8.1 Resolution 23-3: Bank Signatories

8.2 Update Language for Cash Receipts portion of Fiscal Policy

8.1 MOTION: Mike Baker moved to approve Resolution 23-3: Bank Signatories, seconded by Michaela Hammerson. The motion carried unanimously with no further discussion.

8.2 Update on Cash Receipts Language in Fiscal Policy:

There is a need to update the language in the Cash Receipts section of the Fiscal Policy to reflect current practices. Initially, the policy stated that only one specified person could handle money, but often other supervisors assist in counting funds. To align the policy language with actual procedures, it needs to be revised to allow for flexibility in who can handle money.

The district anticipates a site review by Spring of 2024, so General Manager Cheryl aims to have policies accurately reflect procedures by then. Mike Baker suggested excluding finance personnel from cash handling to maintain a clear handoff to the finance department. Tom noted some policy language could be streamlined, while Michaela, attending remotely, mentioned missing part of the agenda 8.2 information.

Cheryl apologized for the oversight, promising to send the missing details and suggesting a vote delay until all members have the complete information. The board also discussed ensuring the secure storage of locked cash containers. Doug Mendenhall requested all necessary meeting information be sent the prior Friday for adequate review time. Cheryl explained a unique situation caused a delay this time but committed to sending materials every Wednesday moving forward. The vote on language updates will be postponed until the board has all relevant information.

9. Project Updates

9.1 Project Next Door – Grant# 35335, 5339 Capital

9.2 Lo-No Project – Grant# 35395

Agenda 9.1 Update - Grant 35335 - 5339 Capital:

General Manager Cheryl Cheas reported a successful pre-application conference for Grant 35335 - 5339 Capital. The conference resulted in approval for all requests submitted by the district, including the innovative proposal for hydrogen use. The approving authority mandated the installation of two fire hydrants on the property, a requirement that the board concurred was prudent and beneficial.

Cheryl announced plans to submit the NEPA to Jennifer Boardman by week's end, optimistic that the district might secure NEPA approval before the year concludes. The update concluded without further comments or discussion from the board.

9.2 Lo-No Project – Grant # 35395:

General Manager Cheryl Cheas informed the board that Proterra has filed for Chapter 11 bankruptcy, and the future of the company is currently uncertain. Proterra has requested a 60-day waiting period. There's speculation that the company might separate its bus manufacturing and energy businesses into two distinct entities. Cheryl expressed her professional opinion that Proterra buses are superior due to their engine manufacturing process.

The district has the option to select a different bus manufacturer if necessary, using their federal grant. Alternatives may include companies like Gillig or New Flyer, with costs expected to be comparable to those of Proterra. If the district decides not to continue with Proterra due to the Chapter 11 filing, adjustments to the federal grant would be necessary, requiring government approval.

Doug sought clarification regarding Proterra's situation, noting that the company had previously requested production delays. Tom suggested consulting with a legal advisor to determine the best course of action, while Doug inquired about the timeframe for amending grants, to which Cheryl provided an estimate based on previous experience.

This update required no immediate action from the board and was provided for informational purposes only. The discussion on this topic concluded without further comments or questions.

10. General Manager Report – Cheryl Cheas

Personnel Changes: The General Manager highlighted the complexities of personnel changes, mentioning that while they are time-consuming, the process has been both challenging and rewarding. The position of the Executive Assistant to the General Manager is of prime importance and is currently vacant. While considering a temp agency, the General Manager felt it might reduce the potential wages for the prospective employee. Therefore, she's committed to finding the right fit directly. Furthermore, the district is also actively looking to fill the Human Resources position.

Fleet Expansion: UPTD has added six new vans to its fleet, with designs showcasing the essence of Douglas County. They are also anticipating the arrival of three more vans and three smaller buses.

New Route: The district is planning to launch a new route from Cottage Grove to Wolf Creek, which will fill a significant transport gap. This route also unlocks access to a new funding source, available only for significant state routes. Past experiments with similar

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.

routes yielded good ridership even with limited-service frequency. This new route will operate three days a week.

Conference Highlights: The General Manager shared her experiences from a recent conference. A standout moment was a go-cart painted like the district's buses, which was paraded around after a rendition of the Star-Spangled Banner. Such initiatives can be morale-boosting and could be used in community events.

Accidents: Over the past month, the district's buses have been involved in multiple accidents, including a head-on collision in Canyonville. Fortunately, damages were minimal, mostly affecting the bumper.

Insurance and Operations: Since the personnel shift, the General Manager has been overseeing insurance matters, including incidents like the aforementioned accidents. The board suggested delegating such duties to an Operations Manager.

Policy Review: The General Manager is actively reviewing and understanding the policies to guide and train employees effectively, ensuring optimal performance.

Licensing Issues: There have been challenges with the DMV concerning the issuance of 'E series' license plates, primarily due to a change in how out-of-state vehicles are titled. The district faced requirements either to pay a vehicle use tax or provide proof of tax exemption. For a temporary solution, trip permits were secured until they received proper instructions for titling and registering out-of-state vehicles.

11. ODOT Update – Jennifer Boardman – Not Available

12. Not on Agenda

A 12-month Rolling Ridership graph from August 2022 to July 2023 was presented, displaying ridership across routes in Roseburg, Winston/Sutherlin, and the South County Commuter. Notably, there's an upward trend, with a 28% increase in ridership. This increase was attributed to several factors:

Reinstated Routes: Post-COVID service cuts have been reversed, leading to increased ridership, particularly on the Winston/Sutherlin route. Without this expansion, funding for these routes would have been lost, even though there's significant demand in the area.

UCC Students & Gas Prices: Michaela's inquiry about the ridership increase was addressed, attributing it to Umpqua Community College (UCC) students and rising gas prices, driving more people to opt for public transportation.

Ridership Metrics: Doug inquired about metrics for riders per bus trip. While no exact per-trip metric is available, daily boarding numbers per route are tracked, as reflected in the monthly graphs. Doug's request for percentage increase following Winston/Sutherlin expansion will be provided later.

Ridership Tracking & On-Time Performance: Tom suggested implementing tracking devices on buses for more accurate ridership data, which Cheryl is exploring. Currently, counts are [Umpqua Public Transportation District, 3076 NE Diamond Lake Blvd, Roseburg, OR 97470](https://www.umpqua.org/3076-NE-Diamond-Lake-Blvd-Roseburg-OR-97470) 541-671-3691

done manually. Mike Baker brought up on-time performance tracking, which hasn't been consistent but is acknowledged as essential. Challenges like train track delays for Winston/Sutherlin and morning traffic for Roseburg affect punctuality.

Route Adjustments & Vehicle Breakdowns: Discussions between Tom and Cheryl regarding timesaving and route adjustments revealed plans for improvements with the addition of more buses by year-end. Vehicle breakdowns have been causing delays, but with staff changes leading to prompt updates to the General Manager, issues are being resolved faster. However, the lack of replacement buses continues to be a challenge during breakdowns.

Storage of Auto Parts: Doug Mendenhall inquired about the storage practices for auto parts used in bus/vehicle repairs. Cheryl clarified that federal grants' stipulations prevent the district from storing parts.

Automated Passenger Count System: The board revisited the previously failed grant application for an Automated Passenger Count System, attributing the failure to delays in audits. Cheryl announced plans to reapply for the grant, emphasizing the system's importance in collecting accurate ridership data and ensuring timely bus operations.

Microtransit System: The board engaged in discussions about implementing a Microtransit system, an on-demand transportation solution resembling services like Uber and Lyft. This technology would allow passengers to schedule rides, track their ride's location, view the number of occupants on a bus in real-time, among other features. Further discussions were held on the Microtransit app's functionalities and operation.

Participation in Local Events: In response to Michaela's inquiry, Cheryl confirmed past participation in local events and parades before becoming a district, expressing eagerness to engage in similar community events in the future.

Website Errors and Updates: Tom Trotter pointed out inconsistencies on the district's website regarding ride prices, with different sections listing the cost per ride as \$2.00 and \$4.00. Cheryl acknowledged the issue, praising the new website's user-friendly design while noting the ongoing relationship with Streamline, a company providing website creation and maintenance services at a discounted rate. Due to time constraints, Cheryl can't update the website, but the incoming Executive Assistant, expected to be on board by December, will handle these updates.

These additional discussions further illuminated the board's active involvement in various operational aspects and their commitment to improving services and community engagement.

13. Public Comment (Limit to 10 minutes total)

Jim, a community member, attended the board meeting to express concerns regarding access to transportation for his physical therapy appointments post-surgery. He shared his

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.

experience of not qualifying for paratransit services, which resulted in him having to walk one and a half miles to his appointments.

Jim also addressed issues with the online application form for paratransit qualification. He found the form lengthy and challenging to complete, which board members also acknowledged, sharing similar experiences with the application process. Recognizing the need for a more user-friendly application, Cheryl assured the board and public that modifications to simplify the online form are feasible and planned for implementation by December. This adjustment aims to make the paratransit services more accessible and the application process smoother for community members in need.

14. Agenda Build – Next Regular Meeting October 9, 2023

- **7.1.1 Board Bylaws & 7.1.2 Protocols: Revisit and discuss these sections.**
- **8.2 Fiscal Policy Update: Review and update language specifically in the Cash Receipts portion of the Fiscal Policy.**
- **STIF Plan Update: Provide an update on the STIF Plan, highlighting current status and any other relevant information that the board needs to discuss.**
- **Ridership Graph Modification Request: A request has been made to adjust the Ridership Graph. The adjustment involves extending the display to cover 13 months instead of the standard 12 months for a more comprehensive comparison. Additionally, there's a request to include data on riders per bus against the service average increase on the graph for a more detailed analysis and understanding.**

15. Executive Session ORS 192.660(2)(): No Executive Session

16. Adjournment – 7:09 PM PST

UPTD public meetings available virtually:

<https://us02web.zoom.us/j/87465169973?pwd=NWxpMkNFNHBTZWtqQzlwcz25qSnJ2dz09>

Meeting ID: 874 6516 9973 Passcode: 139850 Phone: +12532158782, 87465169973#, *139850#

AUDIENCE PARTICIPATION INFORMATION

UPTD welcomes and encourages citizen participation at all meetings. By state law, Executive Sessions are closed to the public. To allow the Board to deal with business on the Agenda in a timely fashion, we ask that anyone wishing to address the Board follow these simple guidelines:

- Persons addressing the Board must state their name for the record.
- All remarks are directed to the entire District Board. The Board reserves the right to delay any action requested until fully informed on the matter.

TIME LIMITATIONS

Each speaker will be allotted a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. All testimony given shall be new and not previously presented to the Board.

CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS

We allow the opportunity for citizens to speak to the Board on agenda items and non-agenda matters on this evening's Agenda of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting. If a matter presented to the Board is of a complex nature, the Chair or a majority of Board members may schedule the matter for continued discussion at a future Board meeting. Board members reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings" (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that 'all persons be permitted to attend any meeting' does not prevent governing bodies from maintaining order at meetings" (Attorney General Rosenblum, 2019, p. 156).

*** AMERICANS WITH DISABILITIES ACT NOTICE ***

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact the District office/UTrans as far in advance of the meeting as possible, and no later than 48 hours prior to the meeting. To request these arrangements, please call 541-671-3691 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.