A close up of a sign

Description automatically generated

Special Transportation Advisory Committee Meeting (STIF/STAC)

Monday, November 4, 2024 @ 5:30 pm

3076 NE Diamond Lake Blvd  
Roseburg, OR 97470

– ZOOM Meeting

**MINUTES**

**PRESENT:** Dick Dolgonas, Tina Temple, JC Smith, Donice Smith, Justin Smith, Kat Stone, Ashley Hicks.

**ABSENT:** Roy Spurgeon, Natasha Atkinson

1. **Call to Order**

Meeting called to order at 5:32 p.m. by Chair Sheri Bleau UPTD Finance Manager.

1. **Approve Minutes – Motion**

Minutes from last meeting held February 27, 2024 at 1:00 pm were not found. No Minutes to approve.

1. **Reappointment of previous members -**

There was discussion about Natasha Atkinson and whether or not she had formally resigned from the STIF/STAC to be on the Board of Directors. Cathye Dewhirst-Curreri stated that Natasha had not formally resigned from the STIF/STAC when she became a Board Member.

The Committee went into discussion to elect a Chair and Vice Chair. JC Smith made a motion to elect Donice Smith as Chair. Discussion: Donice Smith gave her background. She served in military for 35 years and retired. She has sat on different Boards which included Scouts and the Glide School District, she also was the Vice Commander at the VFW and has years of training regarding finances. She was a military finance specialist and also ran the tactical operation center.

Motion to elect Donice Smith as Chair: JC Smith made the Motion. Seconded by Ashely Hicks. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent. Kat Stone arrived just after the vote and Voted: 1 – Yay for a total of 6 Yay.

A Nomination was made by Donice Smith to elect Ashley Hicks as Vice Chair. No other nominations were made. Discussion: Donice Smith stated that she has followed Ashley for several years and pointed out that Ashley was an individual who would speak up when she saw something going on in Roseburg that was of a concern. She mentioned that she was impressed that Ashley was not afraid to speak her truth. She feels that Ashley would be a good Team Player. Ashley Hicks spoke and stated that she has sat on several different Boards mostly around community relations and service and transportation infrastructure and beautification. She has a lot of interest to be involved with the District and transportation for the community. She is self employed and has her own business.

Motion to elect Ashley Hicks as Vice Chair: Donice Smith made the Motion. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

John Estill spoke and wanted to encourage the Committee to reach out to other people they know to become a part of this committee. The Board of Directors recently changed the STIF/STAC Bylaws to read that the Committee needed 5 Members instead of 12 Members but we could benefit from a few more members.

Jennifer Boardman spoke about the specific rules for this committee. Our District needs to have a good representation of our community. John Estill mentioned that he did not believe that North County was represented. Cathye Dewhirst-Curreri spoke up and mentioned that the representation was not based on geographical location, page 3 of the Bylaws states that membership must include at least one individual who is a member of or represents each of the following groups: 1) Low-income individuals; 2) individuals age 65 or older; 3) disabled individuals; and 4) Public Transportation Service Providers or non-profit entities which provide public transportation services.

Sheri Bleau and Michaela Hammerson, BOD Chairman, discussed whether or not we met the membership requirement. Michaela stated that Natasha Atkinson is still on the STIF/STAC Committee and would be considered the member that represented the Public Transportation Service.

Discussion ended and Donice Smith and Ashely Hicks were congratulated on their new positions on the Committee.

1. **Approve Minutes -**

Minutes from last meeting held February 27, 2024 at 1:00 pm were not found. There are no Minutes to approve.

There was discussion between Sheri Bleau and Dick Dolgonas about when the last meeting took place. Dick could not remember when the last actual meeting was. Kat Stone also said she could not find anything from any recent meeting for 2024. Dick will look through his old emails and let Sheri know if he finds anything. Dick asked who was taking the minutes to the meetings. The STIF/STAC Bylaws state that the UPTD staff is responsible for running the meeting and taking the minutes. It was determined that Cheryl Cheas was mostly likely the one that would have done the minutes. Unfortunately, no minutes have been found.

1. **Recommendation for funding allocation**

Sheri Bleau stated that this is her first time running these meeting and looked to Jennifer Boardman for some guidance. Jennifer Boardman recommended that Sheri provide what our current budget is and then PTD’s new estimates and what projects we have . Sheri has been working on the applications for 5310 and 5311. Jennifer Boardman pointed out that the applications have to be done in PTD’s OPTIS system which is a process but that UPTD is not actually writing grants. The Committee’s responsibility is to review the numbers for the Budget and what projects are being suggested and determine the best way to allocate the funds. The District received 2 applications for the Contracted Services which Sheri will provide to the Committee before the next meeting. The Committee should review the applications and determine how much of the 5310 and STIF funds will be allocated to the Contracted Services.

5310 Federal Funds – serve older adults and people with disabilities and can be used to cover the costs of the Call Center, Contracted Services with Reedsport, and Preventative Maintenance.

STIF – Statewide Transportation Improvement Funds and can be used for the operations of the District in Fixed Routes and Demand Response, Administration, Preventative Maintenance, and Capital Projects. These funds are also used as the Match for the Federal Funds.

Sheri will provide the Committee with current STIF Plan and current 5310 Grant and stated that our focus needs to be on the 5310 Grant since the recommendations need to be approved at the Board meeting on November 18th to meet the November 20th Deadline.

Jennifer Boardman talked about the history of our Grants and the match rates that went along with them. The Committee should make the recommendations to the BOD and the BOD will have the final decisions on the recommendations. If they modify the recommendations, they will need to document why they modified the them. Donice asked if it was important for someone from this Committee be present at the Board meeting in case they have questions. Jennifer said it would be a great idea and would be helpful. Cathye asked if some of the funds could help to work on the issues we are facing with the call center phones. Jennifer said we would need to make a task for the phone issue and allocate special funds for it. Jennifer stated that a Discretionary fund would best suit these types of projects. 5310 Discretionary grants come available in the even years, the next opportunity is 2026. Odd years are Formula fund solicitations. Jennifer Boardman offered a Funding 101 training for the Committee and BOD.

Ashley Hicks asked Cathye to talk about the communication issues in our Call Center. Cathye deferred to Sheri for discussion. Discussion was had about the Call Center’s Que or the lack of. Some of the issues may be resolved once the IT RFP is closed and a new provider is contracted. This can be discussed at a later date.

There was discussion about our current grants, they end June 2025 and the grant cycle this committee will be working on is to begin July 2025. Ashley Hicks asked about the Capital grants and if they would cover improvements to the Bus Shelters. There is currently $23,000 built into our current STIF Plan for Bus Shelter. She asked if there a schedule of stops that have been identified as a priority for shelters. Jennifer stated that the Transit Master Plan has the stops planned. Donice talked about the need for the community in Green to have bus services on Saturday. She has heard from several seniors who are also low income and they are having issues getting from Green to Roseburg on the weekends. Jennifer stated that we need to look at our Transit Master Plan and Coordinated Health Plan, they will lay out what our goals are. Kat Stone talked about the saturday service that we have had for a while and she stated that better communication with the public will be helpful. There is a bus stop near Rays and if they can get there they should be able to get into Roseburg. UPTD is currently working on better communication for the riders. Kat stated that it would be beneficial to have our meeting videos posted on you-tube and our website. Donice stated that our website is not user friendly and the maps are too small to read. Kat stated that our marketing has always been lacking. She wants our videos to be available to the public where they are easy to find. Michaela addressed Kat’s concerns and stated that UPTD is going through the videos and they have to be uploaded in a certain order so that they will not be forever out of order. Michaela stated that she believes that the videos are up to date through June.

1. **Public comments for agenda items only**

No Public Comments

1. **Setting date for next meeting.**

Next meeting scheduled on November 12, 2024 at 5:30 p.m.

1. **Meeting Adjourned 6:47 p.m.**