



# Minutes

## Regular Board Meeting

Monday, June 13, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

**ABSENT:** Lonnie Rainville.

### 1. Call to Order

Meeting called to order at 5:30 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 May 9, 2022 Regular Meeting Minutes

4.2 May Preventive Maintenance Report

**MOTION:** Mike Baker moved to approve Consent Agenda. Seconded by Janice Baker. No further discussion. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

### 5. FY23 Budget Hearing

Prior to opening the Budget Hearing, the Board of Directors requested UPTD Staff to provide a Staff Report for the FY 2022-2023 Budget regarding the necessary changes made.

Upon reviewing the Budget for input into the accounting system, UPTD Financial Manager Sheri Bleau found a discrepancy in the presented published budget. The discrepancy found a duplicate number entry for the 5339 income listed on the General Resources page and corrected reduces the total budgeted amount down by \$1,181,073. The amendment is found on the LB-20 and the LB-1.

The prior published budget was provided to the Directors in addition to the current amended budget for the Board of Directors to compare the differences and where the duplication occurred. Prior published budget was for \$14,240,825, and the current amended budget presented is in the amount of \$13,059,752.

Opened Budget Hearing at 5:36 p.m.

Open floor for public comment on UPTD Budget for Fiscal Year 2022-2023.

No public comments.

Closed Budget Hearing at 5:36 p.m.

**MOTION:** Mike Baker moved to adopt the UPTD Budget for Fiscal year 2022-2023 as amended in the amount of \$13,059,752. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstained. 1 – Absent.

**6. Financial Report – Sheri Bleau**

May Financial Report presented to Board of Directors by UPTD Financial Manager Sheri Bleau. At this point UPTD should be using about 92% of the overall Budget for the current fiscal year; currently using about 82% overall. Payroll is currently at 81-82% and Materials & Services is at 84%. Overall, UPTD is still well under-budget for the current fiscal year. Even with fuel costs.

ODOT had provided additional COVID funding that could be used for any operations that is higher based on situations that are created due to the pandemic. Since 2020 UPTD's preventive maintenance costs, fuel costs, and the additional costs of employees being out for COVID, has helped the budget tremendously.

Discussion followed regarding what types of fuel the District is currently utilizing in vehicles. Inquiry regarding whether the District vehicles are using ethanol fuel or non-ethanol fuel, as the TMP mentions non-ethanol. Clarification that most of the vehicles are Diesel, and typically Diesel fuel does not need ethanol. All but 2 buses are Diesel, and all the Umpqua Rides vehicles are regular unleaded fuel. Board inquiry regarding whether the budget that was approved did account for the rising fuel costs and if going forward if the budget can ensure to have rising fuel costs build into the budget.

Year-to-date on the income, should keep in mind the final quarter of the prior fiscal year is listed in May Financial Report. Quarterly reimbursement request has been made for Q3, and should receive that payment by the end of this current fiscal year.

Medical transportation current profits of \$161,000 for the year, which equals approximately \$14,000 per month.

Advertising was a little high for May under the Operations Admin of \$1,400 for the printing and installation of the wraps for State Farm and ODOT advertising on the buses. This is in addition to Lithia and Les Schwab. Advertising periods are for a minimum of 3 months, the average so far is a year.

**MOTION:** Kat Stone moved to approve May Financial Report. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

**7. Public Comment for On Agenda Items Only**

No Public Comment.

**8. New Business**

**8.1 Transit Master Plan**

**Resolution 22-3: A Resolution Adopting Umpqua Public Transportation District's Transit Master Plan** was presented to the Board of Directors alongside the Transit Master Plan for approval request.

The Transit Master Plan has been completed and charts the future development to deliberate growth and ensure that the District meets the community's needs. The Transit Master Plan is also a requirement as a plan for the District for future improvements to continue receiving state transit funding dollars and leverage other funding sources.

Transit Master Plan was introduced to the public via Facebook page and was posted on the website to request public feedback for a period of time. Public comments were received from the public via the internet sources as well as the downtown walk-by booth that was hosted on May 19, 2022, at the Washington & Rose bus stop and then at the Jackson St downtown office location.

Detailed discussion regarding all the different types of technology that is incorporated in the Transit Master Plan for various different uses within the transit system itself. Technology information plans are written throughout the Transit Master Plan. Transit Technologies and Fare Policies can be found on page 22; within Table 8 on page 31 is additional information regarding Information Technology Facility. The real-time vehicle arrival is the technology that allows for real-time location of the buses, passenger counters to help understand bus stop usage, and rider tools information such as mobile application. Technology suggestions were built into the plan based on responses received from the public survey. Further discussion followed regarding transit technologies available on the market.

**MOTION:** Kat Stone moves to approve Resolution 22-3: Adopting Umpqua Public Transportation District's Transit Master Plan. Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

Brief follow-up discussion regarding if UPTD's Transit Master Plan will be incorporated with other local government agencies' TMPs and if UPTD would need to coordinate with other local government agencies within the county to do so for planning purposes.

## **8.2 Hydrogen Fuel Cell Presentation**

During attendance of CTAA conference, UPTD General Manager, Cheryl Cheas, received input of EV fleet transitions by other Districts and learned about Hydrogen Fuel Cell technology. It has become evident that Hydrogen Fuel cell is an option that should be included in UPTDs Zero Emission Transition Plan.

Usage of Hydrogen Fuel Cell is examined as an alternative fuel source to consider as an alternative fuel option for future District Fleet vehicles. Hydrogen Fuel Cell station with 1,000 gallons of water produces approximately 333 gallons of Hydrogen Fuel, while a liter of Hydrogen Fuel provides the equivalent mileage range of a gallon of gas. Electric vehicles provide a mileage range of about 200 to 240 miles per day, which would work for the Roseburg routes; hydrogen fuel cell buses provide a mileage range of about 350 miles, which would work for the South County routes. Excess hydrogen can be sold to other public utilities that have hydrogen fuel cell vehicles as a revenue source.

Proterra is the company that gave UPTD a reference letter to partner with the District if the Lo-No Grant is approved, and Proterra does hydrogen fuel cell in the 35 foot buses, which is what the District would want and would be at approximately the same price as electric buses.

It would be in the District's best interest not to convert or replace all vehicles to Hydrogen Fuel Cell to ensure operations can continue with any if there were any issues with any of its vehicles fuel sources, such as if the electrical grid goes down or if anything were to happen with hydrogen fuel cell station.

Discussion followed to agree that the Zero Emission Transition Plan amendment statement should include the statement of "Hydrogen Fuel Cell technology and all other alternative fuel options".

**MOTION:** Kat Stone moved to amend UPTD's Zero Emission Transition Plan to include the statement of "Hydrogen Fuel Cell technology and all other alternative fuel options". Seconded by Mike Baker. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

### **8.3 COLA Discussion**

Discussion of COLA (Cost of Living Adjustment) for UPTD employees for Fiscal Year 2022-2023. Previous COLA for UTPD employees was approved at 3%. Calculated the numbers for the Board of Directors from 2% to 10% COLA adjustment to show what the additional expenditure would cost. UPTD Budget was approved for 5% COLA and 5% merit, making available an increase percentage in COLA to be removed from percentage of merit budgeted if the Board of Directors chooses to increase COLA.

Detailed Board of Directors discussion ensued regarding the details that are currently occurring with the overall cost of living, fuel prices, and increase of insurance costs on employees for dependent coverage.

**MOTION:** Mike Baker moved to approve 5% COLA increase for all UPTD employees, including the General Manager, effective July 1, 2022. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

**MOTION:** Mike Baker moved to increase employer contribution of UPTD employee dependent insurance coverage from 80% to 85% effective July 1, 2022. Seconded by Kat Stone. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

### **8.4 Board Vacancy**

Mark Hendershott resigned his position as a Director on the UPTD Board of Directors as of June 8, 2022.

**MOTION:** Mike Baker moved to accept Mark Hendershott's resignation as of June 8, 2022. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

Directors find the need to amend the Board Bylaws to be discussed at July board meeting during Board Bylaw Review as the Bylaws specify publishing Board Vacancy for a week and should be extended to more time to accept applications. Board discussion followed to discuss the appropriate process and determine the appropriate deadline to accept applications from citizens for the current Board Vacancy. UPTD Board of Directors would like to see Board Vacancy applications prior to July Board meeting.

**MOTION:** Mike Baker moved to advertise the current UPTD Board Vacancy and to accept applications from qualified applicants through July 4, 2022 by midnight. Seconded by Kat Stone. No further Discussion. Motion carries. Vote: 5 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

## 9. Old Business

### 9.1 Fare-Free/Reduced Fare Presentation

UPTD Board of Directors previous discussion of the option of UPTD going Fare-Free to address the astronomical jumps in the cost of living over the past year and to provide some measure of equity to the low-income population that the District serves. UPTD Staff is changing the recommendation from fare-free to reduced fare instead as it was found that there are some challenges with going completely fare-free that could interrupt the workflow of an operator with non-destination riders.

UPTD Operations Manager, Randy Biles, presented to the Board the presentation for UPTD Fare Reduction Proposal. Related UPTD program objectives include the implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households; advance equity in an effort to make transit more inclusive and accessible; and increase ridership up to and above pre-pandemic ridership levels.

There may be some financial impacts if ridership does not double for UPTD. In general, decreasing transit fares will nearly always increase ridership, but it will also result in lower fare revenues. If fare levels are reduced to increase ridership it may result in doubling ridership successfully, providing the District with potential increase in eligibility for State and Federal funding due to increased ridership.

Equity is a huge topic right now with the rising costs of everything as inflation continues to rise at a fast rate, squeezing Douglas County residents' budgets. Reducing current fare structure by 50% of the current rate will help reduce transportation costs of the community while improving equity in transportation and give disadvantaged populations access to affordable and reliable transportation.

Discussion regarding projections of ridership with current numbers projected to be around a 50% increase. Ridership is increasing each month. If the fare were to be decreased by 50%, and if ridership did not increase then it would be at a farebox revenue loss of approximately \$12,500; increased ridership would continue fare with no losses; higher than estimated increase in ridership would allow for farebox revenue to also increase.

Discussed that it would be a wasted opportunity not to communicate this information with a news release. In addition to that, it would be nice to talk about all the other changes that have happened or are upcoming that the public has no idea about. Brooks Communications proposed an advertising package with multiple different methods of advertisements to help promote UPTD information.

Concerns of lower-income populations still being unable to afford even a reduced fare. Discussed the different free fares available for veterans and children. Family navigators and

social workers with different organizations within the community are available to help families in need. UPTD does have donors that donate fare for bus passes that would be available for certain persons in need.

**MOTION:** Mike Baker moved to approve the UPTD Fare Reduction Proposal. Seconded by Tom Trotter. No further discussion. Motion carries. Vote: 3 – Yay. 1 – Nay; Kat Stone, opposed as written. 0 – Abstain. 2 – Absent; Lonnie Rainville, Janice Baker.

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

- Met with Nick Jones with i.e. Engineering; currently waiting on SOW to know what the first steps are and will probably have to go through NEPA process, whether required for that project or not as the District plans to build a building on that property as well.
- Attended a workshop led by the project manager of the Lo-No Grant which provided a lot of information to look forward to.
- Walked through the budget process successfully.
- Met with Michael at KQEN to collaborate on developing an advertising package.
- Reviewed script for Travel Training video. Provided revisions to CLUM creative.
  - Detailed discussion of where Travel Training video will be distributed. Concerns of internet accessibility by lower-income populations in unincorporated areas of the county, the Board of Directors would like to see the Travel Training video distribute to those populations that would not have access to seeing the Travel Training video.
  - Discussion followed of what organizations and non-profits would UPTD be able to partner with to help distribute to in order to ensure that most all persons in the county have access to viewing it.
    - APD, DHS, Self-Sufficiency, UCAN (if willing), the Tribe, country grocery stores, food pantries, Missions.
    - 30 second clips – provide to TV stations, play at the movie theater, Movies at the Park, the Half Shell.
    - Flyers – local community buildings, local post office.
- Traveled to the CTAA Conference and attended several workshops.
  - Enjoyed the walkways and breezeways availability in bigger cities provided additional ideas for the future transit hub as there is a real need for a transit center downtown with ADA and better Washington & Rose bus stop (which is currently not ADA, but it was grandfathered in). Goal to obtain the old Safeway property, if possible, for the transit hub.
  - Had enjoyed spending time with the Oregon transit agencies’ attendees to be able to have conversations that cannot be held during official meetings.

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

- STIF Guide for the biennium 2023-2025 should be out by the end of the month of June.
  - Includes the combination of STF and STIF, which should provide all the information.
  - There should be training this Summer for all that information.
- There should be a STIF Discretionary Grant coming up in the Fall, would be good idea for Hydrogen Fuel or even just investigative work for feasibility study.
- 5311 Formula Funds has additional funding, estimates will be known at end of summer regarding the increase.

- Agreements for the Discretionary Grants should be getting those agreements out soon to be able to use those funds. Currently short-staffed in Salem, have 2 new people training and starting soon to help with that workflow to get those out.

## **12. Not on Agenda**

- Tom Trotter wanted to know if there was any discussion at the CTAA conference regarding overhead powered buses, like the trolley buses. There are transit agencies that use those types of vehicles, could be another alternative to consider, it does require overhead infrastructure of power lines, although negative views of aesthetics, but are functional.
- Kat Stone requested if Tom Trotter can prepare a presentation with his transit ideas.
- Kat Stone comments on the Transit Master Plan and would like to know more information about coordinating efforts with the other agencies as mentioned in the TMP.
- Cheryl Cheas discussions with i.e. Engineering about all the progress of changes that have come along with writing the grant, adding solar, and the canopy over the parking areas. The conversation led into having a zero-emission facility for the property next door and that there are ways to do that; from having a green area on the roof and the type of concrete used. The engineer has to re-draw the plans for the project.
- Tom Trotter inquired whether it has been considered to use the drain water at the property's development as a source of water for the Hydrogen Fuel Cell. There may be restrictions. Kat Stone would also like to see if this is a probability.

## **13. Public Comment**

- Jim De Lap stated that he is currently a member of the Historic Resource Review Committee for the downtown area of Roseburg and wanted to clarify that the old Safeway location is a part of the non-conforming Historic District and wanted to advise the Board of Directors that UPTD would need to conform to any regulations. Board discussion followed regarding the possibility of the need to possibly design the building properly and meet with the committee that Jim is on. Additionally, for the future interests of the location, Jim may possibly still have the current owner's information, but in addition to that the information of the current owners of the property would be available for free via the Assessor's office website.

## **14. Agenda Build – Next Regular meeting July 11, 2022**

- Officer Election.
  - Board Bylaws Review.
  - Request for Ron Sperry to attend.
- Mike Baker and Janice Baker will not be available to attend the scheduled July Regular Board of Directors meeting. Warning for quorum request.
- Brief Board discussion of Tom Trotter presentation scheduled for August regarding Not on Agenda discussion for his transit Ideas to be presented to his fellow Directors.

## **15. Adjournment 7:27 p.m.**