Special Transportation Advisory Committee Meeting (STIF/STAC)

Wednesday, December 20, 2022 @ 1:00 PM

3076 NE Diamond Lake Blvd
Roseburg, OR 97470

– ZOOM Meeting

MINUTES

PRESENT: Dick Dolgonas, Toby Notenboom, Natasha Atkinson, Sarah Baumgartner.
ABSENT: Roy Spurgeon, Shelley Gurney.

1. Call to Order

Meeting called to order at 1:01 p.m. by Chair Natasha Atkinson.

2. Approve Minutes – Motion

MOTION: Toby Notenboom moved to approve minutes from December 7, 2022 STAC/STIF meeting. Seconded by Dick Dolgonas. No further discussion. Motion carries. Vote: 4 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

3. Welcoming of new member

Welcoming of Sarah Baumgartner who was recently appointed to membership on the STIF STAC by the Board of Directors.

4. STIF Discretionary Project review and comments

4.1 Demand Response

Primary project request to replace the Route Match Software with an upgraded software that will make it easier for the dispatchers to schedule, it'll have a very similar interface with the drivers, and will provide all the

reporting requirements to keep UPTD in compliance Route Match does not currently provide this, have to do a lot of back end work that has to be done in order to sort out what miles/hours are associated with a ride because reporting does not associate that information. Microtransit addition was requested with this project, to be able to reach the more remote areas of the County.

4.2 Fixed Route

Second project submitted is primarily for fixed route. This includes IT Support Personnel, CAD AVL element, automated passenger count, the ability for better reporting, it also as an app which is forward facing to passenger to know location of bus and when the bus is going to be there, contactless fare (would require RFP), and TAM software to help track everything that is capital project.

4.3 Coos County/Roseburg Route Connector

The third project submitted is from Coos County Area Transit. Coos County Area Transit currently provides service two days a week from Coos Bay to Roseburg. They had two options to fund the portion of the route that happens in Douglas County, one was that they could have come directly to us and could have asked us to do a project providing them some of our STIF payroll dollars, instead they opted to go the Discretionary route to fund it so that it would not impact UPTD's budget.

Committee asked for clarification whether the intent was for the committee to only discuss the 3 STIF Discretionary projects or if meant to vote on the 3 STIF Discretionary projects. Committee has unanimous consensus support for all 3 STIF Discretionary projects. Committee discussion that funding is available for all 3 STIF Discretionary projects. Committee discussion of likes for 3 STIF Discretionary projects.

Motion: Toby Notenboom moves to approve all 3 STIF Discretionary project proposals. Seconded by Dick Dolgonas. No further discussion. Motion carries. Vote: 4 – Yay. 0 – Nay. 0 – Abstain. 2 – Absent.

5. Review 5311 Allocation

The 5311 funding is specific to the Fixed Route Public Transit. There was a round-table discussion because the way that the formula is designed to

determine who gets money in the allocation didn't allow for the rapid growth that some systems have seen, to see the reserve get allocated to providers. UPTD has been allocated a formulated amount of 115%, to the amount of an extra $200,000.

The 3 projects that typically go into the 5311 funding are Operations at 43.92% match rate, Admin at 10.27% match rate, and Preventive Maintenance at 10.27% match rate. Recommended amounts for each of the 3 projects are split into differing the ratios. Higher number in preventive maintenance because of the cost of vehicle maintenance, which should be balanced out with incoming new vehicles. Admin costs are offset by the STIF funding that is used. Operations allocation is a small portion of Operations costs.

The $304,295.32 is the District Match amount for the 3 projects and should see that going into the STIF allocation as a line item. Typically, have done a combination of different funding sources for the match, but have found easier if put into one specific spot, because it's less juggling later.

6. Recommendation for funding allocation

6.1 STIF Payroll Based Formula

During the final piece to this process found that need to go back to the numbers, as the National Transit Database takes the total numbers of the year and splits them between Fixed Route, Commuter Route, and Demand Response. The numbers that were used to determine the cost per mile and cost per hour include Admin costs, which makes those numbers higher and makes the costs for the year and biennium higher.

Project #1 for Fixed and Commuter Route Projects to expand and maintain current levels of service, there are 12 Tasks. Each Route is listed as a separate Task. The Saturday Service is separate from the Roseburg Route as a separate Task. The Sutherlin, Winston, and South County are all listed as separate Tasks. The Lifeline Connector that went out to the 5 different outlying areas; funding is seen as unspent funding because haven't been able to implement the route. Just got a call yesterday about 9 vehicles, 3 of them are small buses and the rest are vans, that have

been assigned VINs with a $130,000 cost difference expected late January or early February timeframe to start the Lifeline Connector.

The South County Collector had funding allocated for it but did not receive a vehicle for it, therefore were not able to start the project. Found that not enough money was allocated for the project except for the first 6 months of the project. Did not move that funding over into the allocated column. Left the South County Collector, Roseburg YMCA Collector, Sutherlin and Winston Saturday service all off to the side as want to have those Tasks in the Plan and some money allocated to them, otherwise, if more money comes in we can't utilize it.

The Allocation Estimate for 2023-24 is $1,678,965 and for 2024-25 is $1,763,635, for a total of $3,442,600. They have asked that we include an additional 20% to the total which would be an additional $688,520, because they do anticipate more funding coming in than what the initial projection is. So, the total amount of funding that we're allocating is $4,131,120. The total for the Fixed Route Project is $5,111,620 for the first 7 Tasks & Task 12 Kids Ride Free.

The Demand Response Project #2 provides funding for ParaTransit and Dial A Ride services; this is also mostly funded by 5310 funding. The ParaTransit service area is expanded, so more funding is added into ParaTransit and reduced funding out of the Dial A Ride service area which is mostly funded by 5310.

Project #3 is Admin to oversee & ensures that Transit, ParaTransit, Dial A Ride, and Dispatch are all operating. It covers the General Manager, Executive Assistant, Finance Manager, HR and IT contacts, insurance, the building payment, and rent on the downtown office.

Project #4 is Capital Project Vehicle Match. Previously, the District has gradually put aside more and more money for the vehicle match, and have thought that there was going to be money to roll forward. A couple of unanticipated events, including the delay in receiving the vehicles, the increased match cost for the vehicles, and receiving the Lo-No grant for the 3 electric buses. Have spent out the entire pool money for match. The $300,000 recommendation is not because there are any additional vehicles on order, it's only to rebuild the match money reserve even if not

putting in full $300,000 amount in on reserve to be able to replace vehicles.

Project #5 Capital Project Contingency over the last couple of STIF funding cycles have managed to build over $600,000 to match costs for grants such as the 5339 grant to develop the initial part of the property and the Lo-No grant that is combined with another 5339 grant that will build the preventive maintenance facility and the parking structures. The recommendation for Capital Project Contingency is to make sure if run into unexpected costs, cost overages, that we won't end up in a spot where we can't proceed forward and use the remaining of the grant.

Project #6 is for bus shelter. Previously had put aside $25,500 for purchasing and replacement of bus shelters which has not yet been spent. Price of shelters has gone up a bit, especially if looking at a different version of bus shelter with less profile, less glass, less likely for vandalism.

The challenge when taking the total amount of the Projects $7,541,620.10 and subtract the 5311 funding $1,229,156, and the unspent amount of $1,614,061, totals everything out to $4,698,403.10. Making a difference of $567,283.10. Submission of application will be sent back if the number exceeds the number allocated. Need to remove $567,283.10 from the Projects recommendations to ensure that the number allocated does not exceed the amount of funding available to allocate.

Committee consensus for Cheryl to go back to the numbers and bring back to the Committee on January 6, 2023, at 10:00 a.m.

7. **Public comments for agenda items only**
   No Public Comments

8. **Setting date for next meeting.**
   Next meeting scheduled on January 6, 2023, at 10:00 a.m.

9. **Meeting Adjourned 1:44 p.m.**