Minutes
Regular Board Meeting

Monday, December 11th, 2023, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

1. **Call to Order**
   Meeting called to order at 5:32 PM by Vice Chair, Sarah Thompson.

2. **Roll Call**
   Roll call taken by Executive Assistant, Laura Starr.

3. **Pledge of Allegiance**
   Recitation of the Pledge of Allegiance**.**

4. **Consent Agenda**
   4.1. November 13th, 2023, Regular Meeting Minutes
   4.2. November Preventive Maintenance Report
   MOTION: Mike Baker motioned to approve the consent agenda. Janice Baker seconded, no further discussion. Motion carries. Vote: 5– Yay, 0 – Nay, 0 – Abstain, 2- Absent.

5. **Financial Report** – Sheri Bleau
   November Financial report was presented to Board of Directors by UPTD Financial Manager Sheri Bleau. At this point UPTD should be using 42% of the budget. General Fund income is at 44% and in line with the budget. Payroll overall is at 31%. Materials & Services are at 34.67%. The previous meeting brought up discussion about a van that was sold at auction for $1,190.00, Sheri confirmed that this was vehicle 18-19-05. In addition, licensing and fees were higher than usual as the receipt of new vans was accounted for; no further discussion.
   MOTION: Mike Baker moved to approve the November Financial Report, Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

6. **Public Comment for On Agenda Items Only – No Comment**

7. **Old Business**
   7.1. Update on Resolution 23-04 to authorize a line of credit for UPTD.
   The General Manager provided information on the process moving forward and noted that Umpqua Bank has requested fiscal information from previous years and will continue to provide updates as they occur. UPTD has obtained bond council for this process as is required to move forward and receive the terms and conditions at the next board meeting in January, 2024.
   Discussion regarding red flags followed. The General Manager shared information that had been presented during one of her classes at the Conference. Use of Quick Books is a red flag, however UPTD is in the process of looking for an integrated solution for HR/Payroll/Accounting.
   Additional discussion regarding red flags followed. As long as the District is not utilizing the line of credit for Operations, it is not a red flag.

8. **New Business**
   8.1. Establish a date for the next General Manager review.
   Mike Baker recommended the review be done prior to completion of the Budget Process. The February Board meeting will have an Executive Session for the General Manager review. Sarah

Thompson asked for the review documents to be provided at the next Board Meeting along with Goals and Achievements.

8.2. Establish a cash reserve.
Tabled until next meeting. Need a recommended amount to hold in reserve to ensure we make payroll, etc.

8.3. Discuss the budget timeline for the January 2024 Board Meeting.
Internal/external timeline provided for review. Dates have been reviewed to ensure we meet the requirements for Public Meeting notice. Discussion followed regarding the past year's Budget Committee Chair opens the meeting and then there are elections for the current year. Other material provided included the information regarding Oregon Budget Law and Public Meeting notices. The .pdf version was provided via email. Budget to be distributed to the Budget Committee at the same time that the notice is published. Discussion followed regarding method of delivery and the desire to have a hard copy for review.

8.4. Goals for the agency for 2024.
The following goals were discussed:

- Increase Ridership by 5% for Fixed Route
- Establishing a Safety Committee
- Implementing STIF Projects – Lifeline, Match for Shelters
- Apply for Grants to improve our Facilities, Shelters
    - Bus and Bus Facilities Grants
- Schedule Board Training
- Continue representing Transit on Regional and Statewide Boards and Committees
    - OTA – SWACT – Others
- Staffing Succession Plan

9. Project Updates

9.1. **Project Next Door – Grant# 35335, 5339 Capital**
NEPA has been forwarded to ODOT and FTA. Much discussion followed regarding NEPA and then reverted back to succession planning.

9.2. **Lo-No Project – Grant# 35395**
The General Manager shared information provided by Mark Hollenbeck, our Proterra Sales Rep. Proterra Powered has been purchased by Volvo Battery Solutions LLC. This is solely the battery production facility and line. The purchase is subject to review and finalization by the bankruptcy court. Phoenix Motor Cars was selected to purchase Proterra Transit and this purchase is also subject to review and approval. This purchase is solely to purchase the Battery Electric Bus Manufacturing line and facility in Greenville, SC. Proterra Energy which is solely the chargers and the Valance Software Platform was also purchased separately by the Cowen Group.
Phoenix has given the indication to continue building and producing 35' and 40' heavy duty Battery electric buses, with Proterra Powered Battery packs, also they have indicated the desire to engage and support existing Proterra customers, warranties, battery leases, etc.
Nothing is final or approved. Updates will be provided as they become available.

9.3. **STIF Project Update** –2018-21 STIF Plan.
Information was provided regarding the outcome measures of several projects. This will be an ongoing update.

10. General Manager Report – Cheryl Cheas
Discussed ridership briefly. Winston Route ridership is down. Discussed a complaint that we have received that is in the process of review. Discussed the review process.

Discussed missing signs in Winston at Abraham and Anne and Abraham and Teal. Need to review. Need a light at the bottom of driveway. Talk with City of Roseburg.
Discussed the stops at Walmart/Roseburg Valley Mall, designated drivers to clean up. People sitting on shopping carts. Need trash cans at stops. Need a shelter at the mall. We need a grant to add more shelters.

11. **ODOT Update –** Jennifer Boardman
    Jennifer highly recommends the trainings RLS is offering on Wednesday and Thursday (Corrected to Tuesday and Wednesday). Rich Garrity is brilliant when it comes to financials. Also doing an ADA and Title VI class in January. We have grant materials going out. New forms are in Cognito. Encourages everyone to set a timeline for the next STIF cycle. Plan meetings, get members up to speed. Sent out a survey regarding grant management training. Tyler is new Training Coordinator. There will be a Conference. Haven't had a Conference since 2019. Scholarships will be available. Jennifer will be putting on a presentation for PTAC in March.

12. **Not on Agenda – No Comment.**

13. **Public Comment (Limit to 10 minutes total) –** Jim – Saw a bus in Winston with the headlight out. Inquired as to whether drivers were required to do a pre-trip walk around. Has seen a lot of buses with headlights out. Wondering who he could call to report. Discussion followed, ongoing issue with the headlights.

    Also, was getting on the freeway a while back, heading toward Myrtle Creek, was already going 65 when he entered the freeway and an UPTD bus passed him. Could not recall the day.

14. **Agenda Build –** Next Regular Meeting January 8, 2023.
    - Line of Credit
    - Establish a cash reserve.
    - Goals of the agency for 2024.
    - Establish a date for next GM review.
    - Bring budget timeline to January meeting.
    - Create STAC/STIF timeline.
    - Add STIF updates to Project Update

15. **Adjournment – 6:57 PM**