Minutes As Approved

Regular Board Meeting

Monday, October 9th, 2023, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

1. **Call to Order**
   Meeting called to order at 5:35 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 September 11th, 2023, Regular Meeting Minutes
   4.2 September Preventive Maintenance Reports
   MOTION: Mike Baker moved to approve Consent Agenda. Seconded by Michaela Hammerson. No further discussion. Motion carries.
   Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.

5. **Financial Report** – Sheri Bleau
   5.1 September Financial Report
   MOTION: Janice Baker moved to approve the September Financial Repost. Seconded by Mike Baker. No further discussion. Motion carries.
   Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.

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

7. **Old Business**
   7.1 Yearly Review of Board Bylaws and Board Protocols:
   7.1.1 Amendments to Board Bylaws
   Bylaws with all previously discussed changes were brought for final approval.
   MOTION: Michaela Hammerson moved to approve the amendments to the Board Bylaws. Seconded by Mike Baker. No further discussion. Motion carries.
   Vote: 6 – Yay, 0 – Nay, 0 – Abstain, 1 - Absent.

   7.2 Update Language for Cash Receipts portion of Fiscal Policy
   Cash Receipts portion of the Fiscal Policy was brough with proposed changes. Board members reviewed and discussed the revisions, made additional recommendations. Updates will be submitted for review at the next Board Meeting.

8. **Appoint Recording Secretary to the Board**

Cheryl Cheas reported that the recruitment for vacant position of Executive Assistant to GM/CEO has been successfully filled by Laura Starr. Per bylaw procedure, Laura was appointed as the Recording Secretary to the Board by the Chair, Tom Trotter.

9. **Project Updates**

Agenda 9.1 Update - Grant 35335 - 5339 Capital:

General Manager Cheryl Cheas reported a successful pre-application conference with City of Roseburg for Grant 35335 - 5339 Capital. The conference resulted in approval for all requests submitted by the district, including the proposal for manufacturing hydrogen. 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, 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 real-life performance.

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.

This update required no immediate action from the board and was provided for informational purposes only.

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

In the GM Report for September 2023, various accomplishments and ongoing tasks were highlighted. The appointment an Executive Assistant, filling the last open full-time CDL driver position, along with the availability of three part-time backup drivers, marked significant achievements.
The early arrival of electric bus chargers was discussed.
The pre-application meeting with the City of Roseburg showcased UPTD's progress.
Naloxone procurement and driver training for opioid overdose preparedness were outlined.
Technological advancements, including the contract with Streamline for website updates and real-time content management, were discussed.

Preparations for the onsite Drug & Alcohol review, scheduled for October 18th, involved comprehensive data collection.
Challenges with DMV concerning vehicle licensing were resolved, ensuring all new vehicles were operational.
The introduction of "Training Thursdays" for Transit Bus Drivers to maintain proficiency and compliance was reported.
The implementation of RingCentral was deferred pending adequate staff resources.
The establishment of a new YouTube Channel with access for multiple people in Admin and usage instructions was a key update.
Engagements with organizations like Jacobs, Umpqua Valley Arts, and Thrive Umpqua were highlighted, fostering collaborative initiatives, such as bus shelter wraps featuring winning art submissions.
Proactive measures to address community concerns, even when unfounded, demonstrated UPTD's responsiveness.
Efforts to manage open Workman's Comp claims commenced, prioritizing employee well-being.
Streamlining the new hire orientation process and filing the 2021 Audit Compliance Findings Response with ODOT reflected UPTD's commitment to efficiency and regulatory compliance.

11. **ODOT Update –** Jennifer Boardman – Jennifer provided information on upcoming trainings, grant cycles and vacant positions filled as items to look forward to within the ODOT. She discussed riders using mobile applications and a possible statewide fare, depending on location and population among other variables. There was also discussion about using a QR code for riders.

12. **Not on Agenda –** Discussion regarding shopping carts at Walmart and Roseburg Valley Mall stops. Recommendation of collaboration with other entities to address the situation to resolve.

13. **Public Comment (Limit to 10 minutes total)**
    No Comment.

14. **Agenda Build –** Next Regular Meeting November 13th, 2023
    - **Special Guest, Representative Virgil Osborne**
    - **7.2 Tabled to next meeting for update of language in Fiscal Policy.**
    - **FY 2022 Audit**

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

16. **Adjournment – 7:25PM PST**