Minutes
Regular Board Meeting
Monday, November 14, 2022
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Sarah Thompson, Janice Baker, Kat Stone, Lonnie Rainville, Tom Trotter, Mike Baker, Jim De Lap.
ABSENT: All Directors Present.

1. **Call to Order**
   Meeting called to order at 5:32 p.m. by 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 October 10, 2022 Regular Meeting Minutes.
   4.2 October Preventive Maintenance Report.
   MOTION: Lonnie Rainville moved to approve Consent Agenda. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 6 – Yay. 0 – Nay. 0 – Abstain. 1 – Absent.

5. **Financial Report** – Sheri Bleau
   October Financials presented to Board of Directors by UPTD Financial Manager Sheri Bleau. UPTD is currently at about 34% of the budget. Income is slightly under at 22.8%, but once first quarter funds are received that should balance out. Payroll working really well, haven't hired all the expected new drivers as expected new buses in order to hire drivers. Materials & services is under budget so far at 25.38%. Dues & memberships and IT are over because of annual memberships and annual fees, should be fine by time year goes out. Printing & copying increased printing of day passes, senior disabled passes, bus tickets, because ridership has gone up by 65%, which was based off of 2021-22 numbers that were actuals when the budget was built. The passes are printed by Graphic Dimensions and prints the passes on special paper that will show "counterfeit" if attempted to duplicate. Overall doing really good.
   MOTION: Mike Baker moved to approve October Financial Report. Seconded by Lonnie Rainville. 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. **ODOT Update** – Jennifer Boardman
   - NTD Reports are due November 14, 2022.
   - Slight increase on 5311 funding. UPTD has received a slight increase on that, a couple hundred thousand, a 5% increase of 5311 funding.

- Completed last solicitation training.
- First application for STIF Discretionary is due November 30, 2022. Any Letter of Intent that were submitted, the applications can be submitted for those LOIs. STIF Discretionary is very competitive as there are $58 million in ask and only $28 million in funding. Want to make sure application has very pinpoint targets towards those goals.
- Looking at doing 5310, 5304, CARES NEED, and 5339, next year instead of 2024.
- Planning the Conference in Redmond in October 2023.
- Waiting for position Region 4 to be filled, still helping to cover Region 4; but there is progress on empty positions.
- Do have extension on STIF Formula application extensions on Wednesday 18th of January for STIF instead of January 16th, because it is a Holiday.

8. **General Manager Report** – Cheryl Cheas
   - Ridership is up considerably between Roseburg Route, Winston/Sutherlin, and South County, up by over 1,000 last month. Slowly climbing back to pre-covid numbers, but still have a way to go.
   - Proterra representatives will be onsite November 17, 2022 to take a look at the site, meet staff in person, and get a feel for what it is we are doing.
   - Consistent ongoing research and gathering the numbers for reporting and keeping everything in alignment.
   - Reached out to UCC for future preventive maintenance apprenticeship to have more than one person trained.
   - Received quotes for different type of shelter that is more open and resistant to vandalism, with smaller footprint. Have some STIF funding that is specifically designated for shelters located at the mall, Winston, and South County. Other shelter locations will need to be placed aside until funding opportunity is made available.
   - Hwy 42 Project open house scheduled November 15, 2022 at Winston Middle School. The Project planning included ADA improvements, but bus stops did not have pull-outs. Board discussion ideally would like to see bus pull-out on the far side of the intersections for safety.

9. **Not on Agenda**
   - Mike Baker wondered if City of Winston communicated with UPTD regarding the placement of the bus stop and the planning of the RV park that they may have approved recently.
   - Cheryl Cheas did follow up regarding the Roseburg Veteran's Day Parade and read the FTA regulations, and the exceptions require that in the instance that a non-profit is asking for the accommodation, it has to be something that UPTD is willing to do for free and the non-profit has to be asking for it for a specific reason which is outlined within the FTA regulations for what can and cannot be done. The only thing that was not mentioned the prior meeting discussion was the timeframe of the request, we couldn't even get a driver for the Veteran's Day parade. If the City of Roseburg organizes the parade, they would have to put out an RFP for the Charter service. The Douglas County Veterans Service Office's Veteran's Day Parade Committee organizes the parade each year, they are a volunteer service that works inside the County Courthouse and would have to make the request.

- Tom Trotter wanted to know if there were any updates of the outreach to the Homeless Camp in Sutherlin.
- Tom Trotter wanted to clarify if the CARES funding is going to be a concern for UPTD because TriMet had voted unanimously to increase fares due to a decrease in CARES funding reliability because of a reduction in ridership. UPTD doesn't rely on CARES funding, it helps with the increased cost for preventive maintenance and fuel costs, but UPTD doesn't have to cut routes because medical transportation has helped balance things out. UPTD doesn't expect to be affected if CARES funding does dry up.

10. Public Comment

No Public Comment.

11. Agenda Build – Next Regular meeting December 12, 2022.

- Should have list of projects for funding.
- Tom Trotter wondering if there will be any update on repairing the bus previously discussed during prior board meeting to be put back into service.
- Mike Baker requesting updates on where we are at with facilities and the project next door.

12. Adjournment 6:10 p.m.