



Minutes

Regular Board Meeting

Monday, October 10, 2022

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

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

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 September 12, 2022 Regular Meeting Minutes.

4.2 September Preventive Maintenance Report.

MOTION: Kat Stone moved to approve Consent Agenda. Seconded by Mike Baker. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

5. Financial Report – Sheri Bleau

UPTD September Financials presented and discussed as is. Sheri Bleau, Financial Manager unavailable during Financial Report presentation for the evening. Jim De Lap had several questions regarding numerous categorical line items showing high percentage of budget year-to-date numbers. Detailed discussion followed.

MOTION: Mike Baker moved to approve September Financial Report. Seconded by Jim De Lap. No further discussion. Motion carries. Vote: 7 – Yay. 0 – Nay. 0 – Abstain. 0 – Absent.

6. Public Comment for On Agenda Items Only

- Matt Droscher, UVdN, provided input about parking for Veteran’s Day in the downtown area of the City of Roseburg and stated that would like for UPTD to provide charter bus service during the Veteran’s Day parade to help resolve parking and traffic congestion on behalf of the City of Roseburg. Detailed discussion followed.
 - Comparison with LTD and TriMet which provide charter service to special events. Ron Sperry, UTPD attorney, commented that the two comparing districts are Mass Transit. Jennifer Boardman added that there are limitations to providing charter service, but it is allowed, however can only be done a certain number of times. Utrans operations does not currently run on Veteran’s Day. Board consensus that Cheryl Cheas reaches out to Nikki Messenger with City of Roseburg to inquire what the need to assist is; the timeframe for this year is tight, perhaps next year and suggestion of maybe discussing how to join the planning committee for the Veteran’s Day Parade in the future.

7. General Manager Report – Cheryl Cheas

- NW Bus update:
 - 3 Cat D Buses (16 Passenger/3 ADA Stations) scheduled go online for build next month – approximately 14 days for the initial build. Looking at January delivery if all goes well. These are the buses that were due February and April of 2022.
 - 3 Hybrid and 4 Gasoline Demand Response Vans are still in line but there is no update on build or delivery and there is no request to update pricing.
- Ridership Report highlight 85% increase for the year over year numbers.
- Mike Baker requested clarification why there is a Mercy Paratransit and UPTD Paratransit.
 - Paratransit area expanded to Sutherlin through Winston, including the corridor off 99S; which increased Paratransit ridership service area. To make sure Mercy wasn't left without ridership, since UPTD is contracted with Mercy Express, they fill-in one to two days a week for Paratransit.
- Tom Trotter requested clarification on what routes the Cat D buses will be assigned to.
 - Lifeline route to Cottage Grove back to Roseburg and down to Wolf Creek; to make that connection between Lane, Douglas, and Josephine County all in one day, twice a day.
 - Service the Collector for South County: Myrtle Creek, Tri-City, Riddle, Canyonville.
- Participated in conference call with LTD, City of Cottage Grove, and LCOG representatives to discuss Lane-Douglas Connector that South Lane Wheels has been providing, discussed ridership numbers and the upcoming implementation of the lifeline route previously planned by the UPTD through STIF. Lane-Douglas Connector to discontinue service June 30, 2023. UPTD to proceed with original STIF plan for Lifeline.
- New round of STIF grant funding starting for the next biennium. Simplified grant application for STIF funding provided to providers. Public notice will be going out in the papers. Once applications reviewed by STIF/STAC meeting, recommendations will be presented to the Board at the December meeting. As the Qualified Entity, UPTD's application to ODOT is currently due January 15. ODOT timeframe to announce awards in March/April and plan to execute the grants by July 1.
- Ron Sperry, UPTD attorney – Special Report:
 - Letter to the Board handout provided to Board of Directors by Ron Sperry re: questions that previously presented during the August 2022 Regular Board meeting.
 - Ron Sperry addressed and answered in detail the previously discussed questions that the Board of Directors had during the August 2022 Regular Board meeting.

8. ODOT Update – Jennifer Boardman

- Inviting solicitation training on Wednesday, October 19, 2022 in Grants Pass from 10:00 a.m. to 3:00 p.m., is requesting RSVP by email to Jennifer Boardman.
 - Going over 5310, 5311, STIF, STIF discretionary, OPTIS, and applications.
 - Online or in person (lunch provided).
- Letter of Intent for Discretionary Grant due October 10, 2022 by 5:00 p.m. with the Discretionary Grant application due November 30, 2022.
- Applications for 5310 and 5311 are due January 20, 2022.
- Applications for STIF Formula is due January 16, 2022.
- Vehicles – most districts are trying to purchase vehicles & had grants for vehicle purchases that now have increase in prices by 20-40%. RTCs are trying to find additional funding to

try to supplement the gap for the districts that need additional funding for the price increase for vehicle purchase. If something comes down, Jennifer will update.

- 5304 funding deferred until 2024, there was a small amount, so that will be done with discretionary grants coming up in 2024.

9. Not on Agenda

- Cheryl participated in an ODOT 5311 Allocation discussion group regarding the 5311 funding formula for fixed route public transit for expanded miles and hours of service the most that can be received is 110% of what was received the previous year. This created \$8 million in excess funding. The discussion focused on how to best distribute the excess funds. UPTD will be receiving \$200,000 more added to the 110%.
 - Jennifer Boardman added the earliest that can take back to PTAC is November mid-cycle December/January 2024. Recommends 5311 projects to put additional projects in there to do 120% to 130% of what really have so that if do get those monies can just start programming those projects.
- Cheryl participated in an Innovative Mobility Discussion. There are microgrants of \$5,000 a piece that are available right now, but there are other solicitation grants can apply for but need to figure out what projects can be done. Can it be managed by UPTD, or should a contractor manage it? Examples of projects that were given in the discussion were bike share, electric scooter share, things that would meet that first mile/last mile - specifically innovative mobility. Board consensus that shouldn't wear staff resources thin with this as a project while working on the project next door also. Cheryl to send Board information for additional input.
- Submitted Letter of Intent for STIF Discretionary was kept simple for technologies that needed for upgrades or addition, fairly simple and inexpensive fare technology for contactless fare for online fare purchase. Included for a Full-Time IT personnel to manage all the technologies and projects that are current, wanted and planned, including a lot of the integrated transit technologies.

10. Public Comment

- Matt Droscher, UVdN, concerned about the IT discussion and high-tech options are discriminatory against people with disabilities and elderly persons who are not tech savvy or choose to not be tech savvy. Clarified that most the high-tech projects discussed are for the function of UPTD, to help the District function better, and not customer facing. Board discussion followed about the wanted technological advances and requested by the majority of public passengers such as alternative and contactless payment methods.
- Mike Baker wanted to know if there are options for additional bus shelters or looking into additional funding for bus shelters. Board discussion regarding specific bus stop locations where passengers are waiting with no shelters; concern for elderly frequenting at specific bus locations with weather turning bad for the winter.
- Matt Droscher, UVdN, wanted to know if UPTD has done any outreach to the public regarding what is needed or wanted by the public. Detailed discussion followed.

11. Agenda Build – Next Regular meeting November 14, 2022.

- Update on STIF STAC meeting.

12. Adjournment 7:10 p.m.