UMPQUA PUBLIC TRANSPORTATION DISTRICT

STIF STAC Committee Meeting

Umpqua Public Transportation District

Monday, March 30, 2026 @ 5:00PM

516 SE Jackson Street, Roseburg, OR 97470

Meeting Minutes

1. **Call to Order 5:04 pm**

2. **Roll Call**

Donice Smith – P	Ashley Hicks – P	JC Smith – P	Justin Smith - P
Dick Dolgonas - P	Kat Stone - P	Jim De Lap - P	

3. **Pledge of Allegiance** was recited.

4. **Member Introduction**

   4.1 BOD Voted to remove Tina Temple from the STIF/STAC on March 16.

   It was reported that at the previous Board of Directors meeting, the Board approved the removal of Tina Temple from the STIF/STAC Committee due to an inability to establish contact and her lack of attendance at recent meetings. Sheri noted that no current contact information is available for Ms. Temple.

   4.2 Introduce new member – Jim De Lap

   The Board also approved the appointment of Jim De Lap to the STIF/STAC Committee following review of his application. With this change, the committee maintains seven members, exceeding the minimum requirement of five.

   Mr. De Lap was introduced to the committee. It was noted that he has historically attended numerous Board meetings and has prior experience serving on the Budget Committee and the Board of Directors, demonstrating familiarity with UPTD operations.

5. **Consent Agenda**

   5.1 March 2, 2026, STIF/STAC Meeting Minutes

   Motion to approve March 2, 2026, STIF STAC Meeting Minutes made by Committee Member Dick Dolgonas. Second by Committee Member JC Smith. Motion passed with 7 "Yes".

   - Donice Smith voted "Yes"
   - Dick Dolgonas voted "Yes"

- Ashley Hicks voted "Yes"
- JC Smith voted "Yes"
- Justin Smith voted "Yes"
- Jim De Lap voted "Yes"
- Kat Stone voted "Yes"

6. **Review Ridership for Fixed Route and Demand Response**
   Sheri presented ridership data for both fixed route and demand response services for informational purposes. It was noted that ridership levels remain low, largely due to the elimination of the South County route and service reductions impacting areas such as Sutherlin and Winston. Sheri indicated that ridership is expected to remain relatively stable at current levels unless service restoration becomes feasible.

7. **Financial Statement**
   7.1 State of the District
   Sheri provided a financial overview. As of the end of February, UPTD reported a cash balance of $325,179. Updated projections indicate an estimated ending balance of approximately $130,000 for the third quarter, reflecting a significant improvement from the prior quarter, when outstanding obligations limited available cash flow. Sheri reported that all current bills have been paid while maintaining sufficient reserves, indicating improved financial stability.

   Sheri anticipates receipt of state funding in mid-April, estimated at approximately $484,000, with conservative projections used for planning purposes. Looking ahead, projections through the end of the fiscal year (June) indicate an estimated beginning balance of approximately $515,000 for the next fiscal year. Sheri noted this reflects meaningful progress toward financial stability and the ability to begin building reserves for future grant match requirements.

   7.2 Funding Opportunities: Federal 5339 & State STIF Discretionary Grants
   Sheri noted that UPTD is now eligible to apply for discretionary grant funding following resolution of prior compliance issues. Applications are being submitted in phases, with vehicle-related requests due in early April and remaining applications due later in the month.

   An update on grant activity was provided. Sheri is actively pursuing multiple funding opportunities, including:

- A grant request totaling $266,000 for the purchase of two replacement vans (one replacing a totaled vehicle and one replacing a vehicle beyond its useful life).
- A $78,000 grant request for a maintenance vehicle to support bus shelter cleaning and upkeep.
- A $766,450 grant request to upgrade accounting and transportation software systems, including demand response and fixed route rider technology enhancements.
- A pending request for bus shelter replacements, with priority locations identified.

Additional discussion addressed infrastructure needs, including bus shelter conditions and opportunities for improvements at locations without shelters. Sheri noted that federal funding requirements, including environmental review (NEPA), may limit certain projects, though alternative solutions such as installing seating may be feasible using local funds.

Committee discussion also included potential partnerships with local jurisdictions to address broader transportation-related infrastructure needs, such as pedestrian safety and lighting. Sheri indicated willingness to coordinate with the City of Roseburg and Douglas County on such efforts, though current grant funding is limited to transportation-specific uses.

Sheri emphasized that financial stability remains the Board's primary priority, with service restoration considerations secondary and dependent on future funding certainty.

7.3 Funding Allocations for FY 2027-2029 for 5310 & 5311 Funding

Sheri provided an overview of upcoming federal funding opportunities, including Section 5310 and 5311 programs for the 2027–2029 biennium. It was noted that these applications are open, and Sheri will begin preparing submissions. The Section 5310 funding process will involve detailed review by the STIF/STAC Committee, which will provide recommendations to the Budget Committee for further consideration.

Sheri highlighted that budget season is approaching and confirmed that the Budget Committee currently consists of six members. Funding opportunity details, including eligible uses and application timelines, were included in the meeting packet. Phase 1 applications (vehicle-related) are due April 3, with Phase 2 applications due April 20. Sheri confirmed that several applications have already been submitted.

Committee discussion included potential project ideas and eligibility limitations. Sheri clarified that grant funding must be directly tied to transportation-related capital or

operational needs and cannot be used for broader infrastructure projects such as pedestrian lighting outside of transit-specific facilities. However, Sheri noted that such projects may be pursued through partnerships with local jurisdictions.

A discussion followed regarding pedestrian safety concerns along the Garden Valley corridor, particularly between Gaddis Park and downtown Roseburg. Concerns were raised about limited lighting impacting seniors and individuals with mobility challenges. Sheri acknowledged the concern and expressed interest in collaborating with the City of Roseburg and Douglas County to explore potential solutions, though such projects would likely need to be led by those jurisdictions.

Sheri emphasized the importance of building stronger partnerships with local agencies, including the City of Roseburg, Douglas County, and regional partners. Assistance from committee members in facilitating introductions or connections was welcomed.

Additional discussion addressed contracted services funded through Section 5310, including dial-a-ride services in the Reedsport area for seniors and individuals with disabilities. Sheri confirmed that UPTD administers a portion of federal funding to support these services.

Sheri also reviewed preliminary funding allocations for the upcoming biennium, noting a projected decrease in Section 5311 funding of approximately $432,000 and an increase in Section 5310 funding of approximately $165,000. Sheri noted that funding projections may change as updated information becomes available.

Clarification was provided regarding the grant application process. As a rural transit provider, UPTD must apply for federal funding through the Oregon Department of Transportation (ODOT) rather than directly through federal agencies. Sheri also confirmed that local match requirements are primarily met using Statewide Transportation Improvement Fund (STIF) revenues.

Discussion included potential partnerships with other entities, including tribal organizations, for coordinated service delivery. Sheri reported ongoing efforts to establish communication and collaboration with these partners.

The committee also discussed historical local funding contributions from cities within the service area and the broader financial challenges associated with operating public transit. Sheri emphasized that farebox revenue represents only a small portion of operating costs, and the agency remains reliant on federal, state, and local funding to sustain services.

8. **Public Comment**
   No comments were made.

9. **Not on Agenda**
   Committee member, Donice Smith, raised a question on behalf of a community member regarding the use of service animals on UPTD buses. The individual, who has a disability, utilizes a service dog and expressed concern about reactions from other passengers and whether any specific restrictions apply, such as seating location or use of a muzzle.

   Sheri clarified that, in accordance with applicable regulations, drivers may only ask two questions: (1) whether the animal is a service animal, and (2) what tasks the animal is trained to perform. Documentation is not required.

   It was further clarified that service animals are permitted on board provided they are under the control of their handler (e.g., on a leash) and behave appropriately. Service animals are not required to sit in a specific area of the bus and are not required to wear a muzzle. However, animals are not permitted to occupy passenger seats.

   Sheri noted that if an animal exhibits aggressive or disruptive behavior, the driver may request that the individual and animal exit the vehicle at the next stop.
   Additionally, it was reiterated that non-service animals must be transported in an appropriate carrier.

   The committee acknowledged the importance of the question and the need to ensure clear understanding of service animal policies for both riders and staff.

10. **Set date and time for next meeting**
    Amira Kamel will create a poll to determine future meeting dates and times and distribute it to the committee.

11. **Adjournment at 6:11 PM.**