Special Transportation Advisory Committee Meeting (STIF/STAC)

Monday, January 9, 2022 @ 10:00 AM

3076 NE Diamond Lake Blvd
Roseburg, OR 97470

– ZOOM Meeting

MINUTES

PRESENT: Dick Dolgonas, Toby Notenboom, Sarah Baumgartner.
ABSENT: Natasha Atkinson, Shelley Gurney, Roy Spurgeon.

1. Call to Order

Meeting called to order at 10:00 a.m. by General Manager Cheryl Cheas.

Bylaws dictate that new Chair and Vice Chair would be voted at first meeting of the year. Committee consensus to postpone voting for a Chair and Vice Chair until remaining members are present and to check on Roy Spurgeon's membership.

2. Approve Minutes – Motion

MOTION: Toby Notenboom moved to approve minutes from December 20, 2022 STIF/STAC meeting. Seconded by Sarah Baumgartner. No further discussion. Motion carries. Vote: 3 – Yay. 0 – Nay. 0 – Abstain. 3 – Absent.

3. Recommendation for funding allocation

3.1 STIF Payroll Based Formula

The total allocation for the Biennium 2023-25 is $3,442,600 for projected funding. In addition, UPTD is asked to allocate an additional 20%, which is $688,520.

Project 1 is the Fixed Route service, and the requirement is to split that out by Tasks which is shown as Tasks 1 through 12. For Project 1, it is split out by FY 23-24 and FY 24-25 and the initial total equals $3,353,337.04.

Task 2 Roseburg Route, the number is reduced by the 5311 allocations, yielding a total allocation of $442,292.

Tasks 2 through 6 were projects within the original STIF funding to improve service. Roseburg Route now has been expanded with more early morning service and more late evening service. Saturday service was also added to the Rosburg Route as a project. The Sutherlin and Winston Route were previously Commuter service, and have now been improved to fixed route hourly service. The South County route had not been changed, but because of the amount of mileage that is covered, is the most expensive route.

Task 7 is the Lifeline Connector and are currently waiting on a bus to put that into place and should have that bus in the next two months. Task 8 South County Collector and Task 9 YMCA Collector were both allocated funding to get them started which then rolled into the current biennium, but have never had enough buses or drivers at the same time to implement either route, so the funding has just been holding.

The total of Task 1 through 6 is $3,353,337.04, and with less Task 8 which is the South County Collector at $318,446.00, it reduces the total to $3,034,891.04. Reallocating the South County Collector back into current fixed route service so that current service can be maintained is recommended because the project there has been no ability to start that project without enough drivers or buses, and at this point to start the project, would have to be looking at how to reduce service to it in order to make the budget work.

The YMCA Collector is a fixed route collector that has been planned for many years. It was projected at $806,615, but now with the increased costs to service route such as fuel and maintenance, the estimated cost would be much higher in order to implement that route now. There are 3 Options proposed for consideration. Option 1 is taking half of that

number $403,307 removed from the allocation of the YMCA Collector, but leaves a total allocation that is still too high. Option 2 is 2/3 of that which reduces it down to $249,714.04, which is still too high. Option 3 is to leave $150,000 remaining for the YMCA Collector so that it can still be implemented if the funding were to become available. Option 3 brings the total allocation to $2,378,276.04 for all Project 1 Fixed Route.

Project 2 Demand Response Services; the ParaTransit service area has changed based on the Fixed Route service now extending hourly into Sutherlin all the way down Highway 99 through Roseburg, extending into Winston. The increased the service area for Paratransit is an FTA requirement to have ParaTransit service within 3/4 of an air mile of the hourly Fixed Route service. The UPTD drivers for Dial A Ride have been moving into the ParaTransit service area and the Dial A Ride rides have been scheduled to UPTD service providers, Mercy Express and City of Reedsport.

Task 1 within Project 2 Demand Response Services shows the need for 4 Full-Time Employees for ParaTransit service, the total allocation is $580,000 for the 2 years. Task 2 shows the need for 2 Full-Time Employees for Dial A Ride service, the total allocation is $289,460 for the 2 years. The total allocation for Project 2 is $869,460, which is less than actual spent on Paratransit and Demand Response this last year.

Task 3 within Project 2 Dial a Ride Contracts Reserve in the event that maybe a provider is able to expand further than originally anticipated, would like to ensure that UPTD can cover those costs. Listed as $10,000 for FY 23-24 and $10,000 for FY 24-25 under Version 1 20% Projects.

Project 3 Admin Expenses for FY 21-22 was $503,000 which included income of General Manager, Finance Manager, Executive Assistant, Administrative Assistant, and all the company related costs, materials and services that are generally billed to Admin. Admin is strictly getting funded by STIF but are not able to fully fund it

Project 3 Admin Expense – for FY 21-22 it was 503,000 for your reference including all the costs – for the income of General Manager, Finance Manager, Executive Assistant, and the Administrative Assistant

as well. And then all of those company related costs, materials, and services, that are generally billed to admin. We are funding admin strictly with STIF through this process, but we were not able to put the full about in there because there is just not enough money to do it. So, the number that I put in there was for the 700,000 with the 100,000 that was left to reallocate which was money that was intended to cover anything on the Transit Master Plan and Coordinated Plan that was not covered by the TGM grant and as it turned out the TGM grant covered all but $960 of those 2 plans. So, we have $100,000 here to reallocate. We're going to have to come up with another $200,000 minimum to cover admin expenses for these next 2 years.

For the Capital Vehicle Match, we have a lot of vehicles on order right now, I believe the number right now is 11, and we have enough match to cover all of those grants. Wanted to put money to create or to continue with the reserve funding so that when the grants come along and we're able to get a vehicle replacement, we can do that. Doing that through this process is just not feasible, and I will show you as we go through the rest of it and why I had to pull that back – we will have some roll over that will come back into the same project as we move forward and the vehicles that haven't come in yet.

The Capital Project Contingency, I honestly feel like that number has to be $500,000 there is just no way to do it with the funding that is available.

The Shelter Purchase/Match I wanted to put in at least $25,000 in there to add to the current $25,000 that we have, and there again we're just not able to do that.

$688,520 is 20% of the $3,442,600, so version 1 was just trying to figure out what numbers would work, and at the end added total numbers and realized, that was not going to work. Version 2 took the total for the option 1 20% comes to 740,208.81 – that number is greater than the number that we have to allocate. Version 3 took the 20% of the total from Option 2, bringing the total for the 20% to 713,321.00, which is also greater than the number that we have to allocate, still not manageable. Version 4 took the 20% of the total from Option 3, bringing the total for

the 20% to 689,547.21, but the difference is at a manageable number. Is recommendation that would go with.

Option 3 reduces reallocation to all but $150,000 to Task 9 to maintaining fixed route; that total is 4,147,736.04; The allocation is 3,442,600; the difference is 705,136.04, the difference between those two is really the only option that we have.

Clarification from the STIF STAC Committee of what is being asked of to make a recommendation of allocation of the $3,442,600 plus the 20% which equals $688,520.00. Committee (Sarah) discussion regarding not one seems better than the other but option 2 seems like the middle ground out of the other options. As she was working through it, the only option that is available and not reduce service and to start moving forward with the recommendation and to start moving forward with the projects on the list and using the total allocation and the 20% of the allocation of the funds that become available, as long as a project is an operations project then the funding can be moved between projects at a later date with another meeting with you guys to discuss it and then a recommendation that's made to the Board and then to ODOT. So, there's a process that has to happen in order to move them out of the buckets that we put them in today, so we can move them from operations to operations, we can move them between capital and capital, but we can't move them between operations and capital. It's just one of the restraints that they've put in the funding so a lot of the time, so what happened is we received a lot of CARES funding and that CARES funding it helped us through that process that separation with UCAN for us to be able to rather than just be able to stick to what was owed to them, we were able to make them whole and end that relationship a better, on better ground than what it looked like we were going to end it. But that CARES funding had no match requirement. Even though they said that it was for and initially it was for PPE, protective equipment, the masks, and things of that nature, and then cleaning supplies, the extra time on shift to be able to get things cleaned once they are early relaxed that to was that we could use that for any cost increase that was associated with the pandemic. So, the increased cost of personnel, managing to keep personnel, raising the wages of the drivers, for the increased costs of fuel, the increased costs of preventive maintenance, so that funding really kept us whole.

Now this is the Payroll Based Funding, so unless they come forward with another funding source, we would have the possibility of either cutting some of our fixed route services, we wouldn't have to do that immediately , but we would have to consider that for the FY 24-25 and then look forward from there and that would be a process that we would involve all of you in that conversation, have public meetings and have public input in that as well. Hopefully it doesn't come to that.

Version 4, it funds Tasks 1 through 7, actually it funds tasks 1 through 8, and then it reallocates – it reallocates 1 through 7 and it reallocates tasks 8 the south county collector but I believe in that situation that there's a way that we can take our current resources we can take our current drivers in the route and take one of those 4 drivers and keep them down there in the south county area and then run the other one in between south county and Roseburg and it will still get people back and forth between Canyonville and myrtle creek and still get people on to Winston and then connecting them to Roseburg, and it wouldn't require say somebody that – it would allow the collector then to just run into myrtle creek and tri city Riddle Canyonville and then have dial a ride service be able to feed into the route as well. So, there is a way to do it. It is not the optimal way to do it. There is a way to create the collector and still have service to Roseburg, and that is why the recommendation is to reallocate it back into fixed route. So we have a little bit of leeway to be able to do that as well.

Task 9, as long as we leave some funding on it then we can utilize the funding when the appropriate circumstances come forward and we can actually start that route. It would be an extreme benefit to the community to be able to start that service. The others Sutherlin and Winston Saturday service, those would be wonderful to have but those are not a requirement to be able to move forward, they are really happy to be able to have hourly service. The task 12 for the kids ride free, we just tallied all of the kids that ride the bus and implemented that a couple of years back so that in the summertime for those moms that needed to go to the like the free lunch for kids program spots, they wouldn't have to pay to have to do that. It has been a huge success, we do about 700 free rides for kids about every quarter and having the task there helps us to track because we have to report back on the STIF funding that we utilized at

least 1% of the STIF funding for projects that support high school students. And so that is one of the tasks that helps us meet that requirement.

So for the fixed route option I don't see any better way to do it and I do see the potential for another funding source coming forward before the end of the biennium that would help us bridge the gap, so that we don't have to make cuts, but if we do have to make cuts it would be like the last 6 months of the biennium and we would have to go through that process.

Demand Response services, there is just this shift that we have been working on for some time, and honestly, what would work best for us and I know that mercy express is also working towards this. Is for uptd just to do the paratransit and for mercy express to do all the paratransit services, it's easier for us to track that way and again its been a work in progress. So, there's a potential that we could shift those dial a ride dollars to mercy express, but it doesn't change, it changes where they're spent, it doesn't change the fact that they still need to be allocated. There's some juggling that can happen there but it's an interesting dynamic. So there again, I still feel that that is the best option there. And we can remove the contingency because the Dial a ride projects are fully funded through the 5310 funding and the STIF population based funding. I just feel like it's really good to have a cushion.

And then when we go to Admin there again there are a couple of grants that we have that are for the property and building next door that we might be able to leverage into admin and make up the difference there. The capital vehicle match is just one of those things that we're just going to have to wait and start that reserve at another time, we do also still have medical transportation income that in the event we did have to replace something we could use that income as well, and honestly that specifically is what we do have that money as match money when we do not have any other choice, that capital project contingency there's no way to put more into it without taking money out of the projects that are operations and paying for the drivers and all of those kinds of things – so there again that reserve – we could start creating with medical transportation funds because that goes into our general fund.

As far as the Shelters go, it would be really nice to be able to do new shelters with everything else that we are addressing in the budget right now I don't think it is the way that we should go. We already have 25,000 in there to be able to spend on a couple of shelters that we've designated as either needing to be replaced or implemented, like over at the mall, but the price of shelters is much more expensive now, like within the last couple of years, so hopefully something will change and the inflation numbers will start going down and that cost will start going down to a normal cost. Right now, the 20,000 will get us a shelter for the mall. So yeah, right now this is kind of the best case scenario that 20% that they anticipate we might get over and above the projected allocated amount needs to just go into the projects. To ensure that they succeed.

MOTION: Toby moves to recommend Version 4 to the UPTD Board of Directors. Seconded by Sarah Baumgartner. No further discussion. Motion carries. Vote: 3 – Yay. 0 – Nay. 0 – Abstain. 3 – Absent.

4. **Public comments for agenda items only**
   No Public Comments.

5. **Setting date for next meeting.**
   TBD Spring 2023.

6. **Meeting Adjourned 2:26 p.m.**