

MINUTES

ROGUE VALLEY TRANSPORTATION DISTRICT
REGULAR BOARD MEETING
RVTD CONFERENCE ROOM (VIRTUAL/IN-PERSON)
3200 CRATER LAKE AVE., MEDFORD
DECEMBER 21, 2022
5:30 P.M.

1. Call to Order/Roll Call

The meeting was called to order at 5:30 p.m. with the following in attendance:

BOARD MEMBERS:

Tonia Moro, Chair
Dan Davis
Tom Fink
Karl MacNair
Jenna Marmon

STAFF:

Julie Brown, General Manager
Paige West, Planning & Strategic Programs Manager
Debbie Wilbur, Finance Manager
Lynn Dufur, Human Resource Manager
Andy Swanson, Emergency Services Coordinator
Tim Fountain, Accessible Transportation Manager
Edem Gomez, Associate Planner
Nick Black, Fleet & Facilities Maintenance Manager
Matt Christensen, Technology Services Manager
Josh Barth, Maintenance Procurement Specialist
Luanne Spencer, Executive Assistant

OTHERS:

None

2. Approval of Minutes/Acknowledge Receipt of Monthly Financial Reports

The minutes of the October 26, 2022 regular board meeting were approved as presented. Board members acknowledged receipt of the October/November 2022 monthly financial reports.

3. Special Awards and Presentations

There were none.

4. Public Hearings

There were none.

5. New Business

5.A. Recommendation from the RVTD Staff for FY 2023-25 Section 5310 Small Urban and 5310 Surface Transportation Block Grant Program (STBG)

General Manager Julie Brown said in the agenda packet the Board received the recommendation from staff for Section 5310 Small Urban and the 5310 Surface Transportation Block Grant Program funding. In the past, the

Special Transportation Advisory Committee made the recommendation for funding allocations for these grant programs to the Board. That committee has since disbanded and is now called the Special Transportation Working Group. Their purpose is to review the projects submitted for funding and provide comment. Ms. Brown said the only other agency that made a request for funding was United Way of Jackson County for their Mobility Management Program. In response to a question by Mr. MacNair, Paige West explained that the main purpose of United Way’s Mobility Management Program is to coordinate assets that are in the community such as those who might have vehicles available or drivers with those who need transportation. They also work with some employers to assist with employee commute options. They have also worked with SOU and RCC to assist with some research in the community around transportation.

Staff recommends the following funding allocations:

Available Funds	<u>5310 STBG</u>	<u>5310 Small Urban</u>	<u>Total</u>
	\$847,655	\$861,278	\$1,708,933
Funding Recommendation			
RVTD Valley Lift - Operations	\$688,854	\$861,278	\$1,550,132
United Way of Jackson County	\$158,801		<u>\$ 158,801</u>
			\$1,708,933

Mr. MacNair made a motion to approve staff’s recommendation for FY 2023-25 Section 5310 Small Urban and 5310 Surface Transportation Block Grant Program (STBG) funding allocations.

Roll Call Vote: Mr. Fink, Ms. Moro, Ms. Marmon, Mr. Davis, and Mr. MacNair voted yes. *Motion passed.*

5.B. Approval of RVTD’s 2023-2025 Statewide Transportation Improvement Fund (STIF) Plan.

Paige West, RVTD’s Planning & Strategic Programs Manager, reported that RVTD is at the end of the Statewide Transportation Improvement Fund solicitation and award process for the 2023-2025 biennium. This information was first presented to the Board back in September and at the October Board meeting, she presented an overview of the STIF non-operating projects which are essentially capital and construction-related projects and vehicle purchases. She said it was our intention to present the operating projects, which is the bulk of where the funding is meant to go to enhance transportation services in the community, at the November Board meeting. Since that meeting was cancelled, the list of projects was provided to the Board via email in November. At this meeting we are asking for a decision by the Board to approve the funding as allocated. She said these projects are identified in the following locally adopted plans as required by STIF requirements: RVTD’s 2040 Transit Master Plan, RVTD’s United We Ride Plan and the Ashland Transit Feasibility Study. This is a payroll tax funding source and ODOT requests providers to allocate 120% of the 2023-2025 biennium estimates. Over programming funds allows funds to be spent in the event payroll revenues are higher than expected.

In response to a question by Ms. Moro, Ms. West said that the Central Point service is a new service and would be an on-demand type of service.

Mr. MacNair suggested that staff coordinate with the City of Medford Planning Department because they are designating the high frequency transit corridors. Ms. West said she has already brought it to their attention.

Mr. Davis asked what the schedule is for increasing the route frequencies. Ms. West said frequency on the Route 40 and Route 60 wouldn't be increased until calendar year 2023. The Ashland Connector service would go first and then increased frequency on the Route 40 depending on the driver pool.

The Board was asked to consider a motion to approve Rogue Valley Transportation District Statewide Transportation Improvement Fund Plan for the FY 2023-2025 biennium.

Roll Call Vote: Mr. Fink, Ms. Moro, Ms. Marmon, Mr. Davis, and Mr. MacNair voted yes. *Motion passed.*

6. Reports from the General Manager and Staff

6.A. Reports from the General Manager

Ms. Brown reported on the following:

- Ms. Brown said she would like the Board to consider holding a study session in January to discuss the final fuel study analysis and to make a decision on the type of vehicle the district should purchase during the next grant cycle. Ms. West will be coming back to the Medford area for a few days on January 17 to take care of other RVTD business and has suggested scheduling an in-person study session for Wednesday, January 18, at 5:30 p.m. Ms. Brown said she will send out a doodle poll to see who will be available for the meeting.
- RVTD just received our contract for 100% renewable diesel. We had been on a waiting list for a while, and we finally got approved. We will be receiving our first load after the first of the year.
- At the next regular Board meeting she would like to talk to the Board about dropping the COVID-19 vaccine mandate. She said we are having a very difficult time hiring. We have had a lot of people interested but they are not willing to be vaccinated.
- We received a final cost estimate on the new transportation building. We are within our grant amount and within budget.

Mr. Fink asked how many drivers is RVTD short? Ms. Brown said we have enough drivers right now to bring back evening service. She said we need between 13 and 17 more drivers. During the hiring process, applicants will agree to be vaccinated and then change their mind. She said there is generally a shortage of CDL drivers with experience. Mr. Fink said he looks forward to the time when we could establish a partnership with RCC and have a transit industry apprentice program.

7. OTHER BUSINESS

7.A. General Comments and Questions from Members of the Board

Mr. MacNair asked if it would be possible for the Board to begin meeting in person again after the first of the year. Ms. Moro said she would be willing to meet in person. Mr. Davis said with the hospitals being packed with respiratory problem patients, it doesn't feel like now is a good time to meet in person. Ms. Moro said

the January study session and meeting will most likely be a hybrid (in-person and virtual attendees), but she feels that study sessions work much better when everyone is together in the same room.

9.A. RVCOG Report

No report.

9.B. RVMPO Report

No Report.

9.C. Tradco Report

No Report. Meeting cancelled.

9.D. RVACT Report

No report. The next meeting is in January.

10. Executive Session

The Board went into executive session pursuant to ORS 192.660((2)(h) to consult with legal counsel concerning RVTD's legal rights and duties regarding current litigation or litigation likely to be filed. At the conclusion of the executive session, the open session was reconvened.

11. Adjournment

There being no further business to discuss, the Board meeting was adjourned at 6:40 p.m.

Respectfully submitted



Luanne Spencer
Executive Assistant