



Special Board of Directors Meeting

Umpqua Public Transportation District

Tuesday, May 7, 2024, 12:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

APPROVED MINUTES

Meeting was Called to Order at 12:01

Roll Call

Sarah Thompson - P

Mike Baker - P

Tom Trotter - A

Lonnie Rainville - P

Janice Baker - P

Doug Mendenhall - P

Michaela Hammerson - P

Pledge of Allegiance was recited.

Review Actual NEMT Income and Expense by Mode for FY 2024

The Finance Manager has prepared the Profit and Loss Report for NEMT for FY24, showing the program as a whole and by mode, that gives an overall picture of the program. NEMT reconciliation is complete back to the beginning of the fiscal year. The reconciliation shows the wheelchair portion of the program running at a deficit of \$81,819 for the fiscal year. The program, as a whole, shows a net income of \$13,892. General Manager has reached out to Bay Cities Brokerage multiple times but has not received a response at this time.

Review Effect of Personnel Changes on FY24 Budget through June

The Finance Manager has prepared P&L Apr-Jun Projections show a reduction of 5 drivers for 3 pay periods. Due to the fact that there are only 3 pay periods left in this fiscal year, the difference is minimal at about \$21,000.

Authorization to Hire a Transit Supervisor

The Transit Supervisor position has been vacant since the last week in March. This position provides the early morning coverage, Monday through Friday. This vacancy increases the workload of the Operations Manager and makes it more difficult for him to complete the more complex requirements of his position.

There have been 3 internal applicants. The total budgeted compensation for the position is currently \$80,772. The applicants, based on experience, would fall in steps, 3, 5 or 6 and the total projected compensation for each of those steps is listed as well as the difference that would make in the projected budget. No decision has been made as to which applicant will be successful at this time.

MOTION: Doug Mendenhall made a motion to authorize hiring a Transit Supervisor, seconded by Michaela Hammerson. Discussion followed.

Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Review Additional Budget Reductions

During a recent meeting with ODOT, we were advised our budget did not include the most up to date projection for STIF funding.

The Finance Manager has provided 7 different budget scenarios to show the effects of the recommendations that have been discussed at recent meetings. Corrections were made to the income. Networking capital was corrected from 200,000 to 500,000. STIF funding was reduced by \$400,000. Medical Transportation was corrected to Volunteer income only with no projected drivers.

Scenario #1 includes 4% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, keeps the Executive Assistant position, removes 3 medical transportation drivers, keeps 2 DAR drivers and keeps the capital reserve, leaving a deficit of \$668,742.

Scenario #2 includes 0% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, keeps the Executive Assistant position, removes 3 medical transportation drivers, removes 2 DAR drivers and keeps the capital reserve, leaving a deficit of \$445,733.

Scenario #3 includes 0% COLA, no additional medical costs, removes Executive Assistant, removes 3 medical transportation drivers, keeps 2 DAR drivers, removes the capital reserve for a deficit of \$86,398.

Scenario #4 includes 4% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, keeps the Executive Assistant position, removes 3 medical transportation drivers, remove 2 DAR drivers and remove the capital reserve, leaving a deficit of \$20,656.

Scenario #5 includes 2% COLA, no additional medical costs, removes Executive Assistant, removes 3 medical transportation drivers, removes 2 DAR drivers, removes the capital reserve for a total of \$11,125 in unallocated funds.

Scenario #6 includes 0% COLA, no additional medical costs, removes Executive Assistant, removes 3 medical transportation drivers, removes 2 DAR drivers, removes the capital reserve for a total of \$54,252 in unallocated funds.

Scenario #7 includes 4% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, removes Executive Assistant, removes 3 medical transportation drivers, removes 2 DAR drivers, removes the capital reserve for a total of \$56,144 in unallocated funds.

Discussion followed. Is there a balanced budget that keeps the Executive Assistant? Is it possible to do a volunteer ask? Preferred scenarios include #5 and #6. Consensus is Directors don't want to pass additional cost on to employees if at all possible.

MOTION: Lonnie Ranville made a motion, seconded by Doug Mendenhall to go with option #6. Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Process for budget hearing and amending the budget was provided and discussion followed.

Chair Thompson requests we put out a notice pursuant to our bylaws for the vacancy of Tom's position.

Meeting Adjourned at 12:48

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.