



**Regular Board of Directors Meeting**  
**Umpqua Public Transportation District**  
Monday, June 17, 2024, 5:30 p.m.  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**REVISED AGENDA**

- 1. Call to Order**
- 2. Roll Call**  
Mike Baker    Janice Baker    Doug Mendenhall    Michaela Hammerson
- 3. Pledge of Allegiance**
- 4. Consent Agenda**
  - 4.1** May 20, 2024, Draft Regular Meeting Minutes
  - 4.2** May 2024 Preventive Maintenance Report
- 5. Financial Report** – Sheri Bleau
  - 5.1** May Financial Report
- 6. Public Comment for On Agenda Items Only**
- 7. Old Business**
  - 7.1** Updated Bylaws
  - 7.2** UPTD Action Plan - Internal Controls - Job Descriptions – Becky Stafford
- 8. New Business**
  - 8.1** Officer Appointment – Election of Board Chair
  - 8.2** Resolution 24-7 Bank Signatories
  - 8.3** Board Position #3 – Applications and Discussion
  - 8.4** Executive Committee Member Appointment
  - 8.5** Moving Property Discussion to Executive Session
  - 8.6** Recommendation for Dial-A-Ride Reduced Fare
- 9. Project Updates** – Cheryl Cheas
  - 9.1** STIF Project Updates
  - 9.2** Action Plan Updates
  - 9.3** General Manager Report
- 10. ODOT Update** – Jennifer Boardman
- 11. Not on Agenda**
- 12. Public Comment (Limit to 10 minutes total)**
- 13. Agenda Build** – Next Regular Meeting July 15, 2024
- 14. Executive Session ORS 192.660(2)(i) ORS 192.660 (8):** To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. **ORS 192.660(2)(e)** To conduct deliberations with persons you have designated to negotiate real property transactions.
- 15. Adjournment**

UPTD public meetings available virtually:

<https://us02web.zoom.us/j/88660795475?pwd=VFVLZkdES21odTNHK1pWZ1pZb1I4UT09>

Meeting ID: 886 6079 5475      Passcode: 400004

## **AUDIENCE PARTICIPATION INFORMATION**

UPTD welcomes and encourages citizen participation at all meetings. By state law, Executive Sessions are closed to the public. To allow the Board to deal with business on the Agenda in a timely fashion, we ask that anyone wishing to address the Board follow these simple guidelines:

- Persons addressing the Board must state their name for the record.
- All remarks are directed to the entire District Board. The Board reserves the right to delay any action requested until fully informed on the matter.

## **TIME LIMITATIONS**

Each speaker will be allotted a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. All testimony given shall be new and not previously presented to the Board.

## **CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS**

We allow the opportunity for citizens to speak to the Board on agenda items and non-agenda matters on this evening's Agenda of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting. If a matter presented to the Board is of a complex nature, the Chair or a majority of Board members may schedule the matter for continued discussion at a future Board meeting. Board members reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

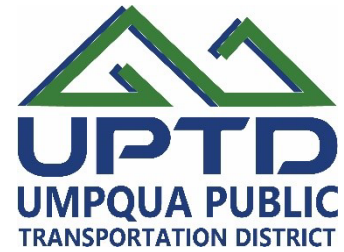
**The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law.** "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings" (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that 'all persons be permitted to attend any meeting' does not prevent governing bodies from maintaining order at meetings" (Attorney General Rosenblum, 2019, p. 156).

### **\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact the District office/UTrans as far in advance of the meeting as possible, and no later than 48 hours prior to the meeting. To request these arrangements, please call 541-671-3691 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

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.



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 4**

**Agenda Item Title:** Consent Agenda

**Summary background and description of need for agenda item:**

This agenda item presents all items identified below for review, discussion and approval.

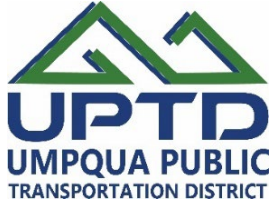
**4.1 May 20, 2024 Regular Meeting Minutes**

**4.2 May 2024 Preventive Maintenance Report**

**Requested Action:** If satisfied, motion to approve Consent Agenda.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By:** UPTD Board of Directors



## Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, May 20, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

### DRAFT MINUTES

Meeting called to Order at 5:32 PM.

#### Roll Call

Sarah Thompson - P

Mike Baker - P

Lonnie Rainville - A

Janice Baker - P

Doug Mendenhall - P

Michaela Hammerson - P

#### Pledge of Allegiance

#### Consent Agenda

4.1 April 8, 2024 Regular Meeting Minutes

4.2 April 15, 2024 Special Meeting Minutes

4.3 April 22, 2024 Special Meeting Minutes

4.4 May 1, 2024 Special Meeting Minutes

4.5 May 7, 2024 Special Meeting Minutes

4.5 May 10, 2024 Special Meeting Minutes

4.6 March 2024 Preventive Maintenance Report

**MOTION:** Mike Baker motioned to approve the consent agenda. Doug Mendenhall seconded, no further discussion.

Motion carries. Vote: 4 – Aye, 0 – Nay, 0 – Abstain, 2 - Absent.

**Financial Report** was presented by Sheri Bleau

#### 5.1 April Financial Report

April Balance Sheet, FY 23-24 P&L, April Financial Statement, P&L, Variance Sheet and Bank Statement were reviewed.

**MOTION:** Mike Baker motioned to approve the consent agenda. Janice Baker seconded, no further discussion.

Motion carries. Vote: 4 – Aye, 0 – Nay, 0 – Abstain, 2 - Absent.

#### FY 25 Budget Hearing

At the time the Budget Hearing was noticed, there were no changes to the Budget. The Budget being presented for the hearing is the Budget that was approved by the Budget Committee. After the Budget Hearing was noticed, additional information was provided which requires a change to the proposed Budget. After reviewing the Budget Manual, it is noted that the Board may adopt the Budget and then make changes or make changes and then adopt the Budget.

Budget Hearing Opened: 5:37 PM

No Public Comment – Board discussion included the steps to amend the Budget before or after adoption.

Budget Hearing Closed: 5:40 PM

## **6.1 Adopting Resolution 24-06**

After the Budget Hearing was noticed, additional information was provided to the Board which requires changes to the proposed Budget. Changes may be made prior to or after adoption. The Board had previously chosen Scenario #6. Additional scenarios were provided to ensure the Board was able to make an informed decision and possibly choose an option that would provide a larger number of unappropriated funds. A summary of the changes that were made were read.

We corrected Networking Capital to 500,000 from 200,000

Corrected STIF to 2,040,397 from 2,463,802 (per Drew)

Added all income for Capital Projects

Correct Medical Transport Income - Volunteers only

Remove Executive Assistant

Remove 3 Medical Transportation Drivers Wages & Materials and Services

Remove 2 DAR Drivers

Remove \$522K in Cap Reserve

Add \$27,000 Match for 1 bus

Discussion followed. Concerns were voiced regarding passing any hardship on to employees. Concerns were voice regarding the need to build a reserve. Concerns were voiced regarding not having enough unappropriated funds to be able to survive anything unexpected, like a governmental shutdown. Discussion regarding impact to employees was discussed. Morale was discussed. We need to think about this as a company. There are a lot of “what ifs”. Challenges with the STIF Plan process were presented. Funding sources were discussed.

**MOTION:** Michaela made a motion to Adopt Resolution 24-06, incorporating scenario #6 with the bus match of \$3,000. Doug Mendenhall seconded. Discussion followed. Mike Baker states he can see their point and see the potential of additional funds, but they are not sure things and that’s what worries him. He recognizes that we are in trouble as an agency.

Motion carries. Vote: 3 – Aye, 2 – Nay, 0 – Abstain, 1 - Absent.

**Public Comment for On Agenda Items Only** – No public comment.

**Old Business** presented by Cheryl Cheas

### **8.1 Updated Bylaws**

During the April 8, 2024, Regular Board Meeting, the Board Approved and Adopted Resolution 24-01, a Resolution Adopting the UPTD Action Plan. They also Approved and Adopted Resolution 24-05, a Resolution Resolving to Update Bylaws to Move the Monthly Board Meetings to the Third Monday of Each Month. The only change are the words “second” to “third” Monday. Informational only, no motion required.

## **New Business**

### **9.1 UPTD Action Plan - Internal Controls - Job Descriptions – Becky Stafford**

Becky states everyone was sent the job descriptions a couple of weeks ago and just needs to know if the Board has any input. She continues on to state she is working on the Employee Handbook. Mike Baker offers his comments in writing. At Becky’s request, goes over his notes verbally with the Board and provides suggestions. Robust discussion follows regarding

requirements, degrees, experience and wording as well as duties, core job functions and making the job descriptions. Revisions are requested by next meeting with employees having a signed job description by 7/1/2024.

Michaela Hammerson makes a motion to table to the next meeting. Seconded by Janice. Chair Thompson tables to next meeting.

**Project Updates** presented by Cheryl Cheas.

#### **10.1 STIF Project Updates**

GM has combined information from the Finance Manager's spreadsheet which shows expenditures for Project 1, Tasks 1-8, which is page one of this update.

Next page is just Project 1, Task 1 for the Call Center and includes information from the actual STIF Plan which is where we started finding discrepancies between the plan and what is actually available. "Other State" was the former STF funding which was already expended by the time the plan was put in place. For Task 1, that's \$53,100. If we didn't have another funding source available, we would be in trouble.

The bottom of the page gives the outcome measures.

Task #2 – Mercy Express Demand Response was put into our plan prior to knowing that they were not going to continue providing service. This project was intended to be the match for the 5310. Now we will utilize the money from this project for the match for the Call Center as the match for 5310.

Task #3 – City of Reedsport – On the plan we had intended for Reedsport to be fully STIF funded but with the change to the Mercy contract, we had to change direction and Reedsport is now funded primarily by 5310 and this STIF project is the match. Director Baker inquires about how Reedsport is doing. GM states they want their vehicles replaced so we are now going to get the titles back to them so they can make us the secondary lien holder. We weren't able to order replacement vehicles for them when we were ordering vehicles as they had not put us on the titles. Now that they are putting us on the title, we don't have the ability to order for them.

Other information that is most concerning that you need to know right now is there are three projects, 5, 6 and 7. They are all capital projects and every quarter at the beginning of the quarter when we receive STIF, we are supposed to take that funding and put it off to the side in reserve. It's built into our STIF plan and we have not been doing that, so that's another piece that we need to correct. The bus reserve was expended on all of the vehicles for all of the previously discussed reasons, they came in higher than anticipated with higher match and over and above the grant amount, so all of the bus replacement funding has been expended and we are in the negative about \$319,000. The capital projects reserve was built into the plan because that's the direction we were going. So, we are talking about not doing the capital projects but we have a project that is building that reserve and we still need to do that because it is in our plan and it can only be used for capital projects, so we're going to have to fix that. The final one is the bus shelter that is only \$10,000 but it had a \$23,000 carryover so there should be \$33,000 in the bank right now for bus shelter match. So, these are the things we are going to have to work through and bring back to you and figure out what the end result will be. Director Baker asks why we wouldn't go to the Oregon Infrastructure Bank for these capital projects. GM responds that in one of our

meetings with ODOT it indicated that the Region has to give the green light for one of those loans and with our financial status the way that it is, they would not recommend us for the loan the way that we are currently. We actually have to have a reserve, be able to pay our bills on time, know that we are going to make payroll and not worry that we are not going to be able to continue to provide service. But, by the time that we are that point, our status might be different. All of these things have come to my attention have to be corrected. Chair Thompson asks what we are doing with these funds that are supposed to be put into reserve. GM responds that right up until this last payment, it has not been put into reserve. It has been put into General Fund and utilized as if it were available like any other funds. So what Sheri is going to do is create another fund, a reserve fund and draw that money to the side so it does not look like it can be expended. Reporting to the Board will happen on that piece.

#### 10.2 Action Plan Updates presented by Cheryl Cheas.

Following the UPTD Financial Site Review, the UPTD Board met in a Special Board meeting to review and discuss the observations and recommendations that resulted from the site review. The UPTD Board voted unanimously to submit the Action Plan to ODOT.

The General Manager has been asked to provide ongoing updates to the plan. In the packet tonight, the format of the Action Plan has been changed to include the ongoing updated to make it easier to track the changes on each item.

#2 – Internal Controls – Position Descriptions presented on Agenda tonight – New Business tonight so we met that piece.

#6 – OPTIS Report Reconciliation – Unallocated Expense Report attached – When we get to that one, Sheri created a report for unallocated expenses that we can look at.

#6 – APR Reports for Q1, Q2 and Q3 attached. SPR Q3 Projects 1-7 Attached and gives a running balance.

#6 – Grant Reimbursement Request Jan-April attached.

#1 Organizational Structure. We've already provided the ORG chart, we've instituted the hiring freeze. Comment references the original budget that we were looking at that needed to cut about \$700,000 that included the projected positions back in March. On 4/8 the Board made a motion to start replacing the Transit Supervisor recommendation was made to include the Executive Assistant in the Budget. Since then, that recommendation has been removed from the Budget. The Board authorized the hiring of a Transit Supervisor. After reviewing the NEMT actual income and expenses by mode the decision was made to layoff those 5 positions.

Michaela brings up that our bylaws state that the Chair shall appoint the Executive Assistant to the General Manager as the Recording Secretary. Do our bylaws need to be changed if we don't have an Executive Assistant? Chair Thompson states "Probably." Michaela questions, is the motion valid to not include the Executive Assistant if we're required to have an Executive Assistant per our bylaws? Chair Thompson comments that the bylaws don't suggest we're required to have one it just states that person is supposed to be the Recording Secretary but we can appoint somebody else as the Recording Secretary if we want to. Michaela comments she thinks "shall" means we have to. Mike states we should change our bylaws because he doesn't

think that was the intent. Chair Thompson suggests changing it to “designee”. Discussion continues to add to the GM job description, GM or designee shall serve as the Recording Secretary. Change bylaws to remove appointed by the Chair. Standing position.

#2 Internal Controls. The Internal Control Policy for the Board is our Financial Policy. It says the Board recommends updating this policy now that there are more staff, to ensure adequate separation of duties. The question is, does now mean now or does now mean later with the other ones that are due in September? Chair Thompson states now means when the rest of the policies are due, when she wrote it the thought was now that we have enough people. Wants to clarify when she wrote this Internal Controls for Fiscal Responsibility and Internal Controls for employee segregation. Fiscal Policy separates duties but what she thinks the intent was, hearing from RLS, is there needs to be a greater separation of duties from all staff. GM states that she reached out to ODOT because it says “ODOT uses a series of internal control standards that should be implemented by every subrecipient transit agency. These controls include elements such as sufficient segregation of duties to ensure a system of supervision and approvals for agency expenditures.” It is very specific to Finance. She reached out to ODOT to find out if there was a separate internal control policy that we should have that I am not aware of and the confirmation that I received is that it is referring to our Financial Policy. Chair Thompson asks, Didn't we just revise this? Not too long ago, right? GM confirms it was updated but is now out of date. We no longer have an Executive Assistant and a lot of things point to the Executive Assistant. Chair Thompson believes it will be ok to wait on this policy to be done with the rest of them. GM states she did ask Becky to prioritize that one. Becky states her issue with that is though it is that it only applies to a couple of people and all the rest of the policies apply to everyone. Jennifer Boardman pointed out that the Financial Policy is the big piece because there has been a repeat finding on our Audits.

GM states there needs to be clarification on the piece that states Transition of duties from the General Manager needs to be clarified as there are some situations that have come up where there are those that feel that the GM is not supposed to directly interact with employees or supervisors. Chair Thompson states that she believes the idea behind that was because the GM has been doing the duties of everybody for so long, that now that you have your management staff in place, that the duties that you were doing before that fall under their job descriptions is that those official duties fall to the employees that are responsible for those duties. Discussion follows offering solutions.

#3 Financial Management Systems – We haven't done a lot on this one yet. Sheri does have the name of another company that she can reach out to for a quote or a demo.

#4 & #5 Single Audit and Single Audit Findings- To ensure compliance with timeliness of audit completion, ALL documentation needed for the audit shall be submitted to the auditors no later than October 31st of each year. Sheri has been consistently uploading documents in a timely manner. Chair Thompson asks if there's a standard list of documents that they need for the audit? Yes, there's a tracker that is in the Drop Box and Sheri uploads everything that's on the Tracker.

There are some notes in the plan that explain some of the history. FY19 did not meet the threshold for an audit and was complete as "Report in Lieu of Audit. RFP to engage with an Auditor was complete November 2020. UPTD contracted with UVF and portal was created to upload documents 12/2020.



Discussion follows regarding whether we will continue to have a finding due to using QuickBooks.

#6 Untimely Submission of Reports – Updates: Reimbursements will be timely: Finance Manager has submitted monthly reimbursement requests for 3rd quarter and April.

Quarterly reports will be submitted 5 days early: Report was submitted on time, not early. Reports attached for Q3.

Finance Manager and General Manager met with Drew Orr to discuss discrepancies. Finance Manager is working on changes. GM is currently reviewing unallocated expenses. Unallocated expenses go clear back to when we were making UCAN whole. GM was able to provide all of the documentation for the invoices that were reviewed.

Grant reimbursement requests from Jan-April are attached for review.

The Quarterly APR for Q1, Q2 and Q3 as well as the SPR for Q3 for the 7 projects are all attached for review.

#7 Cash Flow Analysis – Initially we had done an analysis for Winston and Sutherlin with a date of 7/1 but after meeting with ODOT they had asked us to move that timeline up. Randy and I talked, and we had moved that date to 6/1 and then we had the next meeting with ODOT, there was concern that it needed to happen sooner so that's how we ended up with three dates but now it's complete.

The detailed analysis is what the Board approved as 7A, 7B and 7C that provided the detailed information for the cost savings for the months of May and June in the current fiscal year. Those are included as the next 3 pages in the report.

#8 Review of Records and Report - Finance Manager will provide profit and loss statements and trending variance reports Board packets beginning 4/8/2024. She did this and will continue. It asked for the General Manager to draft a Resolution for the 4/8 meeting to change the Board bylaws which we did. It asks for the Board packets to be complete 7 days before the meeting. GM states she has no excuse other than we've had a lot of meetings. Michaela states for this piece you won't get everything 7 days before but having part of it. Mike states for him it's the agenda. If other things come later that's fine but sometimes it's just knowing what we're going to talk about. Sarah adds that if there's something to vote on that it come out sooner than the consent agenda. The most important stuff would be helpful. Discussion followed.

#9 Liquidity Analysis – Some of this one is a repeat of others. In the updates, the General Manager and Finance Manager Have provided numerous scenarios for the Board to make an informed decision regarding building the cash reserve. Resolution 24-06 was provided for Board Approval of Travel in 4/8 Board Packet. Storage unit is emptied and cancelled. Researching the lease has not happened. Foot traffic through downtown office has been received but has not been reviewed yet but it will be available by the next Board meeting.

#10 Improve Communication – We have a recurring Management Team meeting on the calendar and have met 3 of 5 Thursdays. The expectation has been set that policies in the employee handbook need to be revised utilizing the SDIS Government template as those policies will protect us. Progress on the policies was provided tonight. Position descriptions were provided to the Board tonight. Discussion followed regarding policies.

**General Manager Report** – Cheryl Cheas – We changed phone systems and there was a lot of time involved in that. It was not a friendly transition from Mitel to Ring Central. We are starting to get the fallout from the Dial A Ride fare change. A social worker reached out to me today and gave a few examples of low-income challenges. The other one was when I met with Douglas County Senior Services. They were looking for partnership to get people to the dining sites and the \$5 fare is cost prohibitive. They were also looking for a low-income solution. Discussion followed. Mike asks for a recommendation. Press release for the Board position went out. Michaela requests the application be posted on the website in a more prevalent spot. News Review interview was discussed. Ridership was discussed. Fixed Route is over 102,000 for the first time since pre-COVID, a 40% increase. Redline and Greenline STIF funded expansion was up 103% from 335 to 1,089 rides. Umpqua Rides was up to 26,000. Volunteer drivers did 815 rides in April.

**ODOT Update** – Jennifer Boardman – ODOT has all 5 vans spoken for so UPTD will only have the one vehicle. Conference is in October this year. There is a Local Government Investment Pool that we could check into for reserve funds to draw more interest. Thank you to Cheryl, Sheri and Sarah for attending the Action Plan update meetings. All of the payments are processed. Discussion followed regarding Conference registration.

**Not on Agenda** - None

**Public Comment (Limit to 10 minutes total)** - None

**Agenda Build** – Next Regular Meeting June 17, 2024 – Position Descriptions, Bylaws, Candidate Interviews, Executive Session

**Executive Session ORS 192.660(2)(i) ORS 192.660 (8):** Postponed by Chair to June meeting.

**Adjourned** – 8:35 PM

**On Time Preventive Maintenance Report**  
**FY 23-24 - May 2024**  
**Reporting 5/01/2024 through 5/31/2024**

	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 23-24	127	124	97.64%	
FY 22-23	136	133	97.79%	
3 Year Running Total	355	327	92.11%	44.11%

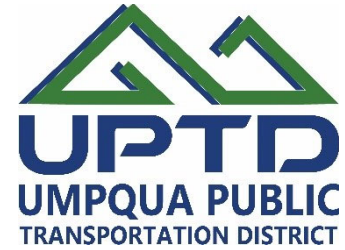
	PM Service	Within Guidelines	Percent On Time	Progress Toward Goal
July-November 2021	27	13	48%	
December	4	4	100%	54.84%
January	6	6	100%	62.12%
February	7	6	86%	65.91%
March	10	6	60%	64.81%
April	9	7	78%	66.67%
May	7	6	86%	68.57%
June	8	8	100%	71.79%
<b>July 2022</b>	13	13	100%	75.82%
August	11	11	100%	78.43%
September	9	9	100%	81.98%
October	9	9	100%	83.33%
November	9	9	100%	84.50%
December 2022	11	11	100%	84.96%
January 2023	15	13	97.40%	85.80%
February 2023	9	8	96.51%	85.97%
March 2023	11	11	100%	86.86%
April 2023	16	16	100%	86.91%
May 2023	13	13	100%	87.75%
June 2023	10	10	100%	88.32%
<b>July 2023</b>	16	16	100%	89.13%
August 2023	22	22	100%	90.08%
September 2023	12	12	100%	90.53%
October 2023	7	7	100%	90.77%
November 2023	10	10	100%	91.10%
December 2023	11	11	100%	91.44%
January 2024	10	10	100%	91.72%
February 2024	13	12	92%	91.75%
March 2024	12	10	83%	91.44%
April 2024	14	14	100%	91.79%
May 2024	14	14	100%	92.11%
	355	327		

**One vehicle was early due to cracked crank case. Doesn't count against on-time maintenance**

There is an exception to the +/- 500 miles when calculating ontime PM Maintenance. The exception only comes into play when it would cause the agency to cancel a route in order to complete the maintenance on time.

Baseline established with service performed nearest to 7/01/2021. All intervals are set to manufacturer's recommendation.

PM Intervals were changed for the Internationals and 2019 Fords from the 7,500 mile City interval to the 5,000 Severe Service interval after the February 14th Board Meeting.



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 5**

**Agenda Item Title:** Financial Report

**Summary background and description of need for agenda item:**

May Financial Reports and Bank Statement for detailed review and discussion with UPTD Financial Manager.

Bank Balance as of 6/13/2024: \$698,811.04

- May 2024 Balance Sheet
- May Financial Statement
- FY 23-24 P&L
- May 2024 P&L
- May 2024 Variance Sheet
- May 2024 Bank Statement

**Requested Action:** If satisfied, motion to approve April Financial Report.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By:** Sheryl Bleau, UPTD Financial Manager

# **Umpqua Public Transportation District**

## **Monthly Financial Statements**

### **For the Period Ending May 31, 2024**

#### Balance Sheet May 2024- Pg 3

This report provides a quick snapshot of UPTD's Assets and Liabilities. Total current Assets are \$885,209.79 and current Liabilities are \$32,701.16 for a total Equity of \$852,508.63.

#### P&L Current Quarter Report - Pg 4

This report provides an overview of the revenues and expenses from all sources of UPTD for the months of April and May 2024. Overall, the District has a Net Income for the current quarter of \$784,584.97. The quarterly P&L provides a more accurate picture of where we are financially as it includes the Q4 State Funds of \$515,277.00, Q3 and April Federal Reimbursements of \$820,965.00, Farebox Revenues of \$20,666.01, Miscellaneous revenues of \$3,907.46 and Medical Transportation funds of \$103,801.02. A monthly P&L would not capture the entire revenue for the quarter due to the timing of the receipt of funds.

#### P&L Current Fiscal Year Report - Pg 5

This report provides an overview of the revenues and expenses from all sources of UPTD for the current Fiscal Year. Overall, the District has a Net Income for the Fiscal Year of a (negative) -\$724,387.61. In response to the recent RLS Review and ODOT's Action Plan, UPTD has addressed several areas of the business that have led up to the negative Net Income. Route changes have been made to decrease the number of hours and miles, 5 employees were laid off, and the wheelchair portion of the NEMT program has been phased out, in addition several other reductions to certain expenses were made. These other expenses were referenced in the RLS Review and include: advertising, storage, travel, training, and storage. The month of June will provide us with a much better picture of the savings that UPTD will have moving forward into the new Fiscal Year.

#### P&L UPTD 2018-Current - Pg 6

This report provides an overview of the revenues and expenses from all sources of UPTD from the beginning of the district in 2018. Overall, the District has a Net Income from 2018 to May 2024 of \$852,508.63. In response to the recent RLS Review and ODOT's Action Plan, UPTD has addressed several areas of the business that were of a concern. Route changes have been made

to decrease the number of hours and miles, 5 employees were laid off and the wheelchair portion of the NEMT program has been phased out, in addition several other reductions to certain expenses were made. These other expenses were referenced in the RLS Review and include: advertising, storage, travel, training, and storage. Moving forward this should provide the savings that are required to provide a balance budget moving into the next Fiscal Year.

#### May Variance Report - Pg's 7-9

This report provides an overview of the revenues and expenses for the month of May 2024. Any variance over/under \$500 for the month and over/under \$5,000 for the YTD are described in more detail on the report.

#### UPTD May Bank Statement - Pg's 10-14

The UPTD bank statement is provided to us by Umpqua Bank for the month of May 2024.

Umpqua Pulic Transportation District  
**Balance Sheet**  
As of May 31, 2024

	<u>May 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1-00-000 Umpqua Checking	182,731.23
1-00-001 UPTD Checking Reserve	22,327.56
1-00-002 Petty Cash on Hand	516.95
1-00-003 DASH Virtural Account	22,898.05
<b>Total Checking/Savings</b>	<u>228,473.79</u>
<b>Accounts Receivable</b>	2,140.00
<b>Other Current Assets</b>	<u>654,596.00</u>
<b>Total Current Assets</b>	<u>885,209.79</u>
<b>TOTAL ASSETS</b>	<u><u>885,209.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	32,701.16
<b>Equity</b>	<u>852,508.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>885,209.79</u></u>

Umpqua Pulic Transportation District  
**Profit & Loss**  
April through May 2024

	<u>Apr - May 24</u>
<b>Income</b>	
BUS REPLACEMENT FUND RESOURCES	22,327.56
CAPITAL PROJECTS RESOURCES	0.00
GENERAL FUND RESOURCES	1,464,616.49
<b>Total Income</b>	<u>1,486,944.05</u>
<b>Gross Profit</b>	<u>1,486,944.05</u>
<b>Expense</b>	
10 ADMIN Payroll	74,280.30
22 OPERATIONS Payroll	189,917.11
23 OPERATIONS ADMIN Payroll	55,212.00
24 PARA TRANSIT Payroll	78,794.64
25 CALL CENTER Payroll	52,067.80
26 DEMAND RESPONSE Payroll	46,038.67
30 MEDICAL TRANS Payroll	23,943.75
<b>MATERIALS &amp; SERVICES</b>	
10 · ADMIN	15,330.06
22 · OPERATIONS	65,426.54
23 · OPERATIONS ADMIN	12,631.40
24 · PARA	10,228.97
25 · CALL CTR	10,802.71
26 · DEMAND RESPONSE	14,329.64
30 · MEDICAL TRANSPORTATION	53,355.49
<b>Total MATERIALS &amp; SERVICES</b>	<u>182,104.81</u>
<b>Total Expense</b>	<u>702,359.08</u>
<b>Net Income</b>	<u><u>784,584.97</u></u>



## Umpqua Pulic Transportation District

### Profit & Loss

July 2023 through May 2024

	<b>Jul '23 - May 24</b>
<b>Income</b>	
BUS REPLACEMENT FUND RESOURCES	845,436.56
CAPITAL PROJECTS RESOURCES	257,609.00
GENERAL FUND RESOURCES	4,182,855.81
<b>Total Income</b>	<b>5,285,901.37</b>
<b>Gross Profit</b>	<b>5,285,901.37</b>
<b>Expense</b>	
10 ADMIN Payroll	417,181.11
22 OPERATIONS Payroll	1,052,415.43
23 OPERATIONS ADMIN Payroll	358,735.55
24 PARA TRANSIT Payroll	479,447.67
25 CALL CENTER Payroll	272,815.78
26 DEMAND RESPONSE Payroll	221,433.04
30 MEDICAL TRANS Payroll	205,110.95
BUS REPLACEMENT FUND	1,371,865.75
CAPITAL PROJECTS	286,874.38
GENERAL FUND - OTHER	92,416.52
<b>MATERIALS &amp; SERVICES</b>	
10 · ADMIN	159,995.74
22 · OPERATIONS	587,115.33
23 · OPERATIONS ADMIN	65,142.21
24 · PARA	96,436.62
25 · CALL CTR	55,888.54
26 · DEMAND RESPONSE	73,133.09
30 · MEDICAL TRANSPORTATION	214,281.27
<b>Total MATERIALS &amp; SERVICES</b>	<b>1,251,992.80</b>
<b>Total Expense</b>	<b>6,010,288.98</b>
<b>Net Income</b>	<b>-724,387.61</b>

**Umpqua Pulic Transportation District**  
**Profit & Loss**  
As of 2018 - May 31, 2024

	<u>May 31, 24</u>
<b>Income</b>	
BUS REPLACEMENT FUND RESOURCES	863,988.56
CAPITAL PROJECTS RESOURCES	1,380,197.60
GENERAL FUND RESOURCES	<u>18,512,858.77</u>
<b>Total Income</b>	<u>20,757,044.93</u>
<b>Gross Profit</b>	20,757,044.93
<b>Expense</b>	
10 ADMIN Payroll	1,475,582.68
22 OPERATIONS Payroll	4,438,024.24
23 OPERATIONS ADMIN Payroll	1,025,291.37
24 PARA TRANSIT Payroll	879,405.82
25 CALL CENTER Payroll	868,060.35
26 DEMAND RESPONSE Payroll	819,839.20
30 MEDICAL TRANS Payroll	290,798.48
BUS REPLACEMENT FUND	2,318,937.32
CAPITAL PROJECTS	1,460,769.76
GENERAL FUND - OTHER	196,455.98
<b>MATERIALS &amp; SERVICES</b>	
Material and Services	1,699,142.17
10 · ADMIN	643,218.55
22 · OPERATIONS	2,788,882.32
23 · OPERATIONS ADMIN	179,267.03
24 · PARA	198,045.11
25 · CALL CTR	156,160.82
26 · DEMAND RESPONSE	278,904.25
30 · MEDICAL TRANSPORTATION	<u>689,841.21</u>
<b>Total MATERIALS &amp; SERVICES</b>	6,633,461.46
Personnel Services - Admin	41,909.64
4-400 · Loan Proceeds	<u>-544,000.00</u>
<b>Total Expense</b>	<u>19,904,536.30</u>
<b>Net Income</b>	<u><u>852,508.63</u></u>

**Umpqua Public Transportation District  
Variance Report  
April 2024**

Income	May 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - May 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
<b>BUS REPLACEMENT FUND RESOURCES</b>									
5-00-120 5339 Funding	0.00	663,750.00	-663,750.00	Income was budgeted over each quarter but no vehicles were received for this period.	255,000.00	2,655,000.00	-2,400,000.00	2,655,000.00	UPTD has received \$225,000.00 of 2,655,000.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 34227 (4 Vans), the vans were delivered and all funds expended; 2) Grant 35395 (3 Electric buses), the electric buses are on hold at this time.
5-00-130 5311 Funding	0.00	375,205.50	-375,205.50	Income was budgeted over each quarter but no vehicles were received for this period.	358,919.00	1,500,822.00	-1,141,903.00	1,500,822.00	UPTD has received \$358,919.00 of 1,500,822.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 34248 (3 Hybrid Vans, 2 Hybrid 30 ft Buses and 1 Hybrid <30 ft Bus), the 3 Hybrid Vans and 1 Hybrid <30ft Bus were delivered and all funds expended. The 2 30ft Hybrid buses will most likely not be completed before the Grant expires on 6/30/2024; 2) Grant 35326 (5 Vans & 1 < 30 ft Bus), the Vans are on order at this time, the bus is almost complete. UPTD will need \$28,355 in Match funds in order to take delivery.
5-00-140 STIF Discretionary	0.00	51,250.00	-51,250.00	Income was budgeted over each quarter but no vehicles were received for this period.	208,000.00	205,000.00	3,000.00	205,000.00	UPTD received \$208,000 instead of what was budgeted of \$205,000. The Grant was actually more than anticipated. To date it includes the STIF Discretionary Grant 35088 (2 Hybrid <30 ft buses). The buses were delivered and all funds expended.
5-00-600 Sale of Asset	22,327.56	0.00	0.00	Income received for the sale of 7 vehicles at public auction. Vehicles 11-07-02, 11-09-06, 11-10-04, 18-21-08, 18-21-09, 18-21-07, 11-11-03.	23,517.56	0.00	0.00	0.00	Includes funds received for the auction sale of buses and vans: 18-19-05, 11-07-02, 11-09-06, 11-10-04, 18-21-08, 18-21-09, 18-21-07, 11-11-03.
<b>Total BUS REPLACEMENT FUND RESOURCES</b>	<b>22,327.56</b>	<b>1,090,205.50</b>	<b>-1,067,877.94</b>		<b>845,436.56</b>	<b>4,360,822.00</b>	<b>-3,515,385.44</b>	<b>4,360,822.00</b>	
<b>CAPITAL PROJECTS RESOURCES</b>									
4-00-100 5339 Funding	0.00	0.00	0.00		257,609.00	3,177,372.00	-2,919,763.00	4,236,496.00	UPTD has received \$257,609.00 of 4,236,498.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 35335 (Maintenance Facility), some project planning (title search/wetlands delineation, etc.) have been done for the purchase of land but the project is currently waiting on NEPA approval; 2) Grant 35395 (Maint. Facility/Yard/Electric chargers/project planning/training), the electric charges have been delivered with \$33,758 remaining on this section of the grant.
<b>Total CAPITAL PROJECTS RESOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>257,609.00</b>	<b>3,177,372.00</b>	<b>-2,919,763.00</b>	<b>4,236,496.00</b>	
<b>GENERAL FUND RESOURCES</b>									
1-00-100 5311 Funding	46,620.00	0.00	46,620.00	The positive variance is due to the income being budgeted in June but received in May.	505,236.00	460,933.50	44,302.50	614,578.00	The positive variance is due to the income being budgeted in June but received in May.
1-00-105 5311 CARES	0.00	0.00	0.00		748,360.00	247,113.75	501,246.25	329,485.00	UPTD has received more COVID funds than anticipated. Grant 35646 (COVID Funds) became available in February and we were able to utilize it for part of Q2 expenses, in addition an accrual has been made for the anticipated funds for Q3. This Grant will help to carry us through the end of FY 24.
1-00-110 5310 Funding	39,692.00	0.00	39,692.00	The positive variance is due to the income being budgeted in June but received in May.	371,850.00	343,977.75	27,872.25	458,637.00	The positive variance is due to the income being budgeted in June but received in May.
1-00-115 5310 Discretionary	0.00	0.00	0.00		0.00	60,000.00	-60,000.00	80,000.00	UPTD will not receive any funds for this year even though Grant 35375 was budgeted here. All funds were expended by 6/30/2023.
1-00-125 5339 Funding	0.00	0.00	0.00		30,152.00	191,364.00	-161,212.00	255,152.00	UPTD has received \$30,152.00 of \$255,152.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 34227 (Comm Systems), the communication systems have been purchased and installed in all vehicles, all funds were expended; 2) Grant 35395 (\$225,000 Project planning/training). These funds are training only, no planning.
1-00-210 STIF	0.00	615,950.50	-615,950.50	The negative variance is due to the income being budgeted in May but received in April.	1,895,667.00	2,463,802.00	-568,135.00	2,463,802.00	The negative variance is due to receiving less STIF funds than anticipated for the 1st year of this STIF Plan Biennium.
1-00-400 Miscellaneous	300.00	300.00	0.00		14,013.61	3,300.00	10,713.61	3,600.00	The positive variance includes a monthly rent of \$300 from the business that leases from us downstairs. In addition we have received some ODOT scholarship reimbursements, a SAIF dividend check and a couple of SAIF reimbursements on claims.
1-00-405 Advertising	2,090.00	1,783.34	306.66		23,315.00	19,616.66	3,698.34	21,400.00	The positive variance is due to receiving more advertising funds than anticipated for the 1st half of the Fiscal Year.
1-00-410 Bus Fares & Contract	11,028.82	9,583.34	1,445.48	The positive variance is due to collecting more farebox revenue than anticipated.	121,796.35	105,416.66	16,379.69	115,000.00	The positive variance is due to collecting more farebox revenue than anticipated.

**Umpqua Public Transportation District  
Variance Report  
April 2024**

May 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - May 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
			The negative variance is due to phasing out the wheelchair portion of the NEMT Program. We have added 5 new volunteer drivers since January 2024 to help offset the 81K deficit that was created by the wheelchair portion of the program.					The NEMT wheelchair portion of the program is not making any money and has caused an 81K deficit for the program as a whole. The wheelchair portion of the program was phased out mid May leaving the volunteer portion only.
1-00-430 Medical Transports	37,572.88	45,833.34	-8,260.46	472,419.41	504,166.66	-31,747.25	550,000.00	
1-00-440 Interest Income	3.04	25.00	-21.96	46.44	275.00	-228.56	300.00	
<b>Total GENERAL FUND RESOURCES</b>	<b>137,306.74</b>	<b>801,808.92</b>	<b>-664,502.18</b>	<b>4,182,855.81</b>	<b>5,811,632.58</b>	<b>-1,628,776.77</b>	<b>6,431,954.00</b>	
Total Income	159,634.30	1,892,014.42	-1,732,380.12	5,285,901.37	13,349,826.58	-8,063,925.21	15,029,272.00	
Gross Profit	159,634.30	1,892,014.42	-1,732,380.12	5,285,901.37	13,349,826.58	-8,063,925.21	15,029,272.00	
Expense								
			The savings is due to the open Executive Assistant Position. A hiring freeze is in place at this time.					The savings is primarily due to the HR Director position being budgeted for the entire year but the position was filled in November. In addition the Executive Assistant Position has been vacant since mid December 2023 and we are currently on a hiring freeze..
10 ADMIN Payroll	36,740.65	43,612.48	-6,871.83	417,181.11	479,737.52	-62,556.41	523,350.00	
			The savings is primarily due to 1 full time driver being on LOA and another out on Worker's Comp, these 2 drivers were recently terminated, their positions were already back filled with Part-time drivers. In addition, the Facility Tech and Fleet Manager positions were budgeted but are on hold due to the hiring freeze and the building project on hold.					The savings is primarily due to 1 full time driver being on LOA and another out on Worker's Comp, these 2 drivers were recently terminated, their positions were already back filled with Part-time drivers. In addition, the Facility Tech and Fleet Manager positions were budgeted but are on hold due to the hiring freeze and the building project on hold.
22 OPERATIONS Payroll	86,086.14	150,666.70	-64,580.56	1,052,415.43	1,657,333.30	-604,917.87	1,808,000.00	
			The savings is due to: 1) The Ops Supv at the top of the salary range was replaced by a Supervisor at the bottom of the range at the end of July; 2) Admin Asst. position was vacant for 2 1/2 months, followed by a 3 month LOA; 3) Second supervisor position was vacant for 6 weeks but filled on May 13, 2024.					The savings is due to: 1) The Ops Supv at the top of the salary range was replaced by a Supervisor at the bottom of the range at the end of July; 2) Admin Asst. position was vacant for 2 1/2 months, followed by a 3 month LOA; 3) Second supervisor position was vacant for 6 weeks but filled on May 13, 2024.
23 OPERATIONS ADMIN Payroll	28,062.61	40,350.02	-12,287.41	358,735.55	443,849.98	-85,114.43	484,200.00	
			The overage in this area is offset by the savings in the Demand Response. The Para and DR drivers flex between the 2 modes. In mid May there was a lay-off of 5 drivers which will reflect a savings in these categories across the board.					The overage in this area is offset by the savings in the Demand Response. The Para and DR drivers flex between the 2 modes. In mid May there was a lay-off of 5 drivers which will reflect a savings in these categories across the board.
24 PARA TRANSIT Payroll	38,363.56	36,391.69	1,971.87	479,447.67	400,308.31	79,139.36	436,700.00	
								The savings is primarily due to the budget being created splitting the Dispatch Supv 50/50 with Medical Transport. Actuals have been split 70/30.
25 CALL CENTER Payroll	26,184.22	26,650.02	-465.80	272,815.78	293,149.98	-20,334.20	319,800.00	
			The savings in this area is offset by the overage in the Para Transit. The Para and DR drivers flex between the 2 modes. In mid May there was a lay-off of 5 drivers which will reflect a savings in these categories across the board.					The savings in this area is offset by the overage in the Para Transit. The Para and DR drivers flex between the 2 modes. In mid May there was a lay-off of 5 drivers which will reflect a savings in these categories across the board.
26 DEMAND RESPONSE Payroll	23,441.50	35,131.27	-11,689.77	221,433.04	386,443.73	-165,010.69	421,575.00	
			The savings is due to the wheelchair portion of the NEMT program being phased out mid May. The volunteer portion will remain in tact. The wheelchair portion had created an 81K deficit for the program as a whole.					The savings is due to the wheelchair portion of the NEMT program being phased out mid May. The volunteer portion will remain in tact. The wheelchair portion had created an 81K deficit for the program as a whole.
30 MEDICAL TRANS Payroll	8,334.76	26,500.02	-18,165.26	205,110.95	291,499.98	-86,389.03	318,000.00	
			Expenses were budgeted over each quarter but no vehicles were received for this period.					UPTD received several vehicles this year that were on order since 2021. To date we received 6 Hybrid Vans, 3 Gas Vans, and 3 Hybrid <30 ft buses. The electric buses are on hold at this time. One bus and 5 vans are currently on order.
BUS REPLACEMENT FUND	0.00	1,090,205.50	-1,090,205.50	1,371,865.75	4,360,822.00	-2,988,956.25	4,360,822.00	
			Expenses were budgeted over each quarter but all capital projects have been paused.					UPTD received 3 electric charging stations. The new land purchase is waiting on the NEPA approval.
CAPITAL PROJECTS	0.00	1,059,124.00	-1,059,124.00	286,874.38	4,236,496.00	-3,949,621.62	4,236,496.00	
			Contingency & unappropriated expenses were budgeted for this period. No expenses were recorded for this period.					This category includes expenses for the Bldg Payment and Interest and also includes expenses for the installation of 2 data ports in the Admin office downstairs and new furniture and a computer for the HR office. All communications systems have been purchased and installed in all vehicles.
GENERAL FUND - OTHER	0.00	50,777.84	-50,777.84	92,416.52	544,700.16	-452,283.64	595,359.00	
MATERIALS & SERVICES								
			The savings is primarily due to Board Election Fees being budgeted for this period but will not be needed for this year. In addition, the advertising has been cut back for the remainder of the year.					The savings is primarily due to: 1) Audit fees were budgeted but the audit has not been completed yet, it is expected to be completed mid June; 2) Conference/training fees have been less than anticipated and are currently on hold; 3) Non Capital Equip purchases have been less than anticipated; 4) Advertising has been cut back for the remainder of the year; 5) Board Election fees were budgeted but will not be needed this year.
10 - ADMIN	4,818.82	28,540.75	-23,721.93	159,995.74	231,684.25	-71,688.51	243,300.00	
			The savings is primarily due to Fuel & Oil being less than anticipated for this period. In addition, Training and Conference fees were budgeted for this period but are currently on hold.					The savings is primarily due to: 1) Fuel & Oil have been much less than anticipated for the year.
22 - OPERATIONS	32,255.63	65,078.81	-32,823.18	587,115.33	702,646.19	-115,530.86	749,800.00	
			The savings is primarily due to Travel and Training being budgeted for this period and all training and travel are on hold.					
23 - OPERATIONS ADMIN	7,075.18	8,533.37	-1,458.19	65,142.21	63,091.63	2,050.58	67,200.00	

**Umpqua Public Transportation District  
Variance Report  
April 2024**

May 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - May 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
24 - PARA	3,832.44	10,031.10	-6,198.66	The savings is primarily due to: 1) Fuel and Oil coming in less than anticipated; 2) Preventative Maintenance coming in much lower since the purchase of the new vans. The Para and DR drivers flex between the 2 modes causing some overage or savings in each category.	96,436.62	101,113.90	-4,677.28	109,770.00
25 - CALL CTR	3,134.06	1,716.90	1,417.16	The overage was primarily due to the IT support needed to perform the migration from Mitel to Ring Central. It took much longer than anticipated which has resulted in additional costs.	55,888.54	35,745.60	20,142.94	37,100.00
26 - DEMAND RESPONSE	3,834.71	5,946.00	-2,111.29	The savings is primarily due less fuel being used for this period since 5 drivers were laid-off. In addition, Repairs & Maintenance were less than anticipated for this period. The Para and DR drivers flex between the 2 modes causing some overage or savings in each category.	73,133.09	63,341.50	9,791.59	68,750.00
30 - MEDICAL TRANSPORTATION	22,058.42	20,546.10	1,512.32	The overage in this category is offset by the saving in the Medical Transport Payroll: 5 new volunteer drivers were hired to help offset the 81K deficit that was created by the wheelchair portion of the program. The wheelchair portion of the program was phased out mid May leaving the volunteer portion only.	214,281.27	229,466.40	-15,185.13	249,050.00
<b>Total MATERIALS &amp; SERVICES</b>	<b>77,009.26</b>	<b>140,393.03</b>	<b>-63,383.77</b>		<b>1,251,992.80</b>	<b>1,427,089.47</b>	<b>-175,096.67</b>	<b>1,524,970.00</b>
<b>Total Expense</b>	<b>324,222.70</b>	<b>2,699,802.57</b>	<b>-2,375,579.87</b>		<b>6,010,288.98</b>	<b>14,521,430.43</b>	<b>-8,511,141.45</b>	<b>15,029,272.00</b>
<b>Net Income</b>	<b>-164,588.40</b>	<b>-807,788.15</b>	<b>643,199.75</b>		<b>-724,387.61</b>	<b>-1,171,603.85</b>	<b>447,216.24</b>	<b>0.00</b>

Customer Service:  
1-866-486-7782

UMPQUA PUBLIC TRANSPORTATION DISTRICT  
3076 NE DIAMOND LAKE BLVD  
ROSEBURG OR 97470-3654

Last statement: April 30, 2024  
This statement: May 31, 2024

**PUBLIC FUNDS INTEREST CHECKING**

Account number	4863896397	Beginning balance	\$584,345.09
Low balance	\$209,429.47	Additions/Deposits	\$77,577.38
Average balance	\$358,706.23	Withdrawals/Subtractions	\$452,489.96
Interest paid year to date	\$10.86	Ending balance	\$209,432.51
Interest earned	\$3.04		

**Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-01	Deposit	75.00
05-02	Deposit	742.50
05-02	Deposit	354.85
05-02	Deposit	292.33
05-02	Deposit	250.84
05-02	Deposit	149.86
05-03	Deposit	774.83
05-03	Deposit	50.00
05-06	Deposit	25.00
05-07	Deposit	327.55
05-08	Deposit	553.44
05-08	Deposit	348.46
05-08	Deposit	29.00
05-10	Deposit	408.71
05-10	Deposit	228.58
05-10	Deposit	200.00
05-13	Deposit	294.12
05-14	Deposit	28,278.00
05-14	Deposit	10.00
05-15	Deposit	439.26
05-15	Deposit	236.95
05-17	Deposit	241.08
05-17	Deposit	235.31
05-21	Deposit	890.00
05-21	Deposit	233.61
05-22	Deposit	231.52
05-22	Deposit	167.60

**Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-22	Deposit	2.00
05-28	Deposit	230.11
05-28	Deposit	191.60
05-28	Deposit	179.32
05-29	Deposit	229.71
05-29	Deposit	140.00
05-29	Deposit	54.85
05-30	Deposit	268.18
05-30	Deposit	200.00
05-30	Deposit	12.50
05-31	Deposit	326.20
05-31	Deposit	80.00
<b>Total Deposits/Additions</b>		<b>\$37,982.87</b>

**Other Deposits/ Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-31	Interest Credit	3.04
<b>Total Other Deposits/ Additions</b>		<b>\$3.04</b>

**ACH Electronic Payments/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
05-02	ACH DebitRef 1231026I Funds Transfer To Dep Xxxxxx7206 From Xachpl	657.27
05-02	ACH DebitRef 1231026I Funds Transfer To Dep Xxxxxx7206 From Xachpl	698.81
05-02	ACH DebitRef 1231026I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,000.98
05-02	ACH DebitRef 1231213I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,100.00
05-02	ACH DebitRef 1231049I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,350.72
05-03	ACH DebitADP Payroll Fees ADP Fees 928833205995 20240503	321.39
05-06	ACH DebitCelayix Fees 20240506	165.00
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	221.77
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	550.74
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	935.99
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	946.91
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	984.23
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	999.64
05-07	ACH DebitRef 1281221I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,026.44
05-07	ACH DebitRef 1281311I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,951.05
05-07	ACH DebitHra Veba Withdrawal Ya20355 20240507	9,750.00
05-07	ACH DebitADP Tax ADP Tax Ka8v4 050810a01 20240507	23,382.76
05-07	ACH DebitADP Wage Pay Wage Pay 9415307416548v4 20240507	54,040.14
05-10	ACH DebitRef 1311412I Funds Transfer To Dep Xxxxxx7206 From Xachpl	4.63
05-14	ACH DebitRef 1351654I Funds Transfer To Dep Xxxxxx7206 From Xachpl	321.60
05-14	ACH DebitRef 1351653I Funds Transfer To Dep Xxxxxx7206 From Xachpl	349.07
05-14	ACH DebitRef 1351653I Funds Transfer To Dep Xxxxxx7206 From Xachpl	603.00
05-14	ACH DebitRef 1351653I Funds Transfer To Dep Xxxxxx7206 From Xachpl	662.63
05-14	ACH DebitRef 1351653I Funds Transfer To Dep Xxxxxx7206 From Xachpl	756.43
05-14	ACH DebitRef 1351654I Funds Transfer To Dep Xxxxxx7206 From Xachpl	865.44
05-14	ACH DebitRef 1351654I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,181.78
05-17	ACH DebitADP Payroll Fees ADP Fees 927433563000 20240517	325.07
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	443.54
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	502.50
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	573.52
05-21	ACH DebitRef 1421350I Funds Transfer To Dep Xxxxxx7206 From Xachpl	620.88
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	810.03

**ACH Electronic Payments/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	828.79
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,045.87
05-21	ACH DebitRef 1421410I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,104.16
05-21	ACH DebitADP Tax ADP Tax Ka8v4 052211a01 20240521	24,746.90
05-21	ACH DebitADP Wage Pay Wage Pay 9339321306968v4 20240521	49,459.79
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	506.52
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	562.80
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	600.89
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	849.56
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	852.24
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,047.21
05-28	ACH DebitRef 1491522I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,274.34
05-29	ACH DebitRef 1501329I Funds Transfer To Dep Xxxxxx7206 From Xachpl	2,671.00
05-30	ACH DebitRef 1511738I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,100.00
05-31	ACH DebitADP Payroll Fees ADP Fees 427560697174 20240531	305.85
05-31	ACH DebitHra Veba Withdrawal Ya20355 20240531	8,500.00
<b>Total ACH Electronic Payments/Subtractions</b>		<b>\$203,559.88</b>

**ACH and Electronic Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-01	ACH Credit Square Inc 240501p2 20240501	23.97
05-01	ACH Credit Bay Cities Amb A/P ACH 20240501	14,587.82
05-02	ACH Credit Square Inc 240502p2 20240502	23.97
05-03	ACH Credit Square Inc 240503p2 20240503	81.72
05-06	ACH Credit Square Inc 240506p2 20240506	50.36
05-07	ACH Credit Square Inc 240507p2 20240507	59.85
05-08	ACH Credit Square Inc 240508p2 20240508	38.45
05-08	ACH Credit Bay Cities Amb A/P ACH 20240508	14,511.60
05-09	ACH Credit Square Inc 240509p2 20240509	28.80
05-10	ACH Credit Square Inc 240510p2 20240510	192.85
05-15	ACH Credit Bay Cities Amb A/P ACH 20240515	6,046.40
05-16	ACH Credit Square Inc 240516p2 20240516	184.52
05-17	ACH Credit Square Inc 240517p2 20240517	443.22
05-20	ACH Credit Square Inc 240520p2 20240520	71.76
05-21	ACH Credit Square Inc 240521p2 20240521	35.73
05-23	ACH Credit Square Inc 240523p2 20240523	38.30
05-29	ACH Credit Bay Cities Amb A/P ACH 20240529	2,427.06
05-29	ACH Credit Square Inc 240529p2 20240529	57.60
05-30	ACH Credit Square Inc 240530p2 20240530	38.45
05-31	ACH Credit Square Inc 240531p2 20240531	154.10
<b>Total ACH and Electronic Deposits/Additions</b>		<b>\$39,096.53</b>

**Card Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-28	POS Deposit POS Deposit Terminal 29890970 Hilton West Palm B Each 561-23060 FI XXXXXXXXXXXX6365	247.47
05-28	POS Deposit POS Deposit Terminal 29890970 Hilton West Palm B Each 561-23060 FI XXXXXXXXXXXX6365	247.47
<b>Total Card Deposits/Additions</b>		<b>\$494.94</b>



**Other Withdrawals/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
05-21	Maintenance Fee ACH Ccd Credits OR Iginated For 04/24	1.50
05-21	Maintenance Fee ACH PPD Credits OR Iginated For 04/24	48.00
<b>Total Other Withdrawals/Subtractions</b>		<b>\$49.50</b>

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-30	584,345.09	05-10	400,246.15	05-22	270,956.53
05-01	585,413.50	05-13	399,829.27	05-23	259,872.99
05-02	550,551.75	05-14	357,483.57	05-24	240,296.91
05-03	499,088.11	05-15	363,513.56	05-28	235,699.32
05-06	498,772.70	05-16	358,580.99	05-29	235,937.54
05-07	390,365.90	05-17	359,048.64	05-30	233,369.56
05-08	400,916.65	05-20	356,473.55	05-31	209,432.51
05-09	400,924.45	05-21	275,465.64		

**Interest Information**

Annual percentage yield earned	.01%
Interest-bearing days	31
Average balance for APY	\$357,698.49
Interest earned	\$3.04
Interest paid year to date	\$10.86
Statement period	05/01 to 05/31

**Overdraft Fee Summary**

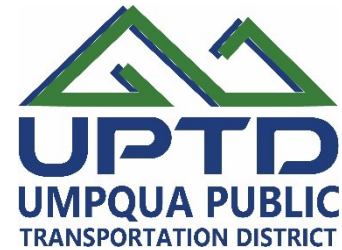
	<b>Total For This Period</b>	<b>Total Year-to-Date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

Checks

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3072	\$72.34	05-10	3159	\$155.06	05-14
*3119	\$3,197.64	05-22	*3161	\$1,983.79	05-16
*3121	\$874.08	05-02	3162	\$14.00	05-13
3122	\$9,335.50	05-02	3163	\$80.00	05-15
*3124	\$100.00	05-13	3164	\$50,300.05	05-14
3125	\$225.77	05-06	3165	\$126.89	05-17
*3127	\$17,797.66	05-02	3166	\$1,300.48	05-14
3128	\$33.10	05-10	*3168	\$2,293.45	05-14
*3130	\$1,854.76	05-02	3169	\$1,031.97	05-16
*3132	\$192.50	05-03	*3172	\$2,101.33	05-16
*3134	\$441.00	05-03	3173	\$2,646.85	05-20
3135	\$2,160.00	05-08	3174	\$1,182.00	05-24
3136	\$474.68	05-01	3175	\$330.00	05-22
3137	\$21.00	05-09	3176	\$13,182.83	05-24
3138	\$140.00	05-01	*3178	\$100.00	05-24
3139	\$51,226.30	05-03	*3180	\$76.25	05-22
3140	\$112.90	05-02	3181	\$4,310.51	05-24
*3142	\$175.00	05-03	3182	\$11,121.84	05-23
3143	\$497.00	05-02	3183	\$800.74	05-24
3144	\$2,293.45	05-01	3184	\$1,374.49	05-30
3145	\$10,097.63	05-01	3185	\$1,941.57	05-21
3146	\$1,374.73	05-02	*3190	\$15,672.85	05-31
3147	\$14.00	05-03	*50588	\$520.32	05-01
*3149	\$3,161.50	05-14	50589	\$92.30	05-01
3150	\$58.00	05-22	50590	\$21.69	05-02
3151	\$100.00	05-13	50591	\$1,301.71	05-08
3152	\$14,004.53	05-07	50592	\$520.32	05-15
3153	\$1,468.49	05-08	*50594	\$92.30	05-15
3154	\$1,598.37	05-10	50595	\$21.69	05-14
3155	\$497.00	05-13	50596	\$1,248.34	05-22
3156	\$518.02	05-14	50597	\$520.32	05-30
3157	\$40.20	05-21	50598	\$92.30	05-30
3158	\$8,143.50	05-14	50599	\$21.69	05-31

(\* Skip in check sequence, R-Check has been returned, + Electronified check)

Total Checks paid: 66 for **-\$248,880.58**



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 7**

**Agenda Item Title: Old Business**

**7.1 Update to Board Bylaws**

**Summary background and description of need for agenda item:**

During the May 20, 2024, Board Meeting, bylaws were discussed and the decision was made to make the following changes:

Remove “The Chair shall appoint the Executive Assistant to the General Manager as the Recording Secretary for the Board.” and replace with “The General Manager or designee shall serve as the Recording Secretary for the Board.” This change is made, as shown below. A revised copy of the bylaws are attached.

**5. Officers:**

Officers of the Board shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected from the members of the Board. ~~The Chair shall appoint the Executive Assistant to the~~  
**The General Manager or designee shall serve** as the Recording Secretary for the Board. The Chair shall not serve for more than two (2) years in a row.

**Requested Action:** The revised bylaws are attached for review. No further action required.

**By:** Cheryl Cheas, General Manager, CCTM

# UMPQUA PUBLIC TRANSPORTATION DISTRICT BOARD OF DIRECTORS' BYLAWS

## OVERVIEW

The seven UPTD Board Members are elected at large and vote among themselves to name a Chair and Vice-Chair. The Board's responsibility is to set policies that ensure the health of the agency. The Board typically meets monthly on the third Monday at 3076 NE Diamond Lake Blvd, Roseburg, Oregon, at 5:30 p.m.

Members of the public may be invited to make comments during the public forum section of the meeting. The meetings are advertised in local newspapers to announce the place and time.

The Chair runs the meeting and builds the next agenda, working with the UPTD General Manager, who is the agency's CEO. Board meeting packets are typically provided by mail and/or email a week prior to each meeting.

## BOARD OF DIRECTORS' BYLAWS

### 1. **General:**

These Bylaws shall govern the activities of the Board of Directors of the Umpqua Public Transportation District (hereinafter known as UPTD). The Bylaws have been established under the authority of the UPTD Board and shall serve as a permanent guide for all Board functions.

### 2. **Objectives:**

The UPTD Board of Directors is committed to maintaining safe and reliable public transit service to the citizens served within UPTD's jurisdictional boundaries. To that end, it shall adopt budgets, supervise UPTD's General Manager, and generally oversee the operations of UPTD.

### 3. **Organization:**

#### a. **Membership:**

The UPTD Board of Directors consists of seven (7) members elected from and by the citizenry at large as provided by law and UPTD's policy and formation documents.

Notwithstanding the requirements of ORS 198.115, it is in the District's best interest to not have any conflict of interests, UPTD defines by Resolution that any individual who is an employee of the District or any contracted provider to the District is not eligible to serve as a member of the governing board of UPTD, so long as they are employed by the District or an entity that provides transportation services for UPTD.

#### b. **Vacancies:**

In the event of a vacancy on the Board, the vacancy shall be published as soon as possible for the term of two weeks in a newspaper of general circulation in Douglas County, Oregon, and on UPTD's website. The Board will then review applications from all citizens meeting the minimum qualifications, required by law or other authority, decide whether interviews are appropriate, select and appoint one of the applicants to fill the unexpired term created

by the departing member. If none of the applicants prove satisfactory to the Board, it may republish the vacancy or fill the position by appointment from the citizenry at large.

**c. Conduct:**

In all UPTD activities, Board Members shall conduct themselves in a manner likely to benefit UPTD objectives and operations and shall refrain from behavior that disrupts Board decision-making or decorum. To maintain order at any Board meeting, the Chair may, at their discretion, exclude from the meeting a Board member whose behavior disrupts or threatens to disrupt Board decision-making or decorum. A Board member barred from attending a board meeting in person, however, must be afforded a reasonable opportunity to participate in the meeting by telephone or video conferencing, as long as such participation does not disrupt Board decision-making or decorum.

**4. Order of Business:**

- a. The Board Chair shall call the meeting to order and conduct business in accordance with the prepared agenda.
  - i. On the rare occasion that the Chair and Vice Chair are not available to be in attendance, the Person that served the longest, by seniority followed by age, shall call the meeting to order and conduct business in accordance with the prepared agenda.
- b. The Recording Secretary or designee shall call the roll recording those present or absent and assist in the orderly completion of the agenda's business in keeping with Robert's Rules of Order.
- c. Anything not covered in the Bylaws will revert to Robert's Rules of Order.

**5. Officers:**

Officers of the Board shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected from the members of the Board. The General Manager or designee shall serve as the Recording Secretary for the Board. The Chair shall not serve for more than two (2) years in a row.

- a. The Chair shall preside at all Board meetings, appoint all committees with the consent of the Board of Directors, and authorize calls for all Board meetings, unless called by the Board of Directors.
- b. In the absence of the Chair, or upon request of the Chair, the Vice-Chair shall exercise the Chair's functions, and may, upon the request of the Chair, take over any duties that he or she is unable to perform.

**6. Committees:**

- a. The Board may appoint representatives for subcommittees of which a Board Member shall be appointed as an ex-officio member, except that the Budget Committee will include all Board Members as fully participating, voting members, that count toward quorum.
- b. Subcommittees shall consist of not less than three (3) representatives who shall elect their own officers.
- c. Subcommittees shall keep written minutes and provide reports of findings and recommendations to the Board.
- d. Subcommittees shall be considered as either being ad hoc or standing.

**7. Meetings:**

- a. All meetings of the Board shall be held in conformance with state laws, including, but not limited to, the State of Oregon Public Meetings Law.
- b. At the July meeting, or if no meeting is held in July in any particular year due to lack of a quorum or otherwise, then at the first meeting of the new fiscal year, the first item of business of the Board shall be to elect new officers. The newly elected officers shall preside for a period commencing with the meeting at which they are elected and continuing until the election of the new officers for the following fiscal year.
- c. Meetings of the Board shall generally be held monthly at a date and time designated by the Board at its discretion.
- d. Elected and appointed representatives, Staff, and members of the Umpqua Public Transportation District may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting, and allows for the public to listen.

**8. Special Meetings and Notices:**

**a. Special Meetings:**

Special meetings of the Board may be called by the Chair or Board with a minimum of twenty-four (24) hours' notice to all members and interested parties in accordance with Section 7a above.

**b. Notices:**

- i. The Recording Secretary or designee will dispatch all notices through the United States Postal Service and/or email to each member and any interested parties at least five (5) and not more than thirty (30) days prior to the meeting stating the agenda thereof. Notice may be given to each Board member by telephone advising the date and time of the meeting.
- ii. Notices will be sent to any requesting party at least five (5) days prior to the meeting stating the agenda thereof.

**9. Quorum (all meetings):**

- a. Four (4) Board Members shall constitute a quorum.
- b. If a quorum is not present at a regularly scheduled meeting, the meeting shall be adjourned by the Board Members present to the next regularly scheduled meeting date.
- c. Attendance via electronic and virtual means count towards quorum for Board meetings.

**10. Voting:**

- a. Each Board Member shall have an equal vote in all Board decisions.
- b. The Chair is excluded from bringing a motion to the table.
- c. Each Board Member present shall be entitled to one vote.
- d. Each Board Member present shall vote "yes" or "no". Abstentions are permitted if a member has a potential conflict of interest under applicable law and states the nature of the conflict if the member was absent from previous discussion of the subject or has not had time to review that previous discussion.
- e. No member shall be required to explain the reasons for a "yes" or "no" vote.

- f. In the event of an actual or potential conflict of interest by a Board member, they must inform the rest of the Board and publicly announce to disclose the nature of the conflict in each meeting when the subject matter in which the actual or potential conflict is the topic of discussion prior to abstaining, discussing, recommending, voting, or taking action on an issue (ORS 244.020). If it is a potential conflict of interest, the Board member may participate in official action once the nature of the conflict has been announced. If it is an actual conflict of interest, the Board member must recuse themselves to the audience area of the meeting until a decision has been made by the rest of the Board. The Board member with the actual conflict of interest shall not be involved in the discussion or voting of the issue at hand (ORS 224.120(2)(A)). If the vote of the Board member with potential or actual conflict of interest is needed to meet a requirement of a minimum number of votes to take official action, the Board member may be eligible to vote, but not permitted to participate as a public official in any discussion on the issue out of which the actual conflict arises (ORS 224.120(2)(B)).

#### **11. Election and Tenure:**

- a. Officers shall be elected at the first July meeting of the Board per Section 7b above and shall immediately organize for conduct of business at that meeting.
- b. If a quorum is not present at the July meeting, elections will be held at the next meeting scheduled in accordance with Section 9b above.
- c. Officers' tenure begins immediately upon their election and continues for the period set forth in Section 7b above.
- d. If an officer is unable to complete their term, they will notify the Board in writing.
- e. During Douglas County Special Election years, newly elected officials and/or re-elected officials are to be sworn in as Directors of the UPTD Board prior to the first Board meeting of the fiscal year by Notary Public as close to but not prior to July 1 of election year to ensure that all Directors are available for quorum at start of the fiscal year for any emergency and/or at start of the first Board meeting of the fiscal year.
- f. During Douglas County Special Election years, newly elected officials are to be provided the courtesy *Board Binder* included with the researched, updated or most recently updated, applicable information as soon as practicable, once Douglas County Special Election is complete or shortly thereafter, but prior to first Board meeting of the fiscal year.

#### **12. Minutes:**

Minutes of each Board meeting will be recorded, and a copy provided to each member. The minutes will stand as read at the next meeting unless corrections are made by the Board. Except for Executive Sessions, copies of Board Meeting minutes will also be provided to any requesting party within a reasonable period of time after the meeting at which they are approved.

Audio visual recordings of the meetings shall be made available to the public via posting to UPTD's YouTube media site within 30 days following each meeting or as soon as is practicable.

#### **13. Records Retention:**

UPTD retention schedule for all meeting records adhere to OAR 166-150-0005(17). Records retention for all UPTD meeting records are retained for the following: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanent (b) Retain executive session minutes: 10 years (c) Audio or visual recordings: 1 year after minutes prepared and approved (d) Other records and exhibits not pertinent to minutes: 5 years.

**14. Operation:**

The fiscal year shall be from the first day of July of one year to the last day of June of the following year.

**15. Staff Assistance:**

The General Manager shall act as executive person for the Board and provide advice and assistance as requested by the Board.

**16. Roberts Rules of Order**

Anything not covered in the Bylaws will revert to Robert's Rules of Order.

**17. Amendments:**

Adjustments or modifications may be made to the organizational structure of the Board or to these Bylaws by a majority vote of all the Board Members present and voting at a regularly scheduled meeting.

Adopted 01/28/2019

Rev. 02/10/2020

Rev. 04/19/2021

Rev. 09/13/2021

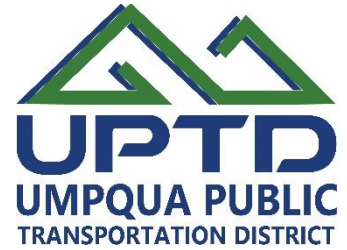
Rev. 09/12/2022

Rev. 10/09/2023

Rev. 04/08/2024

Rev. 06/17/2024





**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 7 - Old Business**

**7.2 Agenda Item Title: UPTD Action Plan - Internal Controls - Job Descriptions**

**Summary background and description of need for agenda item:**

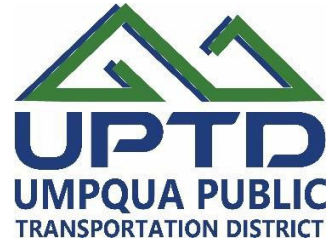
The HR Director provided position descriptions to the Board for Review and Approval at the 5/20/2024 Board Meeting. Feedback was provided.

The General Manager has reviewed, highlighted changes, added a Summary to each job description.

**Requested Action:** Review and, if satisfied, motion to approve the position descriptions provided.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: Rebecca Stafford, HR Director**



**Job Title:** General Manager  
**Department:** Administration  
**Reports To:** UPTD Board of Directors  
**FLSA Status:** Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under general direction of the UPTD Board of Directors, the General Manager is responsible for the overall planning, organizing, and directing of all services of the transportation system, to include staff support to the Board of Directors, the general administrative functions, management of operations, and public relations.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; directs the fiscal management of the agency by applying prudent financial stewardship of public funds; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. **Complies with UPTD policies and procedures.**

### **CORE JOB FUNCTIONS:**

Umpqua Public Transportation District's (UPTD) General Manager provides overall leadership and direction to all UPTD services and resources; and serves as principal advisor to the Board of Directors. The General Manager establishes annual goals and objectives, short- and long-range plans, and procedures to ensure the policy direction of the Board of Directors is carried out in an expeditious and cost-effective manner. A primary responsibility is to serve as a representative and to strengthen relationships with other agencies, jurisdictions, state and federal regulatory agencies, local media, citizen interest groups and private businesses. As the General Manager, provides leadership and serves as the top-level executive responsible and accountable for interpreting and carrying out the Board of Director's directives. Acts as liaison between the Board of Directors and all UPTD employees and is sole employee answering directly to the Board of Directors.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, develop, expand, and enhance the scope, type, efficiency, quality, and variety of transit services provided by UPTD in response to community needs and customer requirements, and consistent with Board of Directors policies and directives.
- **Serves as Umpqua Public Transportation's Budget Officer.**
- Direct and oversee the operation, maintenance, and promotion of the transit system in an efficient manner providing safe, efficient, and effective service to the public.
- Work collaboratively with the Board of Directors to formulate, develop, and implement long- and short-range goals and objectives for UPTD; develop proposals and make recommendations concerning UPTD directions, services, funding, management, and related issues.
- Supervise and evaluate the performance of UPTD management staff; provide leadership and executive direction; review and evaluate the progress of management programs, projects, and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Attend, chair, and participate in a variety of meetings within UPTD and in the community; confer with UPTD managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers, and others to exchange information and resolve complex management issues related to UPTD services and operations.
- Develop and project a positive image for UPTD; interact with media representatives and participate in interviews as requested; prepare or approve news releases, public service announcements and advertising related to UPTD services and special programs.
- Respond to inquiries and **engage with stakeholders from external sources** regarding UPTD services, programs, and projects; provide information concerning existing transit services and future service plans; resolve complex issues related to unique circumstances and unusual situations.
- Prepare and review comprehensive narrative and statistical reports to the Board of Directors and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; direct the development and distribution of agendas for meetings of the Board of Directors and other groups as required.
- Direct the development of UPTD's annual budget; review and analyze funding requests and determine appropriate priorities; ensure the application of sound fiscal management principles and practices, and the integrity of UPTD's financial position.
- Direct and oversee the preparation of specifications, bid documents, advertisements and other materials required for the purchase of vehicles, equipment, and services; ensure compliance with the Board of Directors policies and applicable laws, ordinances, and regulations; communicate with vendors and suppliers to ensure efficient procurement of goods and services.
- **Administer and manage all transit related grant applications, contracts, leases. Provides oversight of the administration and management all transit related grants, contracts, leases.**
- Assist legal counsel, act as final arbiter in interpreting legislation and regulations that govern UPTD.
- Direct the ongoing development and evaluation of UPTD services; ensure the preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability, and adequacy of transit services.
- Attend a variety of meetings in the community and region and make oral presentations as requested.
- Ensure the preparation, maintenance, retention, storage, and accessibility of UPTD records and reports.
- Performs other duties of a similar nature or level.

- Coordinate and make informed decisions to keep operations running smoothly when responding to emergency situations including state or federal emergency proclamations.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Principles and practices of effective rural community public transit agency management.
- Applicable local, state, and federal laws, grants, circulars, and other regulations related to public transportation and the Federal Transit Administration (FTA) Rural community transportation services, alternatives, and technology.
- Local, regional, state, and federal agencies, organizations and groups involved in transit planning and development.
- Transit service design, development, enhancement, and expansion.
- Budget preparation, administration, and control.
- Local economy and transportation infrastructure.
- Fiscal management principles, practices, and methodology.
- Oral and written communication skills, including effective public speaking techniques.
- Principles of management and supervision.
- Consensus- and team-building skills.

### **Skills:**

- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, elected officials, and the public sufficient to exchange or convey information and to receive work direction.
- Plan, organize, direct, and provide executive leadership in the management of UPTD.
- Speak effectively before large groups on complex and sensitive issues related to the accessibility, routes, costs, and efficiency of public transit services.

### **Abilities:**

- Represent UPTD at meetings with the Board of Directors, local officials, civic groups, regulatory agencies, and community business leaders.
- Develop and implement long- and short-range plans in accordance with UPTD goals and customer needs.
- Monitor legislative and environmental trends for the future of rural public transportation in Douglas County and the connecting areas.
- Confer with Board of Directors members and provide timely updates on UPTD projects, programs, and finances.
- Ability to demonstrate strong listening skills.
- Ability to read, analyze, and interpret complex documents, including legislation and contracts.
- Establish and maintain effective and cooperative working relationships with others.
- Supervise and evaluate the performance of management personnel.

- Ability to respond effectively to sensitive inquiries or complaints. Delegate authority and responsibility.

### **Education and Experience:**

- A bachelor's degree in public administration, General Business Administration, Transportation Planning, or closely related field and five (5) years of progressively responsible management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential function of the General Manager.  
OR
- Ten (10) years of progressively responsible management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential function of the General Manager.

### **Physical Requirements:**

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to thirty (30) pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

### **Working Conditions:**

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

### **Special Requirements:**

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug and Alcohol Testing Policy.
- This position serves as the Drug and Alcohol Program Manager (DAPM). FTA DAPM certification is required.
- Comprehensive background check.

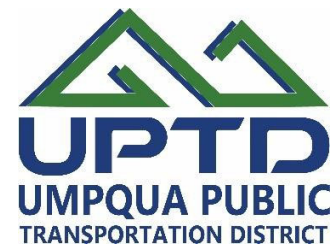
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**Employee acknowledgement of receipt of job description.**

_____	_____
General Manager's Signature	Date

_____	_____
Board of Directors Chair's Signature	Date



**Job Title:** Operations Manager  
**Department:** Operations  
**Reports To:** General Manager  
**FLSA Status:** Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction of the UPTD General Manager, the Transit Operations Manager is responsible for the planning, coordination, and oversight of transit activities and operations, including management of operations staff.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. Complies with UPTD policies and procedures.

### **CORE JOB FUNCTIONS:**

The Operations Manager is responsible for the daily operation of the transit service, including driver safety training, and fleet oversight in compliance with State and Federal safety requirements. The Operations Manager ensures coordination between drivers, dispatch, and fleet for efficient and safe operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees Transit Operations by directing, organizing, and managing operation activities for Fixed Route, Commuter Route, Paratransit and Dial a Ride Demand Response.
- Analyzes and plans existing transit operations by researching, developing, and implementing service improvements and modifications.
- Supports long-range transit planning projects with analysis, review, and recommendations.
- Advise stakeholders on the development of connection centers, bus stops, landscapes, employee, and visitor parking lots.

- Ensures compliance in accordance with FTA/ODOT standards, Americans with Disabilities Act (ADA) regulations, departmental policies, as well as applicable federal, state, and local laws and regulations.
- Recruit, supervise, train, motivate and evaluate transit supervisors, office manager, dispatch supervisor, and operations administrative assistant.
- Works closely with supervisors to ensure staff are monitoring, training, and evaluating performance of assigned personnel as well as monitoring employee attendance and tracking employee vacation and leave.
- Provides guidance and oversight to the transit supervisors to ensure management of vehicle maintenance is completed on time and in compliance with vehicle manufacturer recommendations and requirements.
- Analyze accident and incident information to make suggestions for new training or altering of new employee training. Oversee tracking of road call emergencies and vehicle accidents, ensure necessary information and all documentation is maintained in accordance with record retention rules and as necessary for insurance purposes.
- Compiles data and presents reports and findings concerning system operational statistical data to the General Manager and Board of Directors.
- Maintains current GTFS data and reports changes to third party support provider.
- Maintains on-board fixed route stop announcement data.
- Investigates accidents, as assigned, including receiving and responding to drivers' incidents and accidents, and conducting internal accident investigations.
- Develops a departmental budget and subsequent expenditures by monitoring payroll and implementing staffing level adjustments.
- Performs routine inspections to maintain UPTD compliance with the ADA, OSHA, EPA and FTA of all UPTD facilities.
- Ensures that facilities maintenance and repairs are properly attended to.
- Updates the repair and maintenance data into the transit asset management plan.
- Consults with departmental staff, other District departments, and outside agencies by coordinating activities, providing technical expertise, and receiving advice/direction, as needed.
- Helps establish emergency support relationship with local governments. Assumes a support role for Emergency Support Function during emergency operations/natural disasters.
- Performs other duties and projects, as assigned.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Managerial and supervisory principles.
- Budgetary management practices related to municipal and/or public transit funds.
- Strategic planning principles.
- Advanced principles and practices in transit operations.
- Applicable Federal, State, and local laws, regulations, codes, and/or statutes.
- Project management principles.



## **Skills:**

- Conducting objective research.
- Monitor and maintain inventory of assigned equipment.
- Manage programs and complex projects.
- Coordinate with outside government agencies.
- Perform complex mathematical calculations.
- Monitor and evaluate subordinates.
- Delegate and prioritize work.

## **Abilities:**

- Interpret a variety of transit related data, plans, reports, and/or other related items.
- Manage multiple tasks simultaneously.
- Use independent judgement to solve complex problems.
- Perform project reviews and revisions.
- Interpret and apply applicable laws, rules, and regulations.
- Prepare, review, and analyze technical reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.
- Be on-call 24/7 to respond to emergencies; be able to work nighttime hours and weekends, if needed.

## **Education and Experience:**

- An associate or bachelor's degree in public administration, business, transportation, or related field and three (3) years of supervisory or management experience in the transportation field.  
OR
- Ten (10) years of progressively responsible supervisory or management experience in the transportation field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the Operations Manager.

## **Physical Requirements:**

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to thirty (30) pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. The use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

**Working Conditions:**

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

**Special Requirements:**

- Valid Oregon Commercial Driver’s license with passenger endorsement at time of hire and maintained during the length of employment.
- Oregon D.O.T Medical Certification
- Adherence to UPTD’s Drug and Alcohol Testing Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

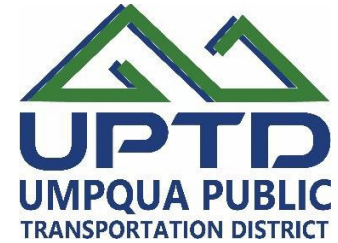
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***Employee acknowledgement of receipt of job description.***

_____	_____
Operation Manager’s Signature	Date

_____	_____
General Manager’s Signature	Date



**Job Title:** Finance Manager  
**Department:** Administration  
**Reports To:** General Manager  
**FLSA Status:** Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction of the UPTD General Manager, the Finance Manager plays a critical role in partnering with senior leadership in strategic decision making and ensuring compliance in all fiscal activities.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. **Complies with UPTD policies and procedures.**

### **CORE JOB FUNCTIONS:**

Plans, organizes, leads, and manages the UPTD's financial activities including accounting, fiscal management, financial forecasting, and ensures compliance in all fiscal activities. Performs professional duties providing for custody and control of UPTD resources and in reporting financial information. Supports UPTD's strategic and business goals and objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and manages UPTD's financial accounting activities, payroll, accounts receivable, accounts payable, fixed assets, inventory. Balances revenues, expenditures, and debt issuance; provides financial analysis, and audit guidance. Monitors and approves division expenditures in accordance with UPTD policies and principles of sound fiscal management.

- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports and to summarize current projected agency financial position. Reviews grant expenditure records.
- Primary contact for the Auditor and oversees UPTD's annual audit process.
- Assures adequate internal controls, accurate record keeping and timely reporting in compliance with established laws, codes, regulations, and policies.
- Administers and evaluates UPTD fiscal activities to include cash management and cash requirement needs, budget preparation and subsequent budget vs. actual performance analysis, financial forecasts and projections of revenues and expenses. Prepares and works with General Manager to develop annual UPTD budget. Communicates the fiscal health of UPTD to the General Manager and the Board of Directors.
- Supports other managers with developing their departmental budget.
- Participates in the development and/or revision of accounting procedures and systems to meet management's needs, state requirements and federal regulation relating to grants, fixed assets, and capital projects.
- Oversees the accounting for contracts and grants; Administers the accounting for contracts and grants; reviews and provides opinion of contract and grant financial requirements; oversees the maintenance of procedures for allocating direct and indirect costs to programs; assists in altering the accounting system to accommodate legislative or programmatic changes.
- Performs Farebox responsibilities as needed.
- Acts as administrator for outside vendors seeking to advertise with UPTD.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Management principles and practices.
- Generally Accepted Accounting Principles (GAAP).
- Applicable Federal, State, and Local laws, rules, and regulations.
- Risk management theory and principles.
- Finance theory and principles.
- Financial reporting requirements.
- Budgeting principles and practices.

### **Skills:**

- Compiling, analyzing, and preparing financial information.
- Developing and administering budgets.
- Applying contract, grant, and other administrative limitations to project activities.
- Working with mathematical concepts such as probability and statistics.

## **Abilities:**

- Reading, analyzing, interpreting finance and accounting related materials and reports.
- Interpreting and applying applicable Federal, State, and Local laws, rules, and regulations.
- Presenting information and responding to questions from Board of Directors, groups of managers, clients, customers, and the public.
- Developing and implementing internal control procedures.

## **Education and Experience:**

- A bachelor's degree in accounting, Finance, General Business or Public Administration or a closely related field and five (5) years of increasingly responsible government accounting.  
OR
- Ten (10) years of progressively responsible financial management; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the Financial Manager.

## **Physical Requirements:**

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to thirty (30) pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

## **Working Conditions:**

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

## **Special Requirements:**

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug and Alcohol Testing Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

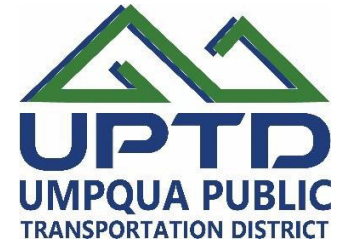
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**Employee acknowledgement of receipt of job description.**

_____	_____
Financial Manager's Signature	Date

_____	_____
General Manager's Signature	Date



**Job Title:** Human Resource Director  
**Department:** Administration  
**Reports To:** General Manager  
**FLSA Status:** Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction of the General Manager, the HR Director plays a vital role in ensuring effective HR operations while collaborating with management and staff, contributing to HR strategies and maintaining HR records.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. **Complies with UPTD policies and procedures.**

### **CORE JOB FUNCTIONS:**

The Human Resources Director will plan, lead, direct, develop, and coordinate the policies, activities, ensuring legal compliance and implementation of the organization's mission and talent strategy. Recruits, interviews, hires, and trains new staff. Handles discipline and termination of employees in accordance with company policy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition and morale; occupational health and safety; and training and development.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget. Participates in development and implementation of departmental budget.
- Facilitates professional development, training, and certification activities for staff.
- Performs other duties as required.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Strong knowledge of employment laws and regulations

### **Skills:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Excellent communication and interpersonal skills-Detail-oriented with strong organizational skills

### **Abilities:**

- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to handle confidential information with discretion.



## **Education and Experience:**

- A bachelor's degree in human resources or closely related field preferred and five (5) years of experience in a human resources role  
OR
- Ten (10) years of human resource experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the Human Resource Director.

## **Physical Requirements:**

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to thirty (30) pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

## **Working Conditions:**

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

## **Special Requirements:**

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug and Alcohol Testing Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

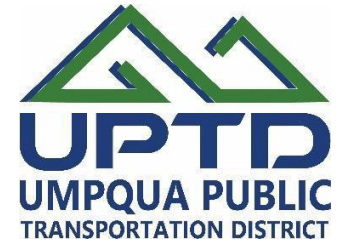
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**Employee acknowledgement of receipt of job description.**

\_\_\_\_\_  
HR Director's Signature                      Date

\_\_\_\_\_  
General Manager's Signature              Date



**Job Title:** Transit Supervisor  
**Department:** Operations  
**Reports To:** Operations Manager  
**FLSA Status:** Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction of the UPTD Operations Manager, the Transit Supervisor plays a critical role to ensure driver compliance in all aspects of safety, schedule and service.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. **Complies with UPTD policies and procedures.**

### **CORE JOB FUNCTIONS:**

The Transit Supervisor, as the first-line supervisor, supervises, directs, reviews, plans, trains, and evaluates the work of **transit drivers** engaged in a variety of transit service activities at Umpqua Public Transportation District (UPTD).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise and coordinate the day-to-day operations of the transit system, including scheduling, dispatching, and route planning.
- Monitor the performance of transit operators, ensuring adherence to schedules, safety protocols, and customer service standards.
- Provide leadership and guidance to transit operators, conducting regular performance evaluations, and implementing training programs to improve performance and customer satisfaction.

- Oversee the maintenance and repair of transit vehicles, coordinating with mechanics and ensuring compliance with safety regulations and maintenance schedules.
- Investigate and resolve customer complaints and inquiries, demonstrating a commitment to providing excellent customer service and resolving issues in a timely manner.
- Stay updated on industry trends, technological advancements, and regulatory changes, implementing best practices, and ensuring compliance with applicable laws and regulations.
- Prepare reports and analyze data related to transit operations, including ridership numbers, on-time performance, and customer feedback, using this information to identify areas for improvement and implement strategies to enhance efficiency and customer satisfaction.
- Maintains training files and records.
- Develop and update training curricula and training manuals.
- Routinely conducts observed and unobserved check rides to ensure customer service, on time performance, route compliance, and operations safety; discusses finding with transit driver and Operations Manager.
- Administers new hire and reoccurring driver training including but not limited to classroom theory, behind-the-wheel, and post-accident training.
- Perform bus driver duties when needed.
- Perform administrative operations assistant duties when needed.
- Perform fitness for duty assessment: hygiene, uniforms, signs of fatigue, signs of drug and/or alcohol use.
- Promote a culture of safety and professionalism among transit operators, enforcing policies and procedures and ensuring compliance with all safety regulations.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Knowledge of transit operations, regulations, and safety protocols.
- Modern office procedures, methods, and office computer equipment.
- Working knowledge of DOT and FTA regulations.

### **Skills:**

- Excellent communication skills, both written and verbal, with the ability to effectively communicate with employees, management, and customers.
- Strong problem-solving and decision-making skills, with the ability to quickly analyze situations and make sound judgments.
- Exceptional organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong customer service skills, with a focus on providing a positive experience for passengers.

### **Abilities:**

- Strong leadership abilities with the ability to motivate and inspire a team to achieve operational excellence.
- Ability to work effectively under pressure and handle emergencies or unexpected situations with calmness and professionalism.
- Ability to work collaboratively and build effective relationships with employees, management, and the community.
- Flexibility to work variable hours, including evenings, weekends, and holidays, and on-call as needed.

### **Education and Experience:**

- High School Diploma or GED
- Minimum of 3 years of experience in transit operations, with at least 1 year in a supervisory or leadership role.
- Certified Community Transit Supervisor (CCTS)
- PASS Certificate or Train the Trainer
- Drug and Alcohol Reasonable Suspicion Certification
- Vehicle Maintenance Management and Inspection (VMMI)

### **Physical Requirements:**

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to thirty (30) pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

### **Working Conditions:**

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

**Special Requirements:**

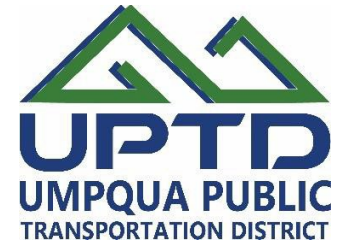
- Valid Oregon Class B Commercial Driver’s license with passenger endorsement with no air brake restriction at time of hire or ability to obtain one within 90 days of hire and maintained during the length of employment.
- Oregon D.O.T. Medical Certification
- Adherence to UPTD’s Drug and Alcohol Testing Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

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***Employee acknowledgement of receipt of job description.***

_____	_____
Transit Supervisor’s Signature	Date
_____	_____
Operations Manager’s Signature	Date



**Job Title:** Dispatch Supervisor  
**Department:** Operations  
**Reports To:** Operations Manager  
**FLSA Status:** Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction of the UPTD Operations Manager, the Dispatch Supervisor is the key role responsible for the scheduling, planning, coordination, and oversight of Dispatch, Umpqua Rides ParaTransit and Dial A Ride activities, operations and compliance.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. Complies with UPTD policies and procedures.

### **CORE JOB FUNCTIONS:**

The Dispatch Supervisor ~~performs a variety of tasks related to the supervision of~~ supervises the daily operations of UPTD's Call Center including ADA Paratransit and Dial-A- Ride scheduling. The Dispatch Supervisor supervises the dispatchers and demand response drivers. The Dispatch Supervisor will oversees the operations of a fleet of vehicles, ensuring they are running efficiently and on schedule, tracking the location of each vehicle and coordinating routes for drivers, communicating with clients to ensure they arrive on time, and handling any issues that may arise during transport. The Dispatch Supervisor must be proficient in using technology to manage logistics, including GPS systems, dispatch software, and communication devices. They must also have strong leadership abilities to manage and motivate a team of drivers and dispatchers. They must be able to think critically and problem-solve, as well as be able to make quick decisions under pressure. The Dispatch Supervisor plays a critical role ensuring that clients arrive safely and on time.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee the scheduling, dispatching, and routing of drivers and vehicles to ensure timely delivery and pickup of passengers.
- Train and oversee staff, monitor performance, provide ongoing technical guidance, direction, and counseling to dispatch center staff and drivers insuring acceptable standards of customer interactions.
- Monitor real-time dispatch software and communication systems to manage the flow of vehicles and ensure adherence to schedules and routes.
- Train demand response drivers for ride check offs, wheelchair securement, and PASS trainer.
- Implement and enforce safety protocols and compliance with transportation regulations to conduct regular vehicle inspections and driver safety training.
- Coordinate regular vehicle maintenance and repairs, minimizing downtime and ensuring fleet reliability.
- Resolve customer service issues related to dispatch, including delays, accidents, or complaints, ensuring high levels of customer satisfaction.
- Process billing for Bay Cities in a timely manner.
- Oversees the volunteer driver program.
- Manages PTO requests and timekeeping for dispatchers and demand response drivers.
- Analyze operational data and reports to identify trends, inefficiencies, and opportunities for process improvement in the dispatch system.
- Develop and maintain relationships with external partners, such as Bay Cities to ensure smooth operations and compliance.
- Lead emergency response efforts for incidents involving company vehicles, coordinating with emergency services, and implementing contingency plans to minimize disruption.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Methods and techniques of delivering public transportation and paratransit services to seniors and disabled persons certified under the ADA.
- Methods and techniques of dispatching commercial passenger vehicles.
- Modern office procedures, methods and equipment including computers.
- Principles and procedures of record keeping.
- Dispatching techniques with the use of two-way radio systems for communicating and receiving information. Streets, landmarks, and geography of Douglas County.
- Pertinent federal, state, and local laws, codes and regulations governing public transportation for seniors and individuals certified under the ADA.



## **Skills:**

- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including two-way radios, computers, and supporting word processing, spreadsheets, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems. Perform a wide variety of general clerical duties.

## **Abilities:**

- Supervise ~~other~~ employees.
- Provide safe and reliable public transportation services to **people with disabilities and/or mobility impairments**. ~~the mobility impaired~~.
- Create and maintain a detailed schedule for providing dispatching services.
- Respond in a courteous manner to requests and inquiries from the public. Effectively and professionally handle difficult and sensitive citizen inquiries and complaints.
- Maintain accurate and complete records of transportation, paratransit services and other demand response services.

## **Education and Experience:**

- A high school diploma or equivalent. Preferably a business-related associate degree.  
OR
- Four (4) years of increasingly responsible communications, dispatch, or clerical experience.

## **Physical Requirements:**

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to thirty (30) pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

## **Working Conditions:**

Work is performed predominantly in an office environment and requires ~~frequent~~ **occasional** travel to other locations to attend meetings and conduct work.

**Special Requirements:**

- Valid Oregon Driver’s license at time of hire and maintained during the length of employment.
- Adherence to UPTD’s Drug and Alcohol Testing Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.*

*Umpqua Public Transportation District is an equal opportunity employer and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, veterans’ status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.*

***Employee acknowledgement of receipt of job description.***

\_\_\_\_\_

Dispatch Supervisor’s Signature

\_\_\_\_\_

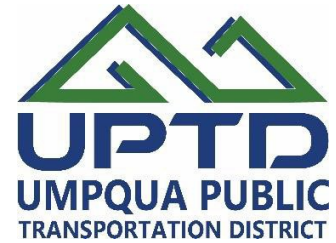
Date

\_\_\_\_\_

Operation Managers Signature

\_\_\_\_\_

Date



**Job Title:** Office Manager  
**Department:** Operations  
**Reports To:** Operations Manager  
**FLSA Status:** Non-Exempt

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction of the UPTD Operations Manager, the Office Manager is responsible for the operations of UPTD's downtown, public facing office, providing service for the general public and UPTD drivers.

### **EXPECTATIONS:**

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, execute principles of workplace safety; comply with all safety policies and procedures; exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources. Complies with UPTD policies and procedures.

### **CORE JOB FUNCTIONS:**

The Office Manager position plays a critical role in partnering with Senior Leadership in strategic decision making as the district grows and enhances our transportation services providing information and direction regarding all of UPTD's services to passengers, drivers and community partners and is the point of contact for all ADA application processing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **First Line Customer Support**

- Answer incoming calls, provide information regarding UTrans bus routes, ParaTransit services and eligibility requirements and Dial A Ride services.
- Check and respond to phone messages and reroute to appropriate staff members when necessary.
- Respond to Dispatch and radio calls from drivers and assist as needed including contacting

other staff members to resolve issues.

- Provide trip planning assistance, route information, and other pertinent information to customers via email, by phone, and in person. This includes instructing customers on how to use printed materials and website.
- Conduct sales of fare media to customers and manage cash and credit payments.
- Record compliments, comments and complaints and ensure that information is shared and assigned to appropriate staff.

### **Office Administration**

- Receive, separate, and disburse mail to appropriate staff members.
- Maintain office supplies.
- Manage the lost and found process.
- Order various supplies including printed products.
- Other duties as assigned.
- Partner with HR to update and maintain office policies as necessary.
- Process daily bank deposit reconciliation and scan to Finance Manager.

### **Community Outreach**

- Engage in community outreach functions representing UPTD which ~~will~~ requires public speaking and interaction with the public.
- Provide travel training to transit users and agencies.
- Process and recommend requests for event participation to provide benefit and exposure for UPTD.
- Develop, coordinate, and conduct community presentations at expos, fairs and tradeshows and other public forums to enhance visibility and positive image.
- *Plan and coordinate all aspects of event logistics including scheduling, staffing, parades, displays, promotional items, vehicle requests including event set up and tear down.*

### **ADA Eligibility Administration**

- Ensures the eligibility process for ADA paratransit is completed for FTA requirements and ~~may need~~ ~~to~~ works with UPTD Operations Manager to resolve client eligibility concerns.
- Maintain knowledge of rules and regulations governing private information.
- Maintain and safeguard HIPPA regulated information including confidential eligibility and interview information on abilities and limitations and medical information.
- Provide education or guidance to drivers regarding reduced fare eligibility.
- Provide ADA education and materials, as related to public transportation, to customers and staff and may act as an advisor for to other agencies and providers.
- Provides **travel** training to Umpqua Rides users including information on how to book a ride and how to use the bus.
- Prepares written correspondence including eligibility determination letters.
- Maintains a filing system and records retention program for client and program records.

## **Knowledge, Skills, and Abilities:**

### **Knowledge:**

- Best practices in customer service, event coordination, and public relations.
- Modern office procedures, methods, and office computer equipment.
- The American with Disabilities Act (ADA) and specific applications to public transportation.
- Principles and practices of records management and confidentiality.
- Working knowledge of DOT and FTA regulations.

### **Skills:**

- Effective organizational skills, time management and customer service skills.
- Excellent verbal and written communication skills.
- Proficient in using Microsoft Office suite, the internet, and basic office functions.
- Basic mathematical skills.

### **Abilities:**

- Ability to produce timely, accurate and complete work. Excellent time management and organizational skills with a proven ability to meet deadlines.
- Ability to interpret and comply with directions and relevant regulatory requirements.
- Ability to adhere to rules regarding confidential information and use a high level of discretion.
- Ability to use internet, software programs, and technology effectively and efficiently.
- Ability to maintain a positive work environment.
- Ability to work safely and support a culture of workplace safety.
- Ability to manage a busy call center with heavy foot traffic.

## **Education and Experience:**

- Education/Training: High School Diploma or Equivalent. Preferably a business-related associates degree.
- Experience: 2 years clerical experience. Proficient with Microsoft Office and Outlook.

## **Physical Requirements:**

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to thirty (30) pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

**Working Conditions:**

Work is performed predominantly in an office environment and may require frequent travel to other locations to attend meetings and conduct work.

**Special Requirements:**

- Valid Oregon Driver’s license at time of hire and maintained during the length of employment.
- Adherence to UPTD’s Drug and Alcohol Testing Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.
- National Transit Institute Comprehensive ADA Paratransit Eligibility certification within 90 days of hire.

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.*

*Umpqua Public Transportation District is an equal opportunity employer and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, veterans’ status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.*

***Employee acknowledgement of receipt of job description.***

\_\_\_\_\_  
Office Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operation Managers Signature

\_\_\_\_\_  
Date

## Foot Traffic – Downtown Office – March – 20 Service Days

### Bus Pass Purchases

54 - Client walk-ins – Single Pass Sales – Receipted

37 - Client walk-ins from WorkSource Employment Office – Email from Employment Department, Client signs off, Employment Department is billed

12 - Agencies walk-ins – A variety of payment methods are utilized, including check, credit card, payees with checks for multiple clients, invoice.

- Employment WorkSource - 100 Day Passes
- ADAPT – 3 Monthly Bus Passes
- ADAPT – 16 U-Trans Ticket Books
- ADAPT – 2 Umpqua Rides Paratransit Ticket Books
- UCAN Money Management Program – 6 U-Trans Monthly Senior Disabled Bus Pass
- Community Living Case Management – 26 U-Trans Monthly Senior Disabled Bus Passes
- Community Living Case Management – 17 Umpqua Rides Paratransit Ticket Books
- UCC - 5 U-Trans Ticket Books
- UCC - 2 Umpqua Rides Paratransit Ticket Books
- Options Counseling Services - 1 Monthly Bus Pass
- Onward Roseburg - 1 U-Trans Monthly Senior Disabled Bus Pass
- Onward Roseburg - 1 U-Trans Ticket Book

9 Agencies that send emails, pick up there passes at the downtown office and are billed:

Cow Creek Band of Umpqua Tribe of Indians - March Monthly Bus Passes - 9

Cow Creek Band of Umpqua Tribe of Indians - Returned March Monthly Bus Passes - 9

Cow Creek Band of Umpqua Tribe of Indians - March Monthly Senior Disable Bus Passes - 2

Cow Creek Band of Umpqua Tribe of Indians - Returned March Monthly Senior Disable Bus Passes 2

Bay Cities Ambulance Brokerage - U-Trans Monthly Bus Pass - 2

ODHS Child Welfare Program - U-Trans March Monthly Bus Passes - 18

ODHS Child Welfare Program UPTD U-Trans Ticket Books - 10

UCC Spring Term Passes - 60

UCC Winter Term Passes Returned - 24

### Drivers

Daily - 14 Bus Drivers – Lunch, lunch coverage, restroom break

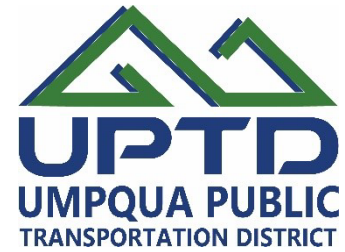
As Needed for ticket books and restroom –

- 5 Demand Response
- 3 Para Drivers
- 6 NEMT Drivers

Monthly – 17 Bus Drivers

- Issue Passes
- Receive and document return of unsold passes

ADA ParaTransit Application Assistance – Average 1/week



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8**

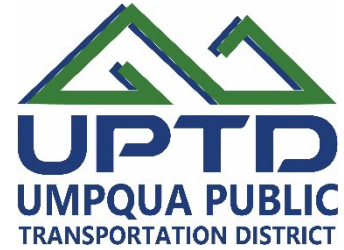
**Agenda Item Title: New Business**

- 8.1 Officer Appointment – Election of Board Chair**
- 8.2 Resolution 24-7 Bank Signatories**
- 8.3 Board Position #3 – Applications and Discussion**
- 8.4 Executive Committee Member Appointment**
- 8.5 Discussion of 3046 NE Diamond Lake Blvd Property**
- 8.6 Recommendation for Dial-A-Ride Reduced Fare**

**Requested Action:** Please see each cover page for action items.

**By: Cheryl Cheas, UPTD General Manager**





**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.1**

**Agenda Item Title: New Business**

**8.1 Officer Appointment – Election of Board Chair**

Board Chair, Director Sarah Thompson resigned from the Board effective June 5, 2024. The Board Bylaws state:

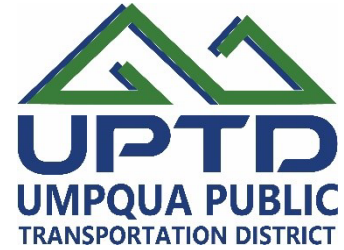
Officers of the Board shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected from the members of the Board.

**Requested Action:** Open nominations for Board Chair. Vote to elect Chair.

Nominees: \_\_\_\_\_

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: Michaela Hammerson, UPTD Vice Chair**



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.2**

**Agenda Item Title: New Business**

**8.2 Resolution 24-7 Designating Bank Signatories**

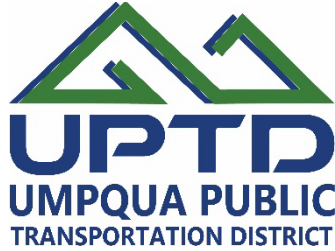
During the Regular Board of Directors Meeting held on June 17, 2024, a new slate of officers was elected, requiring Bank Signatories to be reassigned.

\_\_\_\_\_ was elected as Chair and \_\_\_\_\_ was elected as Vice Chair. This resolution changes the individuals authorized to sign checks on behalf of the District.

**Requested Action:** If satisfied, motion to approve & adopt Resolution 24-7: Designating Bank Signatories.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: UPTD Chair**



**RESOLUTION NO. 24-7**

**A RESOLUTION DESIGNATING BANK SIGNATORIES**

**WHEREAS**, on May 4, 2024, Board Chair, Tom Trotter resigned his position and Vice Chair Sarah Thompson was elected by the Board as Board Chair; and Michaela Hammerson was elected Vice Chair; and,

**WHEREAS**, on June 4, 2024, Board Chair, Sarah Thompson resigned her position, and

**WHEREAS**, on June 17, 2024, the Board held elections and a new slate of officers was elected by the Board of Directors adding \_\_\_\_\_ as Board Chair, replacing Sarah Thompson in that role, adding \_\_\_\_\_ as Vice Chair, replacing/maintaining in that role.

**NOW, THEREFORE**, the Board of Directors of the District resolves as follows:

The following individuals shall be authorized to sign checks on behalf of the District:

1. Cheryl Cheas, General Manager
2. \_\_\_\_\_, Chair
3. \_\_\_\_\_, Vice Chair

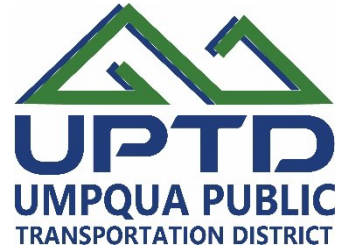
**APPROVED AND ADOPTED** on this 17th day of June, 2024.

\_\_\_\_\_ Date: \_\_\_\_\_

Board Chair,

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_

Recording Secretary, Cheryl Cheas



June 17, 2024

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8**

**Agenda Item Title: New Business**

**8.3 Board Position #3 – Applications and Discussion**

Director Tom Trotter resigned from the board effective May 4, 2024. The vacancy has been advertised in the legal section of the News Review, the UPTD Facebook page and the UPTD page on the Nextdoor App. Screen shots of the notices are attached for discussion.

The appointee will serve the remainder of Tom Trotter’s term, Position #3, which expires June 2027.

Following the Public Notice Information are the following applications with the address and phone number masked:

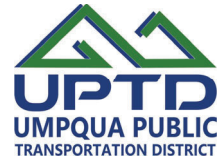
- Jim DeLap
- Natasha Atkinson
- Marli Stauffacher
- Ethan Thompson
- John Estill
- Samantha Frost
- Cathye Dewhirst Curreri

**Requested Action:** Determine whether required notice has been met. Review applications. If requirement for notice has been met, vote to appoint a Director to serve the rest of Position #3.

Nominees: \_\_\_\_\_

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: UPTD Board of Directors**



**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: James Lee De Lap (Jim) Date: 06/04-2024

Address: \_\_\_\_\_ Zip Code: 97471

Phone Number: 541- \_\_\_\_\_ Email Address: JDeLap4@protonmail.com

Are you a resident of our district? Yes Are you a registered voter? Yes

**Why do you want to serve on the Umpqua Public Transportation District Board?**

Many years ago I needed Dial a ride. I did not qualify because I lived to far out of town and had to walk 5 miles to  
my doctor's appointments. I do not think that anyone should have to walk or not go due to lack of transportation.  
I am doing my best to make sure that UPTD is a viable trans

**Describe past experiences or positions held that would assist you as a board member.**

I have been attending meetings in person for several years as well as on zoom. When a board member resigned due  
to health I was appointed to fill the vacancy. I was not re elected for another term but I am still attending meetings.  
I think that it is important to make sure that UPTD is a viable service provider.

**Outline strengths, abilities and talents that you would bring to the board.**

I am detail oriented. I like to read everything that is going to be presented at the next meeting so that I can make  
informed recomendations and ask pertinent questions.

**Describe your knowledge of Public Transportation rules, regulations and funding sources.**

I know very little about transportation rules and regulations even though I have been hearing them for years now.  
It takes quite a while to be able to understand all of the abbreviations and what they stand for.  
There are multiple funding sources and grants available for different projects and needs.

**In your opinion, what is the most important role of a board member?**

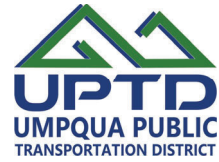
Seeing the big picture. The head of a department can get so involved in their own job that they can lose sight of  
what the district needs are. Board members are not involved with the day to day operations so that they can guide  
the Umpqua Transpotatin District into a viable service provider.

**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Application Deadline: Monday, June 10, 2024**



**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: Natasha Atkinson Date: 05/29/2024

Address: Sutherlin Zip Code: 97479

Phone Number: 541- Email Address: natasha@uhi.life

Are you a resident of our district? Yes Are you a registered voter? Yes

**Why do you want to serve on the Umpqua Public Transportation District Board?**

For the past few years, I have served on the STIF/STAC and budget committees. With the knowledge I have learned from those experiences, I believe I am ready to serve on the UPTD board. In addition, I believe I would offer a different point of view as both a previous provider and an advocate for those experiencing disabilities.

**Describe past experiences or positions held that would assist you as a board member.**

As stated above, I have served on the UPTD STIF/STAC and budget committee for the past few years. Also, I believe my current position, as the UHI executive director, will benefit UPTD. Lastly, I am currently a board member for Oregon Resource Association, Douglas Housing Alternatives, Umpqua Economic Development Partnership and Fairway Estates HOA.

**Outline strengths, abilities and talents that you would bring to the board.**

Through my work in nonprofit organizations, I have gained experience in funding strategies , creation of policy/ procedures and how best to work within governmental requirements. In addition, I am a very organized person, with extensive experience working with executive directors, team members and serving with boards.

**Describe your knowledge of Public Transportation rules, regulations and funding sources.**

As stated above, I have served on the UPTD STIF/STAC and budget committee for the past few years. Additionally, I have attended nearly every UPTD public meeting for the last 5 years. Both of these have prepared me to serve as a UPTD board of director.

**In your opinion, what is the most important role of a board member?**

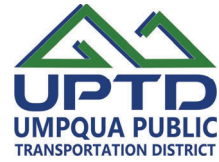
I believe the most important job of a board member is to ensure the agency remains viable, complaint and fiscally responsible. This is done by monitoring the financials, reviewing all reports, and listening to the riders. In the end, we are representing the community and therefore must act accordingly to serve the riders of Douglas County.

**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Application Deadline: Monday, June 10, 2024**



**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: Marli Stauffacher Date: 6/6/24

Address: \_\_\_\_\_ Zip Code: 97471

Phone Number: 541- \_\_\_\_\_ Email Address: marlidee21@aol.com

Are you a resident of our district? Yes Are you a registered voter? Yes

Why do you want to serve on the Umpqua Public Transportation District Board?

I think that I could bring a different perspective on the operational side of the district.  
\_\_\_\_\_  
\_\_\_\_\_

Describe past experiences or positions held that would assist you as a board member.

ompl started out as the Operations Assistant and then went on to be the Transportation Supervisor.  
This gives me a very good idea of how things have been working and how some things could be improved  
on.

Outline strengths, abilities and talents that you would bring to the board.

I have a good working knowledge of how all the compliance aspects effect the departments  
needs. I was handed over the compliance for all the vehicles because we were below our required  
percentage to stay compliant. My record shows that I more than doubled our compliance percentage.

Describe your knowledge of Public Transportation rules, regulations and funding sources.

I have a fairly good understanding of how it all works. I dealt with alot of the rules and regulations when  
I became a Supervisors. I tried to learn as much as possible about the funding sources but I am sure  
there is plenty more to learn.

In your opinion, what is the most important role of a board member?

Making sure we stay with in our compliance regulations. Also to make sure that it a good place to work  
and make sure the employees are treated fairly. I also have experience sitting on the City Council in the town I grew up in.  
I was elected to a second term and served another year before resigning because we were relocating.

**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at  
ccheas@umpquatransit.org

**Application Deadline: Monday, June 10, 2024**



**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: JOHN C. ESTILL Date: 6/10/2024

Address: 6680 STATE HWY 38 DRAIN Zip Code: 97435

Phone Number: 541-836-7612 Email Address: jcestill@gmail.com

Are you a resident of our district? YES Are you a registered voter? YES

Why do you want to serve on the Umpqua Public Transportation District Board?  
To serve the transportation needs and concerns of the citizens in this district.

Describe past experiences or positions held that would assist you as a board member.  
Program manager for national laboratory weighing and assessing program strengths and weaknesses and acting to improve the product in defense related areas.

Outline strengths, abilities and talents that you would bring to the board.  
TRAINING IN RISK ANALYSIS AND DECISION ANALYSIS THAT REQUIRES CONSIDERATION OF MANY VIEWPOINTS AND OBJECTIVELY ASSESS PROS AND CONS TO COME TO BEST DECISION

Describe your knowledge of Public Transportation rules, regulations and funding sources.  
Peripheral knowledge of public transportation but was vocal advocate of serving community for BART expansion in Bay Area California. No official position

In your opinion, what is the most important role of a board member?  
Serving the community in their desires and needs relative to transportation issues. Assure all arguments have strong basis in facts but weighing needs.

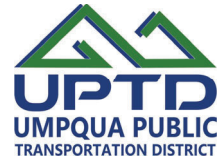
\*\*Attach additional sheets if needed\*\*

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Application Deadline: Monday, June 10, 2024**





**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: Samantha Frost Date: 6/7/2024

Address: Roseburg, OR Zip Code: 97470

Phone Number: \_\_\_\_\_ Email Address: frostsam7@gmail.com

Are you a resident of our district? Yes Are you a registered voter? Yes

Why do you want to serve on the Umpqua Public Transportation District Board?

I used to ride the bus, when I was too disabled to drive and I have a lot of ideas that would help the this transportation system out.

Describe past experiences or positions held that would assist you as a board member.

I am currently a Precinct Committee Person  
Footwear and Tire Tread Examiner with the Georgia Bureau of Investigation

Outline strengths, abilities and talents that you would bring to the board.

I have an ability to see patterns, probably because I was a Forensic Scientist.

Describe your knowledge of Public Transportation rules, regulations and funding sources.

I will have to work on changing some of the Policies. Stereotyping is not cool.  
Funding source: grant from the Transportation and Growth Management (TGM) Program

In your opinion, what is the most important role of a board member?

To protect the people that you work for.

**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Application Deadline: Monday, June 10, 2024**



**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: Cathye Dewhirst Curreri Date: June 10, 2024

Address: Roseburg, OR Zip Code: 97471-5500

Phone Number: \_\_\_\_\_ Email Address: cd2thFairy@gmail.com

Are you a resident of our district? Yes Are you a registered voter? Yes

Why do you want to serve on the Umpqua Public Transportation District Board?

Available public transportation is critical in viable communities.

I am especially concerned with affordable public transportation options for our elderly citizens.

Likewise, I'd like to have an opportunity to give of myself to this wonderful community.

Describe past experiences or positions held that would assist you as a board member.

Some of my community leadership positions include: participating as a DCRCC Executive Board member;

providing community education as a RDH professional; volunteering as coach and counselor in diverse

youth sports, schools, and camps; and serving on numerous parental and church committees.

Outline strengths, abilities and talents that you would bring to the board.

I am a natural leader and a quick learner. I am blessed with a discerning and critical mind, and I am

comfortable utilizing the internet as an information platform. I am also a good writer, and am

comfortable seeking government grants.

Describe your knowledge of Public Transportation rules, regulations and funding sources.

Although I don't have direct experience with Public Transportation rules, regulations, and funding

sources, I have experience reading and understanding the law, and have experience writing legal

documents. I am a quick learner.

In your opinion, what is the most important role of a board member?

At this point, the most important role of an Umpqua Public Transportation board member is helping

provide fiscal responsibility and integrity. It is also important to listen to the needs of our community,

and facilitate practical means to meet those needs.

**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Application Deadline: Monday, June 10, 2024**



**Board Member Application for the Remainder of Position #3**

Term: Upon Appointment through June 2027

Applicant Name: Ethan B. Thompson Date: 6/7/2024

Address: \_\_\_\_\_ Zip Code: 97496

Phone Number: (971) \_\_\_\_\_

Email Address: Ethan-97@outlook.co

Are you a resident of our district? Yes

Are you a registered voter? Yes

Why do you want to serve on the Umpqua Public Transportation District Board?

I want as much opportunity as possible to serve and support those within our community who use our public transportation system for their daily needs.

Describe past experiences or positions held that would assist you as a board member.

Born and raised in Douglas County, been on SNAP and Medicaid and homeless as a teenager. DSP for four years, peer support for mental health and substance use clients through Adapt for a year.

Outline strengths, abilities and talents that you would bring to the board.

I know the people who use this system of travel, from past homelessness and addiction, being low income before to current loved ones, to professionally working with underserved populations.

Describe your knowledge of Public Transportation rules, regulations and funding sources.

I know of the routes, the rules pertaining to safety regarding those using it and everyone else, the fees schedule. I want to learn of all funding sources to be as effective as possible as a board member.

In your opinion, what is the most important role of a board member?

To understand the abilities and limitations of UPTD to best serve the community, from funding sources, to best applying them in the budget, to costs.

**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? Yes

Please submit your application to: Cheryl Cheas, UPTD General Manager at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Application Deadline: Monday, June 10, 2024**

# THE NEWS REVIEW

The News-Review  
Powered by Column

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THE NEWS-REVIEW

Public Notice

Umpqua Public Transportation District Seeking Candidates for Board Vacancy: Umpqua Public Transportation District is accepting applications to fill one open position on its Board of Directors. The appointee will serve the remainder of Tom Trotter's term, Position #3, which expires June 2027. Tom Trotter resigned from the board

DOUGLAS COUNTY, OREGON

This is what appears when you search Public Notices.

When you click on the notice, this is what displays.

## Public Notice ✕

Published in The News-Review on May 28, 2024

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**Location**  
Douglas County, Oregon

**Notice Text**

**Umpqua Public Transportation District Seeking Candidates for Board Vacancy:**  
Umpqua Public Transportation District is accepting applications to fill one open position on its Board of Directors.

The appointee will serve the remainder of Tom Trotter s term, Position #3, which expires June 2027. Tom Trotter resigned from the board effective May 4, 2024.

The Umpqua Public Transportation District Board of Directors is comprised of seven board members. Each member is elected at-large by the registered voters of the District to serve a four year term.

Interested candidates can request an information packet, which includes information about the District, position, and application/selection process, from the District office by contacting Cheryl Cheas at 541-671-0753 or by email at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org). You may also print or download an application from our website at [www.umpquatransit.com/uptd-board-members](http://www.umpquatransit.com/uptd-board-members) You may also visit our office located at 3076 NE Diamond Lake Blvd, Roseburg, OR during regular business hours from 8:00 AM to 5:00 PM, Monday through Friday, excluding posted holidays.

The deadline to submit applications for this vacancy is Monday, June 10, 2024.

For more information, please contact Cheryl Cheas, UPTD General Manager 541-671-0753.

Pub 100440 Date: May 28, 2024

## NEXT DOOR ADVERTISEMENT



**Umpqua Public Transportation District** ✓

General Manager / CEO Cheryl Cheas • Edited 24 May

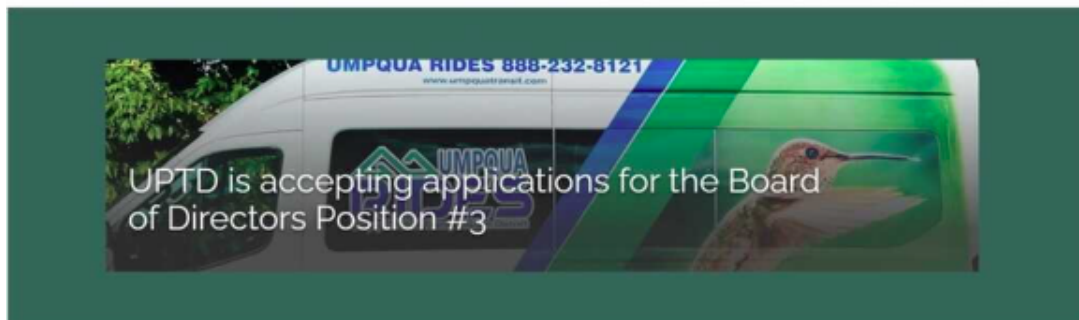


UPTD is seeking interested parties for a Board of Directors position. For more information, please contact Cheryl Cheas, [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org) or 541-671-0753. You may also download an application on our website.

<https://www.umpquatransit.com/files/0a9f08dea/UPTD+Board+Application.pdf>

### ARE YOU INTERESTED IN SERVING AS AN UPTD BOARD MEMBER?

MEETINGS ARE HELD ON THE THIRD MONDAY OF EACH MONTH. APPLICATIONS ARE BEING ACCEPTED THROUGH JUNE 10TH  
MORE INFORMATION AND AN APPLICATION CAN BE FOUND AT [WWW.UMPQUATRANSIT.COM/UPTD-BOARD-MEMBERS](http://WWW.UMPQUATRANSIT.COM/UPTD-BOARD-MEMBERS)



Posted to **Subscribers of Umpqua Public Transportation District**

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Post Impressions	Post reach	Engagement
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 **UPTD**  
May 22 at 2:30 PM · 

UPTD is seeking interested parties to apply to serve on the Board of Directors. For more information, please contact Cheryl Cheas @ [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org) or call 541-671-0753 or download an application from [www.umpquatransit.org/uptd-board-members](http://www.umpquatransit.org/uptd-board-members)

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## ARE YOU INTERESTED IN SERVING AS AN UPTD BOARD MEMBER?


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UMPQUA RIDES 888-232-8121  
[www.umpquatransit.com](http://www.umpquatransit.com)

UPTD is accepting applications for the Board of Directors Position #3

## Next Door

 **Umpqua Public Transportation District** ✓  
General Manager / CEO Cheryl Cheas • 6 days ago

Are you interested in volunteering to serve as an UPTD Board member?

Here's a link to the application to apply!

<https://www.umpquatransit.com/files/2a6793d07/UPTD+Board+Fillable+Application.pdf>

**Are you interested in serving as an UPTD Board Member?**

**UPTD is accepting applications for the Board of Directors Position #3 – serving through 6/2027.**

**Meetings are held on the 3<sup>rd</sup> Monday of each month. Applications are being accepted through June 10<sup>th</sup>.**

For more information and an application, please contact Cheryl Cheas @ [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org) or [www.umpquatransit.com/uptd-board-members](http://www.umpquatransit.com/uptd-board-members)  
[Microsoft Word - UPTD Board Application.docx \(umpquatransit.com\)](#)

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Umpqua Public Transportation District ✓  
General Manager / CEO Cheryl Cheas • Edited 30 May



[www.umpquatransit.com/uptd-board-members](http://www.umpquatransit.com/uptd-board-members)

Microsoft Word - UPTD Board Application.docx ([umpquatransit.com](http://umpquatransit.com))

Are you  
interested in  
serving as an  
UPTD Board Member?



UPTD is accepting  
applications for the Board  
of Directors Position #3 –  
serving through 6/2027.

Meetings are held on the 3<sup>rd</sup>  
Monday of each month.  
Applications are being  
accepted through June 10<sup>th</sup>.

For more information and an  
application, please contact Cheryl  
Cheas @ [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org) or  
[www.umpquatransit.com/uptd-board-members](http://www.umpquatransit.com/uptd-board-members)

Microsoft Word - UPTD Board  
Application.docx ([umpquatransit.com](http://umpquatransit.com))

 UPTD Board Members  
[umpquatransit.com](http://umpquatransit.com)

Posted to Subscribers of Umpqua Public Transportation District

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# Front Page – Website – Facebook Feed

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UMPQUA PUBLIC  
TRANSPORTATION DISTRICT

**UPTD**  
UMPQUA PUBLIC  
TRANSPORTATION DISTRICT

**Are you interested in serving as an UPTD Board Member?**

**UPTD is accepting applications for the Board of Directors Position #3 – serving through 6/2027 and for Positions #5 and #6, serving through 6/2025.**

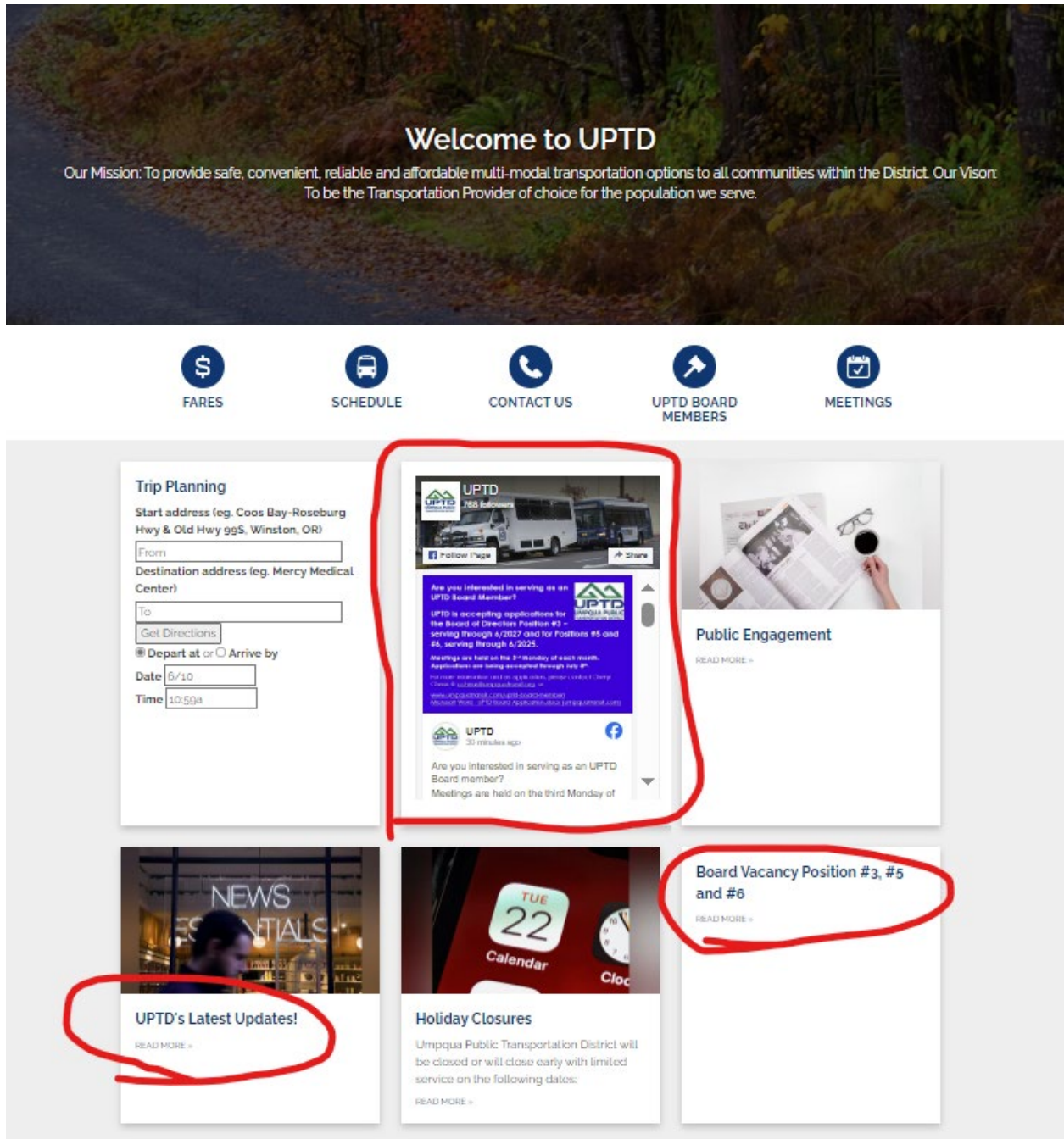
**Meetings are held on the 3<sup>rd</sup> Monday of each month. Applications are being accepted through July 8<sup>th</sup>.**

For more information and an application, please contact Cheryl Cheas @ [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org) or [www.umpquatransit.com/uptd-board-members](http://www.umpquatransit.com/uptd-board-members)  
[Microsoft Word - UPTD Board Application.docx \(umpquatransit.com\)](#)

**UPTD**  
22 minutes ago

**Are you interested in serving as an UPTD Board member?**

A wider view of the Front Page of the website shows all three places the Board position is noticed.





Home ▾ Schedule Riding Utrans Umpqua Rides ParaTransit Public Engagement Governance ▾ Upda



THIS ITEM APPEARS ON

HOMEPAGE

## Board Vacancy Position #3, #5 and #6

- 📎 [UPTD Board Fillable Application.pdf](#)
- 📎 [Press Release Board Vacancy 05-20-2024.pdf](#)



UPDATES

## UPTD's Latest Updates!

[📄 UPTD Board Fillable Application.pdf](#)



**FOR IMMEDIATE RELEASE:** May 20, 2024  
**Contact:** Cheryl Cheas, UPTD General Manager  
**Phone:** 541-671-0753  
**Email:** [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org)

**Umpqua Public Transportation District Seeking Candidates for Board Vacancy:**

Umpqua Public Transportation District is accepting applications to fill one open position on its Board of Directors.

The appointee will serve the remainder of Tom Trotter's term, Position #3, which expires June 2027. Tom Trotter resigned from the board effective May 4, 2024.

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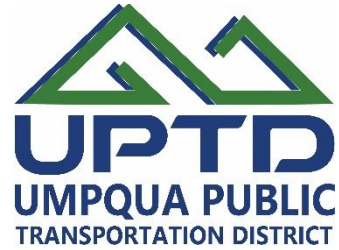
Interested candidates can request an information packet, which includes information about the [District](#), position, and application/selection process, from the District office by contacting Cheryl Cheas at 541-671-0753 or by email at [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org). You may also print or download an application from our website at [www.umpquatransit.com/uptd-board-members](http://www.umpquatransit.com/uptd-board-members). You may also visit our office located at 3076 NE Diamond Lake Blvd, Roseburg, OR during regular business hours from 8:00 AM to 5:00 PM, Monday through Friday, excluding posted holidays.

The deadline to submit applications for this vacancy is Monday, June 10, 2024.

For more information, please contact Cheryl Cheas, UPTD General Manager 541-671-0753.

**About Umpqua Public Transportation District:**

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June 17, 2024

**UPTD Regular Board Meeting**  
**AGENDA ITEM COVERSHEET**

**Agenda Item 8.3**

**Agenda Item Title: New Business**

**8.3 Executive Member Appointment**

Due to recent changes in the Board, a third Executive Committee member needs to be appointed. The Executive Committee bylaws state:

The Executive Committee will include three (3) members.

**Appointment process:**

The Executive Committee appointment process consists of the yearly election process for the Board Officers of Board Chair and Board Vice Chair which is stated in the UPTD Board of Directors Bylaws.

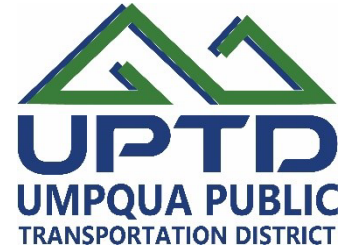
In addition to the Board election process the third member for the Executive Committee shall consist of an additional UPTD Board Member appointed by Board Consensus for a rotation period no longer than one (1) year. This rotating UPTD Director shall be appointed to the Executive Committee directly by the UPTD Board of Directors.

**Requested Action:** Open nominations for the Executive Committee member. Vote to elect the third Executive Committee member.

Nominees: \_\_\_\_\_

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: UPTD Board of Directors**



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.4**

**Agenda Item Title: New Business**

**8.4 Discussion of 3046 NE Diamond Lake Blvd. Property**

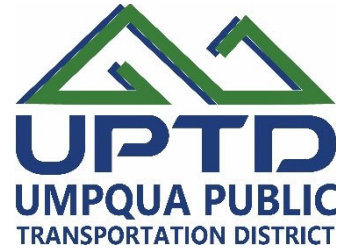
July 21, 2020, UPTD completed the purchase of 3046 NE Diamond Lake Blvd. Due to the fact that NEPA was not complete prior to the purchase of the property, according to FTA rules, Federal funds may not be utilized to develop or maintain this property.

The purpose of this agenda item is to discuss whether the Board wants to pursue listing and selling the property.

**Requested Action:** Discussion only or motion to authorize the General Manager to engage in the process of listing the property for sale.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: UPTD Board of Directors**



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.6**

**Agenda Item Title: New Business**

**8.6 Recommendation for Reduced Fare for Dial A Ride**

During the April 22, 2024 Special Meeting, changes to fare structure were discussed and adopted. This change included a Dial A Ride fare change from \$1.00 to \$5.00. Prior to implementation, members of the community started to express concern that this change in price would create a hardship for seniors and people with disabilities, living on a fixed income.

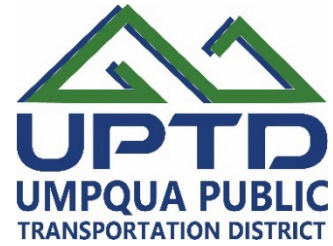
After discussion during the 5/20/2024 Regular Board Meeting, a proposal was requested.

**Requested Action:** If satisfied, a motion to adopt a reduced fare for Dial A Ride passengers.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: UPTD Board of Directors**





**DATE PREPARED:** June 13, 2024  
**DATE:** June 17, 2024  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Randy Biles, Operations Manager  
**SUBJECT:** Reduced/Free Fare Dial-a-Ride Program and Fiscal Impacts

**RECOMMENDATION:**

The Board may provide direction. No recommendation from staff at this time.

**BACKGROUND:**

On June 1, 2024, UPTD increased paratransit fares from \$2.00 per trip to \$3.00 per trip and dial-a-ride fares from \$1.00 per trip to \$5.00 per trip. The disproportionate increase of a dial-a-ride trip was due to the fare inequity of a paratransit trip vs. a dial-a-ride trip, which are, in general, three times longer in length and time than a paratransit trip. In addition, dial-a-ride service is a premium service that is not required to fulfill our paratransit service obligation. The fare increase has adversely affected Douglas County's rural population especially low-income passengers attending lifesaving dialysis treatments. Douglas County Senior Services Department also indicated that a \$10.00 round trip will prohibit seniors from accessing a senior meal program.

**FISCAL IMPACT:**

- Free fare for all dialysis trips: \$15,600/annual at current service level (7 clients X 6 trips a week X 52 weeks @ -\$5.00 per trip & 5 clients X 6 trips a week X 52 weeks @ -\$3.00 per trip).
- Reduce fare for rural dial-a-ride dialysis trips to \$3.00 per trip: \$4,368/annual at current service level (7 clients X 6 trips per week X 52 weeks @ -\$2.00 per trip).
- Free or reduced fare for rural dial-a-ride clients to and from a senior meal program: unknown fiscal impacts as this partnership is still in the discussion phase.

**ALTERNATIVES:**

- Reduce all rural dial-a-ride trips to \$3.00 a trip: \$11,110/annually at FY24 service levels (5555 trips X -\$2.00 per trip).
- Reduce rural dial-a-ride Medicare recipients' fare to \$3.00 per trip: fiscal impact is unknown and may be challenging to validate.

**SUBMITTED BY:**

A handwritten signature in blue ink that reads "Randy Biles".

---

Randy Biles  
Operations Manager

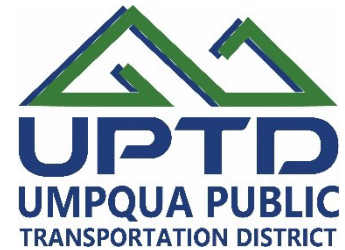
Umpqua Public Transportation District – 3076 NE Diamond Lake Blvd. – Roseburg, OR 97470

*Working toward being the transportation services of choice for the population we serve!*

Phone – (541) 671-3691

Fax – (541) 229-0036

[www.umpquatransit.org](http://www.umpquatransit.org)



**May 20, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 9.1**

**Agenda Item Title:** STIF Project Updates

**Summary background and description of need for agenda item:**

UPTD is required to accurately track the disbursement of all STIF funding and outcome measures.

Finance Manager is tracking expenditures and has identified missed steps where the planned grant revenue was significantly less than the actual received grant revenue. The General Manager missed adjusting this piece and rolled funds forward into the plan for the next biennium that were not actually received.

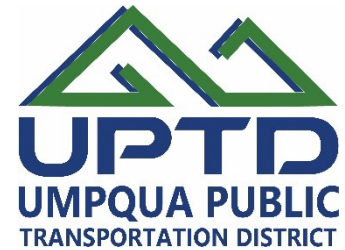
**Requested Action:** Informational only. No action required.

**By:** Sheri Bleau, Finance Manager

## STIF Plan Changes

Grant 33868					4,136,601.00
Report #	Project #	Dates	Project Name	Action	
33868a		7/1/2019 - 6/30/2021	STIF PLAN 33868	Grant 33868 was not funded for the entire amount. \$4,136,601 was projected and \$3,557,568.00 was received for the biennium. The shortfall is \$579,033.00. Projects, 8, 9, 10, 13, and 17 will be reduced.	
33868-1	8.1	7/1/2019 - 6/30/2021	IT Support Position	Reduce this project by \$43,323.00	-43,323.00
33868-2	9.1	7/1/2019 - 6/30/2021	Capital Operations	Reduce this project by \$5,000.00	-5,000.00
33868-3	10.1	7/1/2019 - 6/30/2021	DAR Project	Reduce this project by \$183,021.00	-183,021.00
33868-4	13.1	7/1/2019 - 6/30/2021	Additional OPS Costs	Reduce this project by \$40,509.00	-40,509.00
33868-5	13.2	7/1/2019 - 6/30/2021	Increase to Project #11	Reduce this project by \$35,000	-35,000.00
33868-6	13.3	7/1/2019 - 6/30/2021	Additional 3 mo Project	Reduce this project by \$30,000	-30,000.00
33868-7	17.1	7/1/2019 - 6/30/2021	Overage of Projects 14, 15 and 16	Reduce this project by \$242,180.00	-242,180.00
<b>33868b</b>		7/1/2019 - 6/30/2021		<b>Final STIF 33868 Plan Income</b>	<b>3,557,568.00</b>
Qtr 1		7/1/19-9/30/19	Quarterly Report SPR	Quarterly Report submission - this report was submitted with the incorrect year. It should have been submitted as Qtr 7/1/2020 - 9/30/2020. All expenses attached to the report are for 2020.	217,490.00
Qtr 2		10/1/2019 - 12/31/2019	Quarterly Report SPR	Quarterly Report submission	61,748.00
SPR-19-0085	17.1	10/1/2019 - 12/31/2019	Overage of Projects 14, 15 and 16	Add unallocated expensed found in QB	10,016.35
Qtr 3		1/1/2020 - 3/31/2020	Quarterly Report SPR	Quarterly Report submission	255,775.00
SPR-19-0125	9.1	1/1/2020 - 3/31/2020	Capital Operations	Removed \$5,000 in expenses recorded in error - was supposed to be rolled over to next Plan	-5,000.00
	17.1	1/1/2020 - 3/31/2020	Overage of Projects 14, 15 and 16	Add unallocated expensed found in QB	34,821.51
Qtr 4		4/1/2020 - 6/30/2020	Quarterly Report SPR	Quarterly Report submission	793,519.00
SPR-19-0158	12.1	4/1/2020 - 6/30/2020	Winston/Sutherlin Increase	Remove \$149,462.00 in expenses recorded in error - was supposed to be rolled over to next Plan	-149,462.00
	14.1	4/1/2020 - 6/30/2020	Collector Route YMCA	Remove \$548,254.00 in expenses recorded in error - was supposed to be rolled over to next Plan	-548,254.00
	17.1	4/1/2020 - 6/30/2020	Overage of Projects 14, 15 and 16	Add unallocated expensed found in QB	39,422.77
Qtr 6		10/1/2020 - 12/31/2020	Quarterly Report SPR	Quarterly Report submission	123,546.00
SPR-19-0245	17.1	10/1/2020 - 12/31/2020	Overage of Projects 14, 15 and 16	Add unallocated expensed found in QB	1,413.95
Qtr 7		1/1/2021 - 3/31/2021	Quarterly Report SPR	Quarterly Report submission	270,362.00
Qtr 8		4/1/2021 - 6/30/2021	Quarterly Report SPR	Quarterly Report submission	261,411.00
<b>33868c</b>				<b>Final STIF 33868 Unspent Funds - These will be rolled over to Plan 35050</b>	<b>2,190,758.42</b>
Grant 35050					5,940,185.39
Report #	Project #	Dates	Project Name	Action	
35050a		7/1/2021 - 6/30/2023	STIF PLAN 35050	Grant 35050 had an actual rollover amount of \$2,190,758.42. The projected amount was \$2,729,360.39. This is a shortfall of \$538,601.97. Projects 1, 2, and 5 will be reduced.	
35050-1	1.1	7/1/2021 - 6/30/2023	Transit Master Plan Rollover	Reduce this project by \$20,000.	-20,000.00
35050-2	2.6	7/1/2021 - 6/30/2023	SoCo Collector Rollover	Reduce this project by \$150,000.	-150,000.00
35050-3	2.7	7/1/2021 - 6/30/2023	Lifeline Lane-JoCo Rollover	Reduce this project by \$240,509.	-240,509.00
35050-4	5.3	7/1/2021 - 6/30/2023	Van Replacement Rollover	Reduce this project by \$129,113.58	-128,092.97
<b>35050b</b>		7/1/2021 - 6/30/2023		<b>Final STIF 35050 Plan Income</b>	<b>5,401,583.42</b>
Qtr 1		7/1/2021 - 9/30/2021	Quarterly Report SPR		290,498.00
SPR-21-0366	1.1	7/1/2021 - 9/30/2021	Transit Master Plan Rollover	Remove the unspent funds of \$20,000. This amount was recorded in error. The expense was recorded in April-June 2021.	-20,000.00
SPR-21-0366	2.4	7/1/2021 - 9/30/2021	YMCA	Add unallocated expensed found in QB	18,188.82
Qtr 2		10/1/2021 - 12/31/2021	Quarterly Report SPR	Quarterly Report submission	340,581.00
SPR-21-0385	2.4	10/1/2021 - 12/31/2021	YMCA	Add unallocated expensed found in QB	33,837.74

Qtr 3		1/1/2022 - 3/31/2022	Quarterly Report SPR	Quarterly Report submission	387,928.00
SPR-21-0458	2.4	1/1/2022 - 3/31/2022	YMCA	Add unallocated expensed found in QB	33,894.41
Qtr 4		4/1/2022 - 6/30/2022	Quarterly Report SPR	Quarterly Report submission	425,028.00
SPR-21-0492	2.4	4/1/2022 - 6/30/2022	YMCA	Add unallocated expensed found in QB	2,035.32
Qtr 5		7/1/2022 - 9/30/2022	Quarterly Report SPR	Quarterly Report submission	617,571.00
SPR-21-0537	2.4	7/1/2022 - 9/30/2022	YMCA	Add unallocated expensed found in QB	1,513.30
Qtr 6		10/1/2022 - 12/31/2022	Quarterly Report SPR	Quarterly Report submission	537,327.00
SPR021-0589	2.4	10/1/2022 - 12/31/2022	YMCA	Add unallocated expensed found in QB	19,307.48
Qtr 7		1/1/2023 - 3/31/2023	Quarterly Report SPR	Quarterly Report submission	430,772.00
SPR-21-0624	2.4	1/1/2023 - 3/31/2023	YMCA	Add unallocated expensed found in QB	35,230.83
Qtr 8		4/1/2023 - 6/30/2023	Quarterly Report SPR	Quarterly Report submission	576,001.46
SPR-21-0677	2.4	4/1/2023 - 6/30/2023	YMCA	Add unallocated expensed found in QB	1,781.16
	2.4	4/1/2023 - 6/30/2023	YMCA	Add expenses for Grant 35162 - missed the cutoff and could not get the reimbursement	26,131.00
	2.6	4/1/2023 - 6/30/2023	SoCo Collector Rollover	Add expenses for Grant 35162 (97,379) and Grant 34982 (90,340) - missed the cutoff and could not get the reimbursement	187,719.00
<b>35050b</b>				<b>Final STIF 35050 Unspent Funds - These will be rolled over to Plan 35544</b>	<b>1,456,237.90</b>
<b>Grant 35544</b>					<b>7,813,121.00</b>
<b>Report #</b>	<b>Project #</b>	<b>Dates</b>	<b>Project Name</b>	<b>Action</b>	
<b>35544a</b>		<b>7/1/2023 - 6/30/2025</b>	<b>STIF PLAN 35544</b>	<b>Actual Funds Received to Date plus actual Rollover</b>	<b>4,577,074.00</b>
35544b		7/1/2023 - 6/30/2025	STIF PLAN 35544	Grant 35544 had an actual rollover amount of \$1,456,237.90 . The projected amount was \$2,549,288.00. This is a shortfall of \$1,093,050.10. Projects 2 & 3 will be reduced.	
35544-1	2.6	7/1/2023 - 6/30/2025	Lifeline-Lane-JoCo Rollover	Reduce this project by \$253,050.10	-253,050.10
35544-2	2.7	7/1/2023 - 6/30/2025	SoCo Collector Rollover	Reduce this project by \$420,000.00	-420,000.00
35544-3	2.8	7/1/2023 - 6/30/2025	Roseburg YMCA Collector Rollover	Reduce this project by \$400,000.00	-400,000.00
35544-4	3.2	7/1/2023 - 6/30/2025	UPTD DR Dial A Ride Rollover	Reduce this project by \$20,000.00	-20,000.00
<b>35544c</b>		<b>7/1/2023 - 6/30/2025</b>		<b>Final STIF 35544 Plan Income</b>	<b>3,484,023.90</b>
Qtr 1		7/1/2023 - 9/30/2023	Quarterly Report SPR	Quarterly Report Submission	962,596.21
SPR-23-0718	1.6	7/1/2023 - 9/30/2023	PM for all Demand Response	Correct amount from \$16,717 to 10,447	-6,270.00
SPR-23-0718	1.7	7/1/2023 - 9/30/2023	UPTD Para Svc	Correct amount from 62,284 to 43,827.68	-18,456.32
SPR-23-0718	1.8	7/1/2023 - 9/30/2023	5311 Match	Correct amount from 57,525 to 61,817	4,292.00
Qtr 2		10/1/2023 - 12/31/2023	Quarterly Report SPR	Quarterly Report Submission	783,202.43
SPR-23-0746	2.5	10/1/2023 - 12/31/2023	SoCo Route	Add unspent funds of \$66716.56 (accidentally left off report)	66,716.56
SPR-23-0746	5	10/1/2023 - 12/31/2023	Vehicle Purchase	Move \$229,415.43 to Project 6. This amount cannot be left in 5 because it would make the amount left on the project in the negative	-229,415.43
SPR-23-0746	6	10/1/2023 - 12/31/2023	Cap. Impr Bldg	Moved \$229,415.43 from Project 5. This amount cannot be left in 5 because it would make the amount left on the project in the negative.	229,415.43
Qt4 3		1/1/2024 - 3/31/2024	Quarterly Report SPR	Quarterly Report Submission	404,209.07
<b>35544d</b>				<b>Final STIF 35544 Unspent Funds at the end of Q3</b>	<b>1,287,733.95</b>



**June 17, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 9.2**

**New Business**

**9.2 UPTD Action Plan Update**

Following the UPTD Financial Site Review, the UPTD Board met in a Special Board meeting to review and discuss the observations and recommendations that resulted from the site review. The UPTD Board voted unanimously to submit the Action Plan to ODOT.

The General Manager has been asked to provide ongoing updates to the plan.

- 2 – Internal Controls – Position Descriptions presented on 5/20/2024 and on Agenda tonight – Old Business
- 7D – Immediate Impact for June from NEMT changes
- 6 – Grant Reimbursement Requests for May attached
- Downtown Office Foot Traffic

**Requested Action:** For review and discussion. If changes are needed, motion to approve requested changes to the UPTD Action Plan.

In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**By: Cheryl Cheas, UPTD General Manager**

## **Umpqua Public Transportation District Board of Directors Action Plan**

**Background:** A financial audit was conducted from 3/12/2024 – 3/14/2024 to review the Umpqua Public Transportation District (UPTD) policies, procedures and financial reports and provide feedback for the Board to take under consideration to improve the overall financial and operational health of the agency. The Umpqua Public Transportation District Board of Directors (Board) held a special meeting on 3/18/2024 at 12:00 p.m. to review the draft exit conference notes and recommendations from the auditors. As promised to the Oregon Department of Transportation (ODOT), the Board has prepared a response to the suggestions and will be implementing the following actions going forward.

### **Summary of Preliminary Observations of Review Topics and Board Action**

**1. Organizational Structure**

<b>Finding/Observation:</b>	The District was not sufficiently staffed in its initial operations. The organizational structure as presented during this review appeared consistent with peer organizations of comparable size.
<b>Corrective Action:</b>	Attached with this report is the Organization Chart. The Board requests the General Manager to update the chart, effective 3/22/2024, to reflect that the Board of Directors oversees the General Manager.  UPTD will institute a 12-month freeze in hiring for all but necessary vehicle operator positions, effective 3/22/2024. In the event that a supervisory or management role becomes vacant, that is critical to the operations of the district, the Board will entertain a request to fill that position.
<b>Due Date:</b>	3/22/2024
<b>Status:</b>	Complete

2. Internal Controls

<b>Finding/Observation:</b>	<p>ODOT uses a series of internal control standards that should be implemented by every subrecipient transit agency. These controls include elements such as sufficient segregation of duties to ensure a system of supervision and approvals for agency expenditures.</p>
<b>Corrective Action:</b>	<p>Attached with this plan is the current internal control policy for UPTD. The Board recommends updating this policy now that there are more staff, to ensure adequate separation of duties.</p> <p>Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director, with feedback from others as needed, by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position. Position Descriptions will be provided to the Board by the HR Director at the May 2024 meeting for review and approval.</p> <p>Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.</p> <p>All policies and procedures and business practices will be reviewed by the HR Director, updated and put in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>
<b>Due Date:</b>	9/16/2024
<b>Status:</b>	In progress
<b>Amount Saved:</b>	N/A
<b>Comments:</b>	<p>5/20/2024 Clarification was provided regarding updating the Fiscal (Internal Control) Policy. This policy will be revised by the Finance Manager, reviewed with General Manager with a final review by the HR Director.</p>
<b>Updates:</b>	<p>Position descriptions were provided to the Board for review at the beginning of May.            5/20/24 - HR Director presented to the Board            6/17/24 - HR Director is on the Agenda to present revised job descriptions.</p> <p>5/31/24 Sheri reviewed and provided rough draft to Cheryl.            6/14/24 Sheri &amp; Cheryl met to discuss.            Potential July completion.</p> <p>Transition of duties of the General Manager was clarified. Cheryl did so many roles for so long, the intent is to ensure the GM lets go of operations and fiscal responsibility and steps into oversight and support.</p> <p>HR Director is working on policy, procedure and business practice review. A rough draft of the handbook has been provided to the Management Team.</p>

3. Financial Management Systems

<b>Finding/Observation:</b>	UPTD uses QuickBooks as its accounting software. This software was not designed to meet generally accepted accounting principles. Importantly, the software lacks the native functionality to meet the financial management system requirements imposed by 2 CFR § 200.302(b)(1) – (5). The District has developed some workarounds to effect some of these requirements, but the shortcomings of this software cannot be overlooked.
<b>Corrective Action:</b>	<p>UPTD is committed to updating the current software and demonstrations and pricing has already been acquired. Further analysis of the software is planned in the coming months. As UPTD is in a serious cash flow deficit, and this software is expensive, UPTD will seek out grant funding to implement a new financial management system. There is a grant available for application in January 2025. The Board and UPTD are committed to implementing this new system within three years. Finance Manager will be responsible to oversee the implementation and migration of financial information into the new system. General Manager will be responsible for applying for grant funding to implement and maintain the new system.</p> <p>March 2024 – January 2025: Research software, review pricing, research grant opportunities</p> <p>January 2025 – June 2025: Application for grants, RFP for software</p> <p>July 2025 – June 2026: Install and convert software, migrate current financial information into new system.</p>
<b>Due Date:</b>	6/1/2027
<b>Status:</b>	In progress
<b>Amount Saved:</b>	N/A– Compliance Based
<b>Comments:</b>	If grant is not awarded, this can be incorporated into the next STIF plan.
<b>Updates:</b>	Demo scheduled for 7/9/24



4. Single Audits

<b>Finding/Observation:</b>	By Oregon law and federal award management regulations, single audits must be completed for the preceding fiscal year nine months following the close of the year. UPTD has not completed audits on time any year since its formation.
<b>Corrective Action:</b>	A new financial management system will be implemented within three years. This should ensure that no findings arise around financial systems. Effective 3/22/2024, QuickBooks will be the only data source for tracking and maintaining financial transactions until a new financial system can be implemented.  To ensure compliance with timeliness of audit completion, <b>ALL</b> documentation needed for the audit shall be submitted to the auditors no later than October 31 <sup>st</sup> of each year.
<b>Due Date:</b>	3/22/24 Start
<b>Status:</b>	In progress
<b>Amount Saved:</b>	N/A – Compliance Based
<b>Comments:</b>	Auditors are still behind. They expect to complete our audit by the end of June, 2024.
<b>Updates:</b>	Finance Manager has been uploading documents for the FY24 Audit.

5. Response to Single Audit Findings

<p><b>Finding/Observation:</b></p>	<p>It is management’s responsibility to respond timely to audit findings. Management generally provided a timely response to each finding; however, due to the number of repeat findings, the corrective actions proposed were either not implemented or not effective in remedying the audit finding.</p> <ul style="list-style-type: none"> <li>• For the period ended June 30, 2020 – due March 31, 2021, the audit was completed on September 17, 2021. 8 findings.</li> <li>• For the period ended June 30, 2021 – due March 31, 2022, the audit completed March 20, 2023. 14 findings, all 14 findings represent repeat findings from the previous audit period.</li> <li>• For the period ended June 30, 2022 – due March 31, 2023, the audit completed June 30, 2023. 4 findings, all 4 findings represent repeat findings from the previous audit period.</li> </ul>
<p><b>Corrective Action:</b></p>	<p>Attached with this report are the UPTD Corrective Action Plans from FY 2020-2021 and FY 2021-2022 as well as the internal tracking mechanism utilized to ensure all findings were remedied. For the FY2022-2023 audit that is underway, there are four audit findings so far. The response from the Finance Manager is as follows:</p> <ul style="list-style-type: none"> <li>• <u>Finding 2022-01</u>: Source documentation, strengthen controls over financial reporting: <ul style="list-style-type: none"> <li>○ All monthly Financial Statements, bank statements and all other required documents and reports for the FY 22-23 were uploaded in a timely manner to the Auditor’s drop box after the year end of 6/30/2023. The auditors have been working diligently on the audit and have not requested any more documentation from UPTD. Upon completion of the FY 22-23 Audit, UPTD and the Board of Directors will receive a copy. The auditor has recently stated that the audit will not be completed by 3/31/2024 due to the lack of auditors in the state of Oregon. This is an ongoing issue for Oregon.</li> </ul> </li> <li>• <u>Finding 2022-2</u> Fiscal Management System, Ensure Compliance with Federal Regulations Over Accounting Systems: <ul style="list-style-type: none"> <li>○ The Finance Manager records income and expenses on a daily basis. A Chart of Accounts has been created for each area of the business (i.e. – Admin, Ops, Para, DR, Med. Transportation), in addition Job Codes have been created for all Federal and State Grants, this is as a work around in QuickBooks to help code income and expenses to the correct Grants which aids in completing ODOT quarterly reports and Single Audits. The General Ledger reflects the Chart of Account and Job Code for all entries made in QuickBooks.</li> </ul> </li> <li>• <u>Finding 2022-03</u> - Source Documentation: <ul style="list-style-type: none"> <li>○ UPTD has a current Fiscal Policy. The reports for expenditures are generated from the GL at the end of each quarter and are utilized to create the Reimbursement Requests. The income and expenses in the GL have been coded with a Job Code that coincides with each Federal and State Grant.</li> </ul> </li> <li>• <u>Finding 2022-04</u> – Fiscal Management System:</li> </ul>

	<ul style="list-style-type: none"> <li>○ The Finance Manager records income and expenses on a daily basis. A Chart of Accounts has been created for each area of the business (I.E. – Admin, Ops, Para, DR, Med. Transportation), in addition Job Codes have been created for all Federal and State Grants, this is as a work around in QuickBooks to help code income and expenses to the correct Grants which aids in completing ODOT quarterly reports and Single Audits. The General Ledger reflects the Chart of Account and Job Code for all entries made in QuickBooks at the time of entry.</li> </ul>
<b>Due Date:</b>	3/22/2024
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A Compliance Based
<b>Comments:</b>	<p>FY19 did not meet the threshold for an audit and was complete as "Report in Lieu of Audit. RFP to engage with an Auditor was complete November 2020.</p> <p>UPTD contracted with UVF and portal was created to upload documents 12/2020.</p>
<b>Updates:</b>	Auditors expect FY23 Audit to be complete in June 2024.

**6. Untimely Submittal of Grant Reimbursement Requests**

<b>Finding/Observation:</b>	During the last biennium, UPTD was late submitting requests for payment in all eight quarters. Timely submission of required quarterly reporting is a condition of the grant award; continued failure to meet these conditions could result in suspension of payments.
<b>Corrective Action:</b>	<p>Job codes have been added in QuickBooks to correspond to each grant and accounting will continue forward this way to ensure that expenditures line up with each funding source.</p> <p>Effective 3/22/2024, all UPTD expenses will be tracked through QuickBooks and no longer through an Excel Spreadsheet, until a grant management financial system can be implemented.</p> <p>Reimbursements will be timely; attached to this plan is a quarterly report process that was utilized during the last quarter to submit an on-time report. This will be the process going forward with the General Manager and the Finance Manager. Additionally, it is written in the Finance Manager Position Description duties to include grants management and administration. Quarterly reports should be submitted by the Finance Manager. General Manager and Finance Manager will need to reach out to ODOT to get Finance Manager access and correct permissions for submission of quarterly reports, effective 3/22/2024.</p> <p>HR Director has access to approve quarterly reports and should do so in the absence of the General Manager.</p> <p>Effective this quarter, it is the request of the Board that all quarterly reports be submitted at least 5 business days before the deadline. (40 days after the end of the quarter)</p> <p>It is understood that invoices may be required to be submitted with OPTIS reports going forward and UPTD is prepared to comply with that requirement.</p> <p>In regard to the discrepancy in reporting, the General Manager and Finance Manager will reach out to Drew Orr by 3/31/2024 to seek help in reconciling all of the UPTD quarterly reports in OPTIS to find the discrepancy and clean up the reports, so they are accurate going forward.</p> <p>If work has begun on this reconciliation, beginning with the May 2024 meeting, the Finance Manager will give an update to the Board on the status of the reconciliation each month.</p> <p>Finance Manager will provide grant reimbursement request reports at each meeting following the month of submittal for Board review</p>
<b>Due Date:</b>	3/22/2024
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A
<b>Comments:</b>	The Finance Manager has access to submit reports and has been entering reports for 2 years.
<b>Updates:</b>	<p>Reimbursements will be timely: Finance Manager has submitted monthly reimbursement requests for 3rd quarter, April and May.</p> <p>Quarterly reports will be submitted 5 days early: Report was submitted on time, not early. Reports attached for Q3.</p> <p>Finance Manager and General Manager met with Drew Orr to discuss discrepancies. Finance Manager is working on changes.</p> <p>Finance Manager and GM allocated the difference between the plan projection and actual STIF received.</p> <p>ODOT has opened reports for Finance Manager to make changes.</p> <p>Grant reimbursement requests form May1 are attached for review.</p>

7. Cash Flow Analysis

<p><b>Finding/Observation:</b></p>	<p>An examination of cash flows (expenditures and revenues over the last 38 months was undertaken as part of this review. Monthly cash-flow analysis is not a routine aspect of reports provided to the Board.</p> <p>Since January 2022, expenditures exceeded revenue collections in 18 of 26 months. At calendar year end in 2022, despite 8 months where expenditures exceeded revenues, the agency still had \$1.3 million in the bank.</p> <p>Calendar year 2023, however, was much different; the magnitude of expenditures over revenues rose to \$-86,542.05; the net result was the bank balance on 12/31/2023 was \$313,810.25. By February 29, 2024, was \$23,248.53.</p>
<p><b>Corrective Action:</b></p>	<p>Effective 4/8/2024, profit and loss statements and trending variance reports will be added to the monthly Board packets. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>Winston/Sutherlin service was recently converted to a fixed route from a commuter route. This correspondingly triggered the requirement to provide complementary paratransit over a vast service area. This service will be converted back to a commuter route by 7/1/2024.</p> <p>Operations Manager will review all current routes and services and provide a recommendation to the Board at the 04/08/2024 meeting on other routes/services that could be reduced.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting that will require Board approval to implement service enhancements or expansions. There will be a requirement in place for UPTD staff to provide a finance and staffing plan for each implementation or enhancement requested.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting to update the Board bylaws to move monthly Board meetings to the 3<sup>rd</sup> Monday of each month to ensure the Finance Manager has sufficient time to gather all financial reports necessary to complete the Board packet.</p> <p>Effective with the May 2024 regular Board meeting, the General Manager will furnish meeting packets to the Board at least seven calendar days prior to each meeting to allow sufficient time for Board review prior to the meetings.</p>
<p><b>Due Date:</b></p>	<p>4/8/24</p>
<p><b>Status:</b></p>	<p>In process</p>
<p><b>Amount Saved:</b></p>	<p>Winston/Sutherlin Annual Reduction- \$262,925</p> <p>Remove Overtime Annual - \$68,000</p> <p>Transferring 2 Drivers Para to NEMT Annual Savings -\$487,805</p> <p>Combined Annual Savings - \$784,730</p> <p>Plus \$30,000 income</p> <p>Immediate savings by reducing ParaTransit Hours– \$81,567</p>
<p><b>Comments:</b></p>	<p>The Operations Manager has been working on the revision for the Winston and Sutherlin routes to bring them back to Commuter Routes. This results in a 4 hour/day reduction in revenue service hours for Sutherlin and 7 hours/day for Winston with a 40 mile/day reduction for Sutherlin and 110 miles/day for Winston.</p> <p>Lifting the ParaTransit requirement for these areas will result in reduction in overtime which ran at \$34,000 for the first 2 quarters of this year. 2 drivers moving to medical transportation, will result in a reduction of 16 hours/day for 305 service days/year. The hours related cost for this service with the recent level of overtime is \$99.96. Just this hours related cost result in \$487,805 savings.</p> <p>Implementing the change to the ParaTransit service area on May 1, 2024 results in reducing 816 ParaTransit revenue service hours over 51 service days, resulting in a savings of \$81,567.</p>

	<p>The transition to NEMT, which is now generating enough to pay for the full cost of operating plus profit, will allow our drivers to remain employed, reduce the burden on Federal and STIF dollars and generate income. This number is projected, at current rates, approximately \$2,500/month.</p>
<p><b>Updates:</b></p>	<p>4/11/2024? - ODOT Expressed concern over the 7/1/2024 timeline for the changes to the commuter routes. GM spoke with Operations Manager. Revised date for changes to 6/1/2024.</p>
	<p>ODOT advised they did not feel the timeline for the change to commuter service is aggressive enough. Asked that the timeline be moved up to sometime in May.</p>
	<p>4/25/2024 - ODOT has asked that we add detailed information regarding the immediate action and resulting savings to the Action Plan reflecting the rest of FY24. Cash flow analysis providing the method used to project the savings for each item listed under #7 to be added to the plan.</p>
	<p>5/1/2024 Cash Flow Analysis presented to the Board. Board reviewed and approved addition of 7A, 7B and 7C showing method used to project savings and timelines moved from 7/1/2024 to 5/13/2024..</p> <ul style="list-style-type: none"> <li>• 7A Winston Route conversion from hourly service to commuter service</li> <li>• 7B Sutherlin Route conversion from hourly service to commuter service</li> <li>• 7C ParaTransit – Dial A Ride service area change</li> </ul> <p>6/17/2024 - Added • 7D NEMT Suspension of Wheelchair service Immediate Effect</p>

**Corrective Actions – Immediate Effect**

7A.

<b>Cash Flow Analysis – Actions with Detail – Winston Route conversion to Commuter Service</b>	
Corrective Action:	Convert Winston Route from Hourly Fixed to Commuter – Effective 5/13/2024 Methodology – Projection Based Q1 & Q2 Actuals - Jul - Dec 23 Includes OPS & OPS Admin Payroll & Materials and Services Fixed Route Total      1,051,591.94 Miles Related Cost      239,350.96 Hours Related Cost      812,240.98  Fixed Route Miles Related Cost      1.07 Hours Related Cost      80.14  Immediate Effect – May 2024 7 hours/Day – 110 Miles/Day – 14 Service Days = 98 hours, 1,540 miles Winston - May Miles Related Cost      1,647.80 Hours Related Cost      7,853.46 May Total Reduction      \$9,501.26  Immediate Effect – June 2024 7 hours/Day – 110 Miles/Day – 20 Service Days = 140 hours, 2,200 miles Winston - June Miles Related Cost      2,354.00 Hours Related Cost      11,219.23 June Total Reduction      \$13,573.23  Winston 2024 - May - June Cost Reduction      \$23,074.49
Due Date:	5/13/2024
Update:	Press release went out May 1, 2024 Routes are re-mapped, ridership levels evaluated, time tables and schedules are revised. Run cut for route bids are complete. New schedules published and available to public. Website updated with new schedules. Bids for routes are complete. New routes awarded 5/8. Revised service implemented 5/13/2024 5/13/2024 Effective date met for service change.
Amount Saved:	\$23,074

7B.

<b>Cash Flow Analysis – Actions with Detail – Sutherlin Route conversion to Commuter Service</b>	
	Convert Sutherlin Route from Hourly Fixed to Commuter – Effective 5/13/2024 Methodology – Projection Based Q1 & Q2 Actuals - Jul - Dec 23 Includes OPS & OPS Admin Payroll & Materials and Services Fixed Route Total      1,051,591.94 Miles Related Cost      239,350.96 Hours Related Cost      812,240.98  Fixed Route Miles Related Cost      1.07 Hours Related Cost      80.14  Immediate Effect – May 2024 4 hours/Day – 40 Miles/Day – 14 Service Days = 56 Hours - 560 Miles Sutherlin - May Miles Related Cost      599.20 Hours Related Cost      4,487.84 May Total Reduction    5,087.04  Immediate Effect – June 2024 4 hours/Day – 40 Miles/Day – 20 Service Days = 80 Hours - 800 Miles Sutherlin - June Miles Related Cost      856.00 Hours Related Cost      6,411.20 May Total Reduction    7,267.20  Sutherlin 2024 - May - June Cost Reduction    12,354.24
Due Date:	5/13/2024
	Press release went out May 1, 2024 Routes are re-mapped, ridership levels evaluated, time tables and schedules are revised. Run cut for route bids are complete. New schedules published and available to public. Website updated with new schedules. Bids for routes are complete. New routes awarded 5/8. Revised service implemented 5/13/2024 5/13/2024 Effective date met for service change.
Update:	5/13/2024 Effective date met for service change.
Amount Saved:	\$12,354



7C.

<b>Cash Flow Analysis – Actions with Detail – Change ParaTransit and Dial A Ride Service Area</b>										
Corrective Action:	<p>Reduce ParaTransit Service to Match Revised Fixed Route.            Reduce the number of ParaTransit Drivers by 2 resulting in a reduction of ParaTransit hours. This projection is solely based on hours. Although miles are not baked into this projection, they will provide an additional savings. Currently, the average ride is over 10 miles. This number will drop with the reduced service area, as will the number of rides. Hours is the only constant.</p> <p>Methodology – Projection Based Q1 &amp; Q2 Actuals            Jul - Dec 23</p> <table border="0"> <tr> <td>ParaTransit</td> <td style="text-align: right;">334,493.39</td> <td></td> </tr> <tr> <td>Miles Related Cost</td> <td style="text-align: right;">49,599.09</td> <td style="text-align: right;">0.82</td> </tr> <tr> <td>Hours Related Cost</td> <td style="text-align: right;">284,894.30</td> <td style="text-align: right;">99.96</td> </tr> </table> <p>Immediate Effect – May 2024            16 Hours/Day – 14 Service Days – 224 Hours</p> <p>ParaTransit May            Hours Related Cost           \$22,391.04</p> <p>Immediate Effect – June 2024            16 Hours/Day - 20 Service Days = 320 Hours            ParaTransit            Hours Related Cost \$31,987.20            ParaTransit May - June Cost Reduction   \$54,378.00</p>	ParaTransit	334,493.39		Miles Related Cost	49,599.09	0.82	Hours Related Cost	284,894.30	99.96
ParaTransit	334,493.39									
Miles Related Cost	49,599.09	0.82								
Hours Related Cost	284,894.30	99.96								
Due Date:	5/13/2024									
Amount Saved:	\$54,378									
Update:	<p>Press release went out May 1, 2024            Dispatch has been instructed not to schedule OT unless directed by management.            Meeting/Training with Dispatch is complete.            Driver Meeting was delayed due to layoffs.            Lessons learned: Drivers meeting should have occurred the same days as layoffs. Drivers found out from other employees and their clients that there was a layoff happening.            Changes to service implemented 5/13/2024.</p>									

7D.

Cash Flow Analysis – Actions with Detail – Discontinue Wheelchair NEMT Service	
Corrective Action:	Evaluate NEMT Program – Change Course Suspend Wheelchair NEMT Services
	Methodology – Projection Based Q3 Actual Expenses Jan-March
	Payroll <span style="float: right;">\$55,526.48</span>
	Materials & Services <span style="float: right;">\$13,823.00</span>
	Mileage Reimbursement <span style="float: right;">\$51,756.64</span>
	Total Medical Transportation <span style="float: right;">\$121,106.75</span>
	Divided by 3 months, June would have been:
	Payroll and Materials & Services combined: <span style="float: right;">\$40,368.91</span>
	Q3 Deficit per month <span style="float: right; color: red;">(9,562.96)</span>
	Immediate Effect – June 2024
	Payroll and Materials & Services projected to be: <span style="float: right;">\$24,664.00</span>
	Savings: <span style="float: right;">\$15,704.91</span>
	Average income with 8 Volunteers/Week = \$12,690
	Times 4 weeks = <span style="float: right;">\$50,760.00</span>
	Projected Net income for June = \$26,096
Immediate Effect – June 2024 NEMT Wheelchair June Change = \$35,658.96	
Due Date:	5/13/2024
Amount Saved:	\$35,659
Update:	All changes complete by 6/1/2024

**8. Review of Records and Report**

<p><b>Finding/Observation:</b></p>	<p>This topic examined reports submitted to the Board of Directors, single audit reports (addressed above), and expenditure details.</p> <ul style="list-style-type: none"> <li>• Board reports – Board members were generally supportive of the documentation provided by management but there were recommendations for improvements: <ul style="list-style-type: none"> <li>○ Context to printed financial report – what do the reports say?</li> <li>○ Timelier submittal of transmittal to board members</li> </ul> </li> <li>• Source documentation – a review of randomly selected expenditures reveals miscellaneous, minor issues, but documentation meets federal standards.</li> <li>• Accounts Payable Cycles – While anecdotal evidence was provided that the District more recently was exceeding acceptable payment cycles, this review did not substantiate that late payments were a problem.</li> </ul>
<p><b>Corrective Action:</b></p>	<p>Finance Manager will provide profit and loss statements and trending variance reports Board packets beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance. the General Manager will draft a resolution for vote at the 04/08/2024 meeting to update the Board bylaws to move monthly Board meetings to the 3<sup>rd</sup> Monday of each month to ensure the Finance Manager has sufficient time to gather all financial reports necessary to complete the Board packet.</p> <p>Effective with the 05/2024 regular Board meeting, the General Manager will furnish meeting packets to the Board at least seven calendar days prior to each meeting to allow sufficient time for Board review prior to the meetings.</p>
<p><b>Due Date:</b></p>	<p>4/8/2024</p>
<p><b>Status:</b></p>	<p>In process</p>
<p><b>Amount Saved:</b></p>	<p>N/A – Compliance related</p>
<p><b>Comments:</b></p>	
<p><b>Updates:</b></p>	<p>Finance Manager started providing profit and loss statements and trending variance reports for Board packets beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>General Manager drafted Resolution 24-04, a resolution updating the Board Bylaws to move the regular Board Meeting to the 3rd Monday and presented to Board at the 4/8/2024 Board Meeting. Board adopted the resolution. Copies of the updated bylaws are being provided at the 5/20/2024 meeting.</p> <p>5/20/2024: Board packets were not provided 7 days prior to Board Meeting. 6/17/2024: Agenda and most of the packet were provided 7 days prior.</p>

9. Liquidity Analysis

<p><b>Finding/Observation:</b></p>	<p>Various metrics used to evaluate the financial health of the transit agency will be provided in the review report. As noted above, grant awards are designed for specific purposes; there are generally no “block grants” that provide local discretion on how funds are spent. Federal grants are all on a cost reimbursement basis; UPTD must incur the expense, bill ODOT for the expense, and then await payment. During this time, UPTD bears the cash-flow burden while awaiting payment. State STIF funds are provided in advance. This works to improve cash flow; however, it appears to have presented a false sense of the true financial position of the organization, leading both Board members and staff to assume monies were available when, in fact, they were not.</p> <p>Based on existing data as of February 29, 2024, UPTD has virtually no liquid or unrestricted assets available to meet future obligations.</p>
<p><b>Corrective Action:</b></p>	<p>Finance Manager will provide profit and loss statements and trending variance reports with the monthly Board packets, beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>The Finance Manager will provide a net position report at the 04/08/2024 Board meeting for the Board to review for sufficiency.</p> <p>UPTD is currently working on the annual budget. Budget discussions have been ongoing, will be an agenda item at the 4/8/2024 meeting and the budget committee meeting on 4/15/24. The cash reserve, once identified by UPTD staff and the Board, will be implemented with the adoption of the FY2024/2025 budget in May 2024.</p> <p>Effective 3/18/2024, UPTD Management has been tasked to identify non-essential expenditures in their remaining FY 2024 budget and reduce expenditures in the upcoming FY 2025 budget process. It has been identified that \$750,000 will need to be cut from next year’s budget. Information for these cuts will be given to the Board at each meeting from now until the budget is adopted in May 2024.</p> <p>Effective 3/18/2024 Operations management are to reduce approximate current overtime payments (\$28,000/quarter).</p> <p>General Manager is to meet with radio advertisement contractor to substantially reduce or eliminate service by 4/30/2024</p> <p>Effective 3/18/2024, no staff travel is allowed except for Board approved RTAP-funded travel. General Manager will draft a resolution for vote at the 4/8/2024 meeting to institute a policy where the Board must approve all RTAP-funded travel.</p> <p>General Manager will cancel storage unit and remove all contents by 4/30/2024</p> <p>General Manager will assess current fair market rents by 4/8/2024 and provide the Board with the updated analysis at the April meeting for discussion on raising the space lease in the building. Rent increase will be served by the General Manager by 05/01/2024 and raised in compliance with current Oregon Commercial Landlord Tenant Laws.</p> <p>General Manager will request foot traffic data for the downtown office and reach out to other local businesses to determine if it is feasible to utilize restrooms and/or sell bus passes from an alternate location and report to the Board at the May 2024 meeting.</p>
<p><b>Due Date:</b></p>	<p>5/1/2024</p>
<p><b>Status:</b></p>	<p>In process</p>
<p><b>Amount Saved:</b></p>	<p>\$50,000 for advertising. Others to be determined</p>
	<p>Finance Manager is now providing the P&amp;L Statement, Variance Report and Net Position Report for the beginning with the 4/8/24 meeting.</p>

<p><b>Comments:</b></p>	<p>The General Manager will work with Finance Manager to ensure we are maintaining and building the cash reserve once established. We will monitor Medical Transportation income and expenditures and report monthly.</p> <p>A summary of changes to the Budget will be provided to the Board prior to the Budget Committee meeting. At this time, over \$750,000 worth of reductions have been made and we are prepared to provide a balance budget to the Board.</p> <p>Contact has been made with Brook Communications and the advertising budget has been cut to not exceed \$5,000/year. Meeting was postponed and rescheduled for 4/9/24.</p> <p>Resolution for Board Approval of Travel will be included in 4/8 Board Packet.</p> <p>The process of clearing the storage unit has begun. The unit will be empty and cancelled prior to 5/1/2024.</p> <p>Still working on the lease information.</p> <p>Downtown Office Manager has been tasked with tracking office foot traffic though the month of May. At a glance we know there are a minimum of 12 drivers that frequent the office as their rest stop, lunch, computer to clock in and out for lunch on a daily basis. Drivers also drop in to replenish tickets and passes for sale on their vehicles. On the average we process a minimum of 20 ADA applications/month. Many of those applicants come to the office for assistance to complete their applications. Cindy will track to get an accurate sample.</p>
<p><b>Complete</b></p>	<p>Finance Manager is now providing the P&amp;L Statement, Variance Report and Net Position Report for the beginning with the 4/8/24 meeting.</p>

	Advertising budget has been cut to a max \$5,000/year.
<b>Updates:</b>	The General Manager and Finance Manager Have provided numerous scenarios for the Board to choose a solution to ensure we are maintaining and building the cash reserve once established.
	Resolution 24-06 was provided for Board Approval of Travel in 4/8 Board Packet. Board adopted resolution.
	Storage unit is emptied and cancelled.
	Lease information will be included in 6/17/2024 Board Packet
	Foot traffic through downtown office has been received. Details will be included with Final Board Packet 6/17/2024

10. Improve Internal Communications

<b>Finding/Observation:</b>	There are necessary improvements needed to improve the efficiency of the organization. Interviews with staff indicate the lack of communication or consistent communication of critical information to management could be improved.
<b>Corrective Action:</b>	<p>Board recommends continued manager meetings at least weekly to discuss items related to the management of the District.</p> <p>Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position.</p> <p>Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.</p> <p>All policies and procedures and business practices will be reviewed by the HR Director, updated and in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>
<b>Due Date:</b>	September 2024
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A Compliance
<b>Comments:</b>	
<b>Updates:</b>	<p>A recurring Management Team meeting is on the calendar.</p> <p>Position descriptions were provided to the Board for review at the beginning of May.                      5/20/24 - HR Director is on the agenda to present for Board approval.                      6/17/2024 - HR Director is presenting revisions to the Board.</p> <p>Transition of duties of the General Manager was clarified. Cheryl did so many roles for so long, the intent is to ensure the GM lets go of operations and fiscal responsibility and steps into oversight and support.</p> <p>The expectation has been set that policies in the employee handbook need to be revised utilizing the SDIS Government template.                      A draft version of the SDIS Governmental Handbook Template has been provided to the Management Team for review.</p>

**11. Stay on Message**

<b>Finding/Observation:</b>	Interviews with staff indicate that policy direction or messaging from the General Manager is sometimes reactive rather than proactive and will periodically change.
<b>Corrective Action:</b>	Attached with this report are copies of the Position Descriptions for each manager on staff. These position descriptions were requested to be sent after the meeting on 3/18/2024. After review, it is the opinion of the Board that these documents be reviewed and updated by HR Director by 05/01/2024, to reflect actual Position Descriptions and not Position Advertisements. This may help with the delegation of duties as described in the Observation.  Effective 3/22/2024 any change in directive, policy or guidance shall be given to employees in writing, dated and kept on file. Future changes in directive, policy or guidance shall supersede the previous written documentation.
<b>Due Date:</b>	3/22/24
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A
<b>Comments:</b>	We have been working on communication and will continue to do so. Position descriptions were provided. HR is in the process of revising. General Manager is meeting with direct reports to evaluate and understand what they feel is applicable or needs to be updated.
<b>Updates:</b>	Position descriptions were provided to the Board for review at the beginning of May. 5/20/24 - HR Director is on the agenda to present for Board approval. 6/17/2024 - HR Director is presenting revisions to the Board.

**Additional Board Requests of all UPTD Management Staff - Ongoing**

- Look into contracting out Dial-A-Ride services as was done before
- Meet with all cities/county to discuss contract services to increase revenue
- Request foot traffic information from the downtown Roseburg office
- Explore alternate locations for breaks/restroom capabilities/Bus Pass sales. Eliminating the downtown
- Explore partnerships with other community organizations to determine if there is a revenue/in-kind
- Research effectiveness of fare increase
- Operations staff has been tasked with “thinking outside the box” for alternate revenue sources



**ODOT Public Transportation Division  
Reimbursement Invoice and Request Form**

**Recipient**

Umpqua Public Transportation District  
3076 NE Diamond Lake Blvd  
Roseburg, OR 97470

**Contact:** Sheryl Bleau

**Phone:** 1 (541) 6710788

**Fax:**

**Email:** sbleau@umpquatransit.org

**Document No.:** 232522157

**Process Date:** 06/11/2024

**Effective Date:** 07/01/2023

**Execution Date:** 06/30/2023

**FEIN:** 833039760

**TEAMS Id:** CV30018010-00

**ODOT Agreement:** 35502

**Fund(s):** 5310

**Fiscal Period:** FY2024 Qtr.4: April - June 2024

<b>Item:</b> 11.7L.00 - Mobility Management - 5302(a)(1)(L)		<b>Activity Budget:</b>	\$871,745.00
		<b>Subgrant Contribution:</b>	\$782,217.00
		<b>Grantee Match:</b>	\$89,528.00
<b>Expense Type</b>	<b>Description</b>	<b>Receipt</b>	<b>Expense Amount</b>
• Salaries and Benefits	Salaries & Benefits	N	\$26,184.00
• Other (please enter description)	Drug&Alcohol/IT/Supplies/Tele/Ta blets/Utilities	N	\$3,134.00
<b>Total:</b>			\$29,318.00
		<b>Match Source</b>	<b>Match Amount</b>
		Local	\$0.00
		State	\$3,011.00
		Other	\$0.00
<b>Total:</b>			\$3,011.00
		<b>Reimbursement Requested:</b>	\$26,307.00
<b>Item:</b> 11.7A.00 - Preventive Maintenance		<b>Activity Budget:</b>	\$83,584.00
		<b>Subgrant Contribution:</b>	\$75,000.00
		<b>Grantee Match:</b>	\$8,584.00
<b>Expense Type</b>	<b>Description</b>	<b>Receipt</b>	<b>Expense Amount</b>
• Vehicle Maintenance	Preventative Maint - Dem. Response	N	\$1,832.00
<b>Total:</b>			\$1,832.00
		<b>Match Source</b>	<b>Match Amount</b>
		Local	\$0.00
		State	\$188.00
		Other	\$0.00
<b>Total:</b>			\$188.00
		<b>Reimbursement Requested:</b>	\$1,644.00

**Total Reimbursement Requested:     \$27,951.00**

Name of Authorized Representative:	Date:
Jennifer Boardman	06/11/2024
Certification Statement:	Title of Authorized Representative:
<b>I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.</b>	

**Subgrant Reimbursement Request Summary:**

	<b>This Request</b>	<b>To Date</b>	<b>In Process</b>	<b>Balance</b>
<b>Total Expenses:</b>	\$31,150.00	\$414,410.00	\$0.00	\$576,636.00
<b>Match:</b>	\$3,199.00	\$42,560.00	\$0.00	\$59,220.00
<b>Reimbursement Requested:</b>	\$27,951.00	\$371,850.00	\$0.00	\$517,416.00
<b>Payment:</b>	\$27,951.00	\$371,850.00	\$0.00	\$517,416.00

**ODOT Public Transportation Division  
Reimbursement Invoice and Request Form**

**Recipient**  
Umpqua Public Transportation District  
3076 NE Diamond Lake Blvd  
Roseburg, OR 97470

**Contact:** Sheryl Bleau  
**Phone:** 1 (541) 6710788  
**Fax:**  
**Email:** sbleau@umpquatransit.org

**Fiscal Period:** FY2024 Qtr.4: April - June 2024

**Document No.:** 232522156  
**Process Date:** 06/11/2024  
**Effective Date:** 07/01/2023  
**Execution Date:** 06/30/2023  
**FEIN:** 833039760  
**TEAMS Id:** CV30018010-00  
**ODOT Agreement:** 35437  
**Fund(s):** 5311

<b>Item:</b> 11.79.00 - Project Admin.		<b>Activity Budget:</b>	\$334,336.00
		<b>Subgrant Contribution:</b>	\$300,000.00
		<b>Grantee Match:</b>	\$34,336.00
<b>Expense Type</b>	<b>Description</b>	<b>Receipt</b>	<b>Expense Amount</b>
• Salaries and Benefits	Salaries & Benefits - May only	N	\$13,931.00
<b>Total:</b>			\$13,931.00
		<b>Match Source</b>	<b>Match Amount</b>
		Local	\$0.00
		State	\$1,431.00
		Other	\$0.00
<b>Total:</b>			\$1,431.00
		<b>Reimbursement Requested:</b>	\$12,500.00
<b>Item:</b> 30.09.02 - Operating Sliding Scale		<b>Activity Budget:</b>	\$943,573.00
		<b>Subgrant Contribution:</b>	\$529,156.00
		<b>Grantee Match:</b>	\$414,417.00
<b>Expense Type</b>	<b>Description</b>	<b>Receipt</b>	<b>Expense Amount</b>
• Salaries and Benefits	Salaries & Benifits - Ops May Only	N	\$39,316.00
<b>Total:</b>			\$39,316.00
		<b>Match Source</b>	<b>Match Amount</b>
		In Kind	\$0.00
		Local	\$17,268.00
		State	\$0.00
		Other	\$0.00
<b>Total:</b>			\$17,268.00
		<b>Reimbursement Requested:</b>	\$22,048.00

<b>Item:</b> 11.7A.00 - Preventive Maintenance		<b>Activity Budget:</b>	\$445,782.00
		<b>Subgrant Contribution:</b>	\$400,000.00
		<b>Grantee Match:</b>	\$45,782.00
<b>Expense Type</b>	<b>Description</b>	<b>Receipt</b>	<b>Expense Amount</b>
• Vehicle Maintenance	Preventative Maint. Fixed Route	N	\$24,433.00
<b>Total:</b>			\$24,433.00
		<b>Match Source</b>	<b>Match Amount</b>
		Local	\$0.00
		State	\$2,509.00
		Other	\$0.00
<b>Total:</b>			\$2,509.00
<b>Reimbursement Requested:</b>			\$21,924.00

**Total Reimbursement Requested:     \$56,472.00**

Name of Authorized Representative:	Date:
Jennifer Boardman	06/11/2024
Certification Statement:	Title of Authorized Representative:
<b>I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.</b>	

**Subgrant Reimbursement Request Summary:**

	<b>This Request</b>	<b>To Date</b>	<b>In Process</b>	<b>Balance</b>
<b>Total Expenses:</b>	\$77,680.00	\$710,503.00	\$0.00	\$935,508.00
<b>Match:</b>	\$21,208.00	\$205,267.00	\$0.00	\$268,060.00
<b>Reimbursement Requested:</b>	\$56,472.00	\$505,236.00	\$0.00	\$667,448.00
<b>Payment:</b>	\$56,472.00	\$505,236.00	\$0.00	\$667,448.00

## Foot Traffic – Downtown Office – March – 20 Service Days

### Bus Pass Purchases

54 - Client walk-ins – Single Pass Sales – Receipted

37 - Client walk-ins from WorkSource Employment Office – Email from Employment Department, Client signs off, Employment Department is billed

12 - Agencies walk-ins – A variety of payment methods are utilized, including check, credit card, payees with checks for multiple clients, invoice.

- Employment WorkSource - 100 Day Passes
- ADAPT – 3 Monthly Bus Passes
- ADAPT – 16 U-Trans Ticket Books
- ADAPT – 2 Umpqua Rides Paratransit Ticket Books
- UCAN Money Management Program – 6 U-Trans Monthly Senior Disabled Bus Pass
- Community Living Case Management – 26 U-Trans Monthly Senior Disabled Bus Passes
- Community Living Case Management – 17 Umpqua Rides Paratransit Ticket Books
- UCC - 5 U-Trans Ticket Books
- UCC - 2 Umpqua Rides Paratransit Ticket Books
- Options Counseling Services - 1 Monthly Bus Pass
- Onward Roseburg - 1 U-Trans Monthly Senior Disabled Bus Pass
- Onward Roseburg - 1 U-Trans Ticket Book

9 Agencies that send emails, pick up there passes at the downtown office and are billed:

Cow Creek Band of Umpqua Tribe of Indians - March Monthly Bus Passes - 9

Cow Creek Band of Umpqua Tribe of Indians - Returned March Monthly Bus Passes - 9

Cow Creek Band of Umpqua Tribe of Indians - March Monthly Senior Disable Bus Passes - 2

Cow Creek Band of Umpqua Tribe of Indians - Returned March Monthly Senior Disable Bus Passes 2

Bay Cities Ambulance Brokerage - U-Trans Monthly Bus Pass - 2

ODHS Child Welfare Program - U-Trans March Monthly Bus Passes - 18

ODHS Child Welfare Program UPTD U-Trans Ticket Books - 10

UCC Spring Term Passes - 60

UCC Winter Term Passes Returned - 24

### Drivers

Daily - 14 Bus Drivers – Lunch, lunch coverage, restroom break

As Needed for ticket books and restroom –

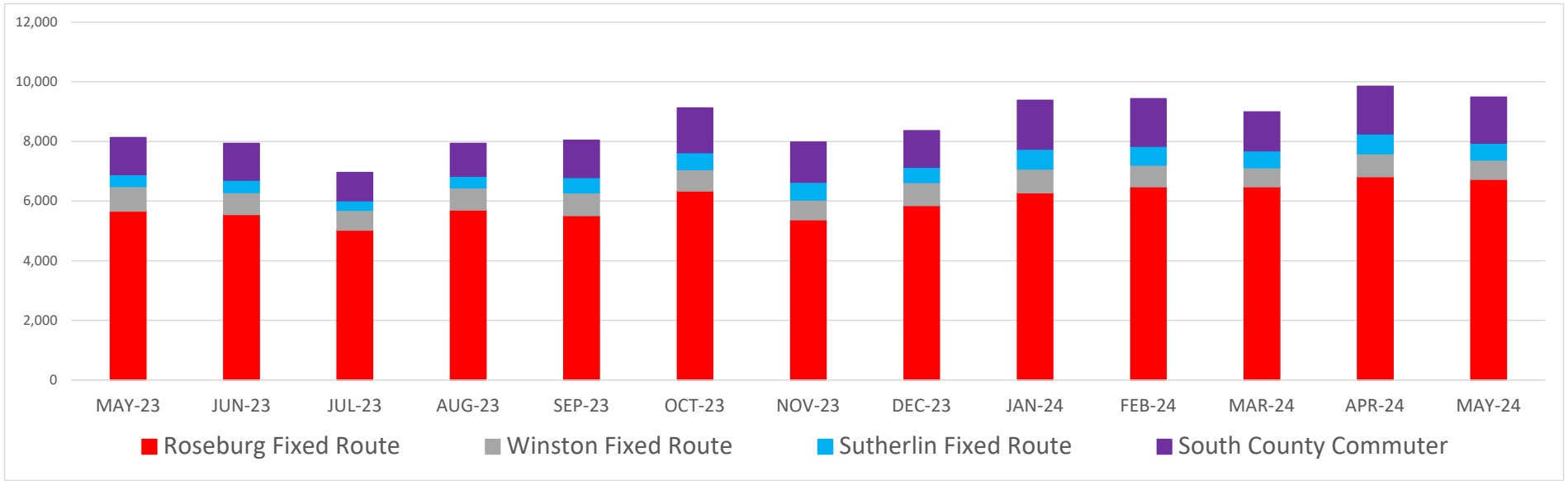
- 5 Demand Response
- 3 Para Drivers
- 6 NEMT Drivers

Monthly – 17 Bus Drivers

- Issue Passes
- Receive and document return of unsold passes

ADA ParaTransit Application Assistance – Average 1/week

**13 Month Rolling Ridership (May 2023 thru May 2024)**  
**UPTD Yearly Ridership by Month**



	QTR 4		QTR 1			QTR 2			QTR 3			QTR 4		Jun 23 - May 24
	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	12 Months
<b>Roseburg Fixed Route</b>	5,665	5,551	5,027	5,701	5,517	6,342	5,372	5,854	6,274	6,484	6,481	6,813	6,730	72,146
<b>Winston Fixed Route</b>	822	736	660	746	761	713	667	769	801	720	639	778	645	8,635
<b>Sutherlin Fixed Route</b>	405	414	323	390	512	568	593	512	664	636	568	659	567	6,406
<b>South County Commuter</b>	1,234	1,235	953	1,102	1,250	1,499	1,349	1,222	1,642	1,593	1,300	1,605	1,542	16,292
<b>Total RiderShip</b>	8,126	7,936	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	103,479
<b>Total Revenue Service Hours</b>	1,634.24	1,773.28	1,785.42	1,651.02	1,849.51	1,638.22	1,786.58	1,689.02	1,651.81	1,786.96	1,701.47	1,729.09	1,691.48	20,733.86
<b>Total Revenue Service Miles</b>	36,233	39,442	39,303	36,213	40,767	35,944	39,597	37,670	36,565	39,876	37,828	38,451	37,128	458,784
<b>Rides/Revenue Service Hour</b>	4.97	4.48	3.90	4.81	4.35	5.57	4.47	4.95	5.68	5.28	5.28	5.70	5.61	4.99

\*\*

### May 2023 vs May 2024 UPTD Ridership Monthly Performance



Ridership Comparison			
	MAY-23	MAY-24	Difference
Roseburg Fixed Route	5,665	6,730	1,065
Winston Fixed Route	822	645	-177
Sutherlin Fixed Route	405	567	162
South County Commuter	1,234	1,542	308
<b>Total RiderShip</b>	8,126	9,484	1,358
			<b>17%</b>
<b>Monthly Stats</b>	16.50%	17.07%	0.58%
FY End 20-21	20-21	49,258	
FY End 21-22	21-22	55,553	
FY End 22-23	22-23	87,738	
<b>FY to Date 23-24</b>	23-24	<b>95,543</b>	

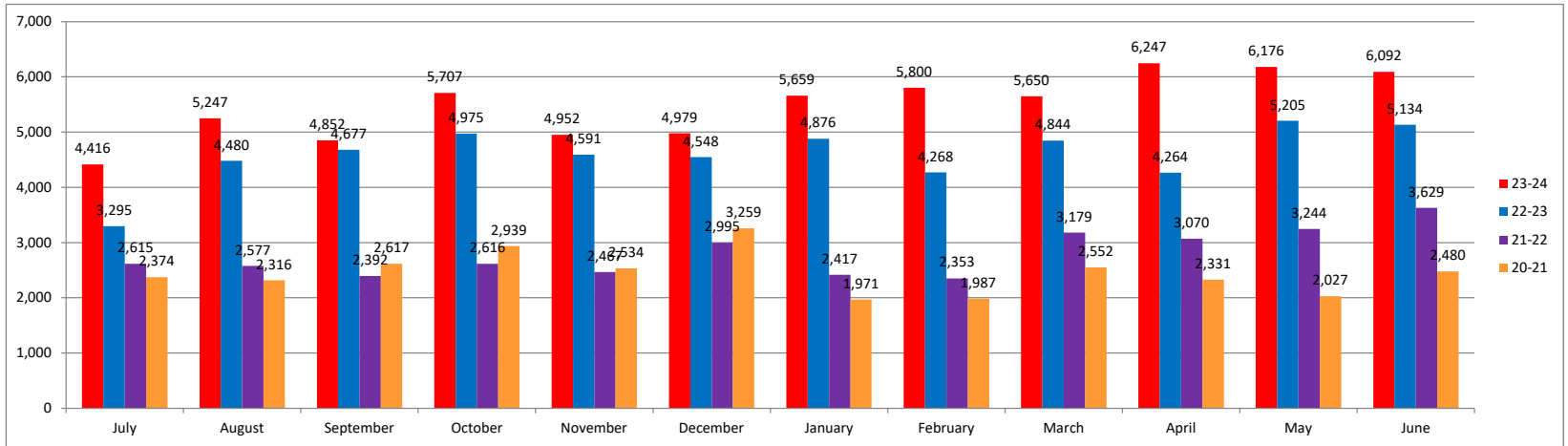
Increase over last year

**Saturday Services provided 8:15am - 6:30pm. Schedule Details can be found on our Website.**

\*\*UPTD began Saturday Service on Roseburg Routes in March of 2021. Here is a look at the last 13 Months.

Ridership	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	Jun 23 - May 24 12 Months
<b>Saturday Service</b>	395	390	556	393	626	563	359	749	522	573	718	516	<b>501</b>	<b>6,466</b>

### Transit Ridership Comparison Redline/Greenline Roseburg Service (M-F) Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,247	6,176	6,092	65,777	10,620	19.25%
<b>22-23</b>	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	21,603	64.38%
<b>21-22</b>	2,615	2,577	2,392	2,616	2,467	2,995	2,417	2,353	3,179	3,070	3,244	3,629	33,554	4,167	14.18%
<b>20-21</b>	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387		

**Trending**

FY 23-24 service versus 22-23 - Numbers highlighted in Yellow are Projected based on current trends

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>23-24</b>	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,247	6,176	6,092	65,777	
Month Rides	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,247	6,176	6,092	65,777	
Month %	6.71%	7.98%	7.38%	8.68%	7.53%	7.57%	8.60%	8.82%	8.59%	9.50%	9.39%	9.26%	100.00%	
Increase	34.02%	17.12%	3.74%	14.71%	7.86%	9.48%	16.06%	35.90%	16.64%	46.51%	18.66%	18.66%	19.25%	10,620
												958	10,290	

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>22-23</b>	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	
Month Rides	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	
Month %	5.97%	8.12%	8.48%	9.02%	8.32%	8.25%	8.84%	7.74%	8.78%	7.73%	9.44%	9.31%	100.00%	
Increase	26.00%	73.85%	95.53%	90.18%	86.10%	51.85%	101.74%	81.39%	52.37%	38.89%	60.45%	41.47%	64.38%	21,603

FY 21-22 service versus 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>21-22</b>	2,615	2,577	2,392	2,616	2,467	2,995	2,417	2,353	3,179	3,070	3,244	3,629	33,554	
Month Rides	2,615	2,577	2,392	2,616	2,467	2,995	2,417	2,353	3,179	3,070	3,244	3,629	33,554	
Month %	7.79%	7.68%	7.13%	7.80%	7.35%	8.93%	7.20%	7.01%	9.47%	9.15%	9.67%	10.82%	100.00%	
Increase	10.15%	11.27%	-8.60%	-10.99%	-2.64%	-8.10%	22.63%	18.42%	24.57%	31.70%	60.04%	46.33%	14.18%	4,167

Starting Point: FY 20-21

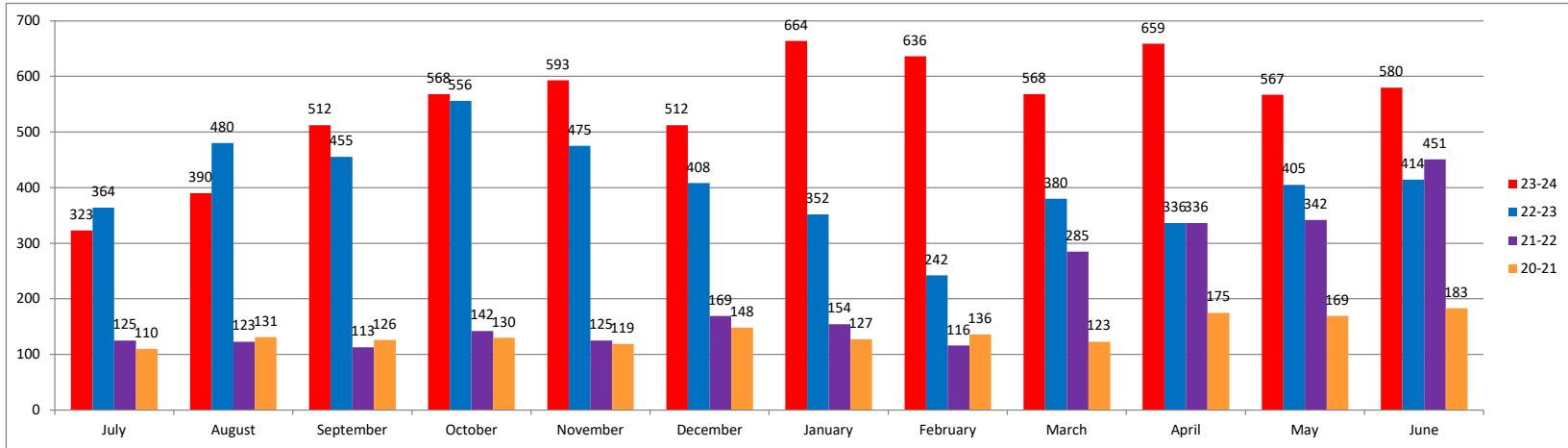
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
<b>20-21</b>	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387
Month Rides	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387
Month %	8.08%	7.88%	8.91%	10.00%	8.62%	11.09%	6.71%	6.76%	8.68%	7.93%	6.90%	8.44%	100.00%







## Transit Ridership Comparison Blueline Sutherland Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	323	390	512	568	593	512	664	636	568	659	567	580	6,572	1,705	35.02%
<b>22-23</b>	364	480	455	556	475	408	352	242	380	336	405	414	4,867	2,386	96.17%
<b>21-22</b>	125	123	113	142	125	169	154	116	285	336	342	451	2,481	804	47.94%
<b>20-21</b>	110	131	126	130	119	148	127	136	123	175	169	183	1,677		

### Trending

FY 23-24 service versus 22-23 - Numbers highlighted in Yellow are Projected based on current trends

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>23-24</b>	323	390	512	568	593	512	664	636	568	659	567	580	6,572	
Month Rides	323	390	512	568	593	512	664	636	568	659	567	580	6,572	
Month %	4.92%	5.93%	7.79%	8.64%	9.02%	7.79%	10.10%	9.68%	8.64%	10.03%	8.63%	8.82%	100.00%	
Increase	-11.26%	-18.75%	12.53%	2.16%	24.84%	25.49%	88.64%	162.81%	49.47%	96.13%	40.00%	40.00%	35.02%	1,705
												166	1,947	

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>22-23</b>	364	480	455	556	475	408	352	242	380	336	405	414	4,867	
Month Rides	364	480	455	556	475	408	352	242	380	336	405	414	4,867	
Month %	7.48%	9.86%	9.35%	11.42%	9.76%	8.38%	7.23%	4.97%	7.81%	6.90%	8.32%	8.51%	100.00%	
Increase	191.20%	290.24%	302.65%	291.55%	280.00%	141.42%	128.57%	108.62%	33.33%	0.00%	18.42%	-8.20%	96.17%	2,386

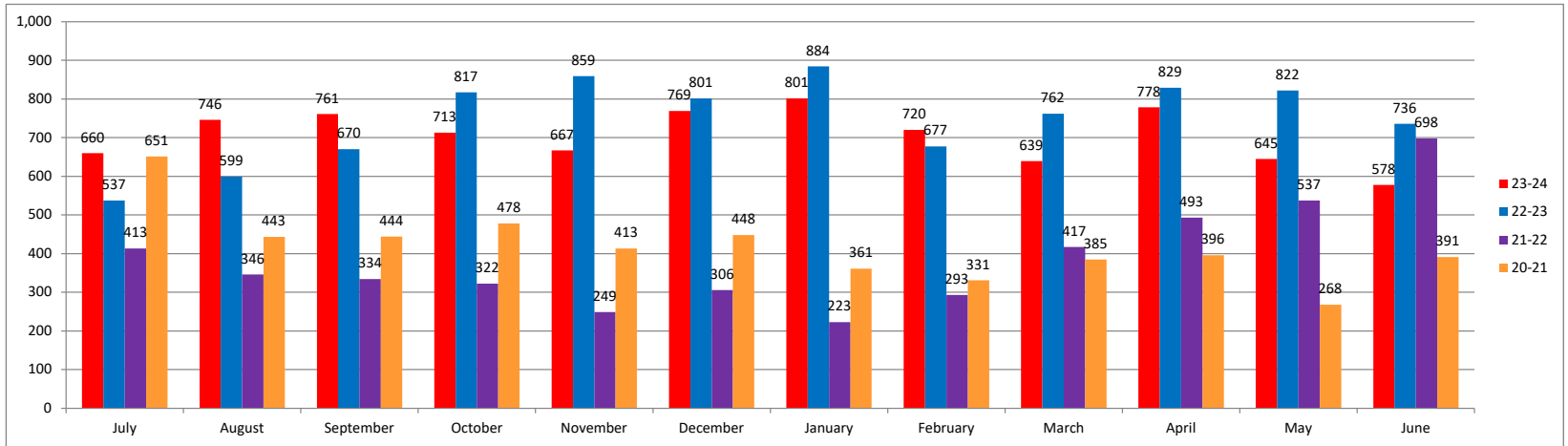
FY 21-22 service versus 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>21-22</b>	125	123	113	142	125	169	154	116	285	336	342	451	2,481	
Month Rides	125	123	113	142	125	169	154	116	285	336	342	451	2,481	
Month %	5.04%	4.96%	4.55%	5.72%	5.04%	6.81%	6.21%	4.68%	11.49%	13.54%	13.78%	18.18%	100.00%	
Increase	13.64%	-6.11%	-10.32%	9.23%	5.04%	14.19%	21.26%	-14.71%	131.71%	92.00%	102.37%	146.45%	47.94%	804

Starting Point: FY 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
<b>20-21</b>	110	131	126	130	119	148	127	136	123	175	169	183	1,677
Month Rides	110	131	126	130	119	148	127	136	123	175	169	183	1,677
Month %	6.56%	7.81%	7.51%	7.75%	7.10%	8.83%	7.57%	8.11%	7.33%	10.44%	10.08%	10.91%	100.00%

## Transit Ridership Comparison Greyline Winston Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	660	746	761	713	667	769	801	720	639	778	645	578	8,477	-516	-5.74%
<b>22-23</b>	537	599	670	817	859	801	884	677	762	829	822	736	8,993	4,362	94.19%
<b>21-22</b>	413	346	334	322	249	306	223	293	417	493	537	698	4,631	-378	-7.55%
<b>20-21</b>	651	443	444	478	413	448	361	331	385	396	268	391	5,009		

### Trending

FY 23-24 service versus 22-23 - Numbers highlighted in Yellow are Projected based on current trends

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>23-24</b>	660	746	761	713	667	769	801	720	639	778	645	578	8,477	
Month Rides	660	746	761	713	667	769	801	720	639	778	645	578	8,477	
Month %	7.79%	8.80%	8.98%	8.41%	7.87%	9.07%	9.45%	8.49%	7.54%	9.18%	7.61%	6.81%	100.00%	
Increase	22.91%	24.54%	13.58%	-12.73%	-22.35%	-4.00%	-9.39%	6.35%	-16.14%	-6.15%	-21.53%	-5.74%	-516	
												-158	-1,936	

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>22-23</b>	537	599	670	817	859	801	884	677	762	829	822	736	8,993	
Month Rides	537	599	670	817	859	801	884	677	762	829	822	736	8,993	
Month %	5.97%	6.66%	7.45%	9.08%	9.55%	8.91%	9.83%	7.53%	8.47%	9.22%	9.14%	8.18%	100.00%	
Increase	30.02%	73.12%	100.60%	153.73%	244.98%	161.76%	296.41%	131.06%	82.73%	68.15%	53.07%	5.44%	94.19%	4,362

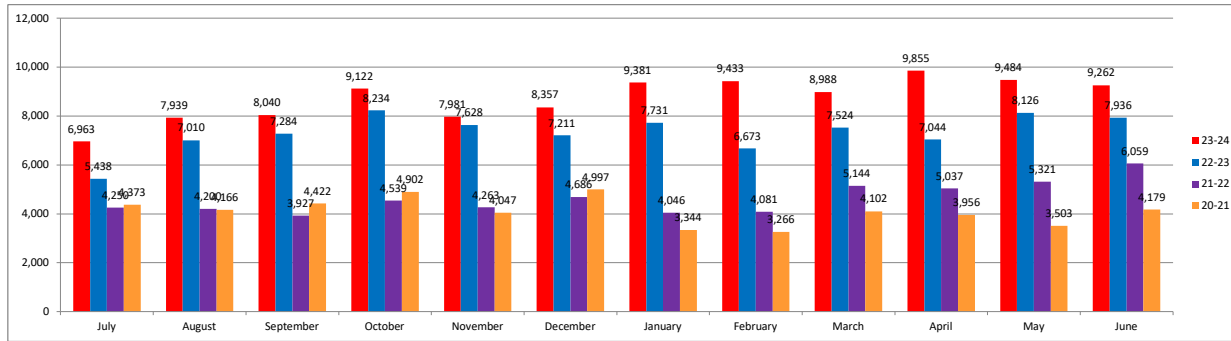
FY 21-22 service versus 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>21-22</b>	413	346	334	322	249	306	223	293	417	493	537	698	4,631	
Month Rides	413	346	334	322	249	306	223	293	417	493	537	698	4,631	
Month %	8.92%	7.47%	7.21%	6.95%	5.38%	6.61%	4.82%	6.33%	9.00%	10.65%	11.60%	15.07%	100.00%	
Increase	-36.56%	-21.90%	-24.77%	-32.64%	-39.71%	-31.70%	-38.23%	-11.48%	8.31%	24.49%	100.37%	78.52%	-7.55%	-378

Starting Point: FY 20-21

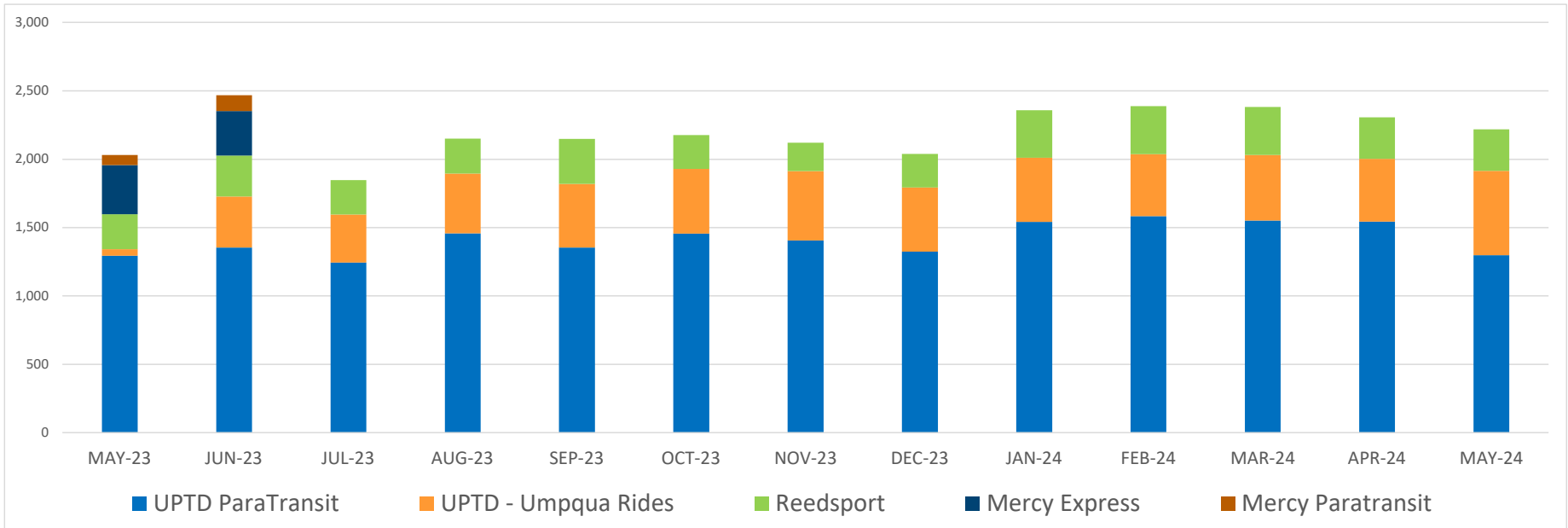
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
<b>20-21</b>	651	443	444	478	413	448	361	331	385	396	268	391	5,009
Month Rides	651	443	444	478	413	448	361	331	385	396	268	391	5,009
Month %	13.00%	8.84%	8.86%	9.54%	8.25%	8.94%	7.21%	6.61%	7.69%	7.91%	5.35%	7.81%	100.00%

Transit Ridership Comparison  
FY 20-21, 21-22, 22-23, and 23-24 to date



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	9,262	104,805	16,966	19.32%
<b>22-23</b>	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839	32,286	58.12%
<b>21-22</b>	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553	6,296	12.78%
<b>20-21</b>	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257		
<b>COVID</b>															
Pre COVID	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
<b>19-20</b>	8,788	8,589	7,654	9,146	7,532	7,312	8,839	8,400	6,652	2,476	2,923	3,843	82,154		
Historical	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
Monthly Trend	7.30%	7.98%	8.11%	9.17%	8.27%	8.77%	7.85%	7.28%	8.70%	8.32%	8.80%	9.43%	100.00%		
<b>Trending</b>															
FY 23-24 service versus 22-23 - Numbers highlighted in Yellow are Projected based on current trends															
<b>23-24</b>	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
YR Rides	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	
Month Rides	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	9,262	104,805		
Month %	6.64%	7.58%	7.67%	8.70%	7.62%	7.97%	8.95%	9.00%	8.58%	9.40%	9.05%	8.84%	100.00%		Rides
Increase	28.04%	13.25%	10.38%	10.78%	4.63%	15.89%	21.34%	41.36%	19.46%	39.91%	16.71%	16.71%	16.71%	16,966	
												1,326	14,679		
<b>FY 22-23 service versus 21-22</b>															
<b>22-23</b>	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
Month Rides	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839		
Month %	6.19%	7.98%	8.29%	9.37%	8.68%	8.21%	8.80%	7.60%	8.57%	8.02%	9.25%	9.03%	100.00%		Rides
Increase	27.95%	66.90%	85.49%	81.41%	78.94%	53.88%	91.08%	63.51%	46.27%	39.85%	52.72%	30.98%	58.12%	32,286	
<b>FY 21-22 service versus 20-21</b>															
<b>21-22</b>	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
Month Rides	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553		
Month %	7.65%	7.56%	7.07%	8.17%	7.67%	8.44%	7.28%	7.35%	9.26%	9.07%	9.58%	10.91%	100.00%		Rides
Increase	-2.81%	0.82%	-11.19%	-7.41%	5.34%	-6.22%	20.99%	24.95%	25.40%	27.33%	51.90%	44.99%	12.78%	6,296	
<b>Starting Point: FY 20-21</b>															
<b>20-21</b>	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
Month Rides	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257		
Month %	8.88%	8.46%	8.98%	9.95%	8.22%	10.14%	6.79%	6.63%	8.33%	8.03%	7.11%	8.48%	100.00%		
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total		
<b>22-23</b>	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839		
<b>21-22</b>	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553		
<b>20-21</b>	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257		
	14,061	15,376	15,633	17,675	15,938	16,894	15,121	14,020	16,770	16,037	16,950	18,174	192,649		
	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649		
	7.30%	7.98%	8.11%	9.17%	8.27%	8.77%	7.85%	7.28%	8.70%	8.32%	8.80%	9.43%	100.00%		
<b>23-24</b>	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	9,262	104,805		
	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805	104,805		
	6.64%	7.58%	7.67%	8.70%	7.62%	7.97%	8.95%	9.00%	8.58%	9.40%	9.05%	8.84%	100.00%		

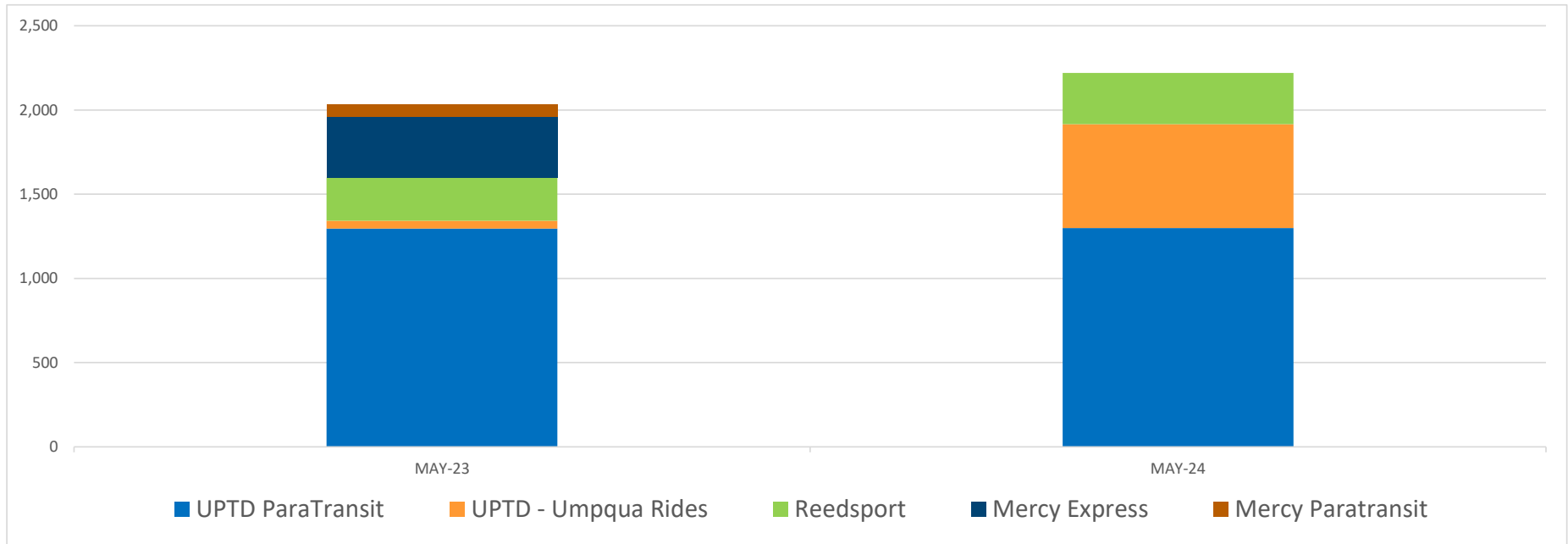
13 Month Rolling Ridership (May 2023 thru May 2024)  
Yearly Ridership by Month - Umpqua Rides



Umpqua Rides	QTR 4		QTR 1		QTR 2			QTR 3			QTR 4		Jun 23 - May 24	12 Months	%
	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24			
UPTD ParaTransit	1,295	1,355	1,244	1,458	1,355	1,457	1,407	1,324	1,542	1,583	1,552	1,543	1,299	17,119	64%
UPTD - Umpqua Rides	48	373	351	437	465	473	506	469	469	455	479	461	617	5,555	21%
Reedsport	255	300	253	257	329	247	209	246	348	350	351	303	304	3,497	13%
Mercy Express	359	325												325	1%
Mercy Paratransit	75	115												115	0%
<b>Total Rides</b>	<b>2,032</b>	<b>2,468</b>	<b>1,848</b>	<b>2,152</b>	<b>2,149</b>	<b>2,177</b>	<b>2,122</b>	<b>2,039</b>	<b>2,359</b>	<b>2,388</b>	<b>2,382</b>	<b>2,307</b>	<b>2,220</b>	<b>26,611</b>	<b>100%</b>
<b>Total RSH</b>	1,606.05	1,593.67	1,370.31	1,652.82	1,582.86	1,504.11	1,601.88	1,474.10	1,696.18	1,610.55	1,669.87	1,654.97	1,301.20	18,712.52	
<b>Total RSM</b>	20,140	18,888	17,930	21,037	21,095	21,247	22,815	20,373	23,764	22,892	24,161	24,805	18,814	257,821	
<b>Rides/RSH</b>	1.27	1.55	1.35	1.30	1.36	1.45	1.32	1.38	1.39	1.48	1.43	1.39	1.71	1.42	

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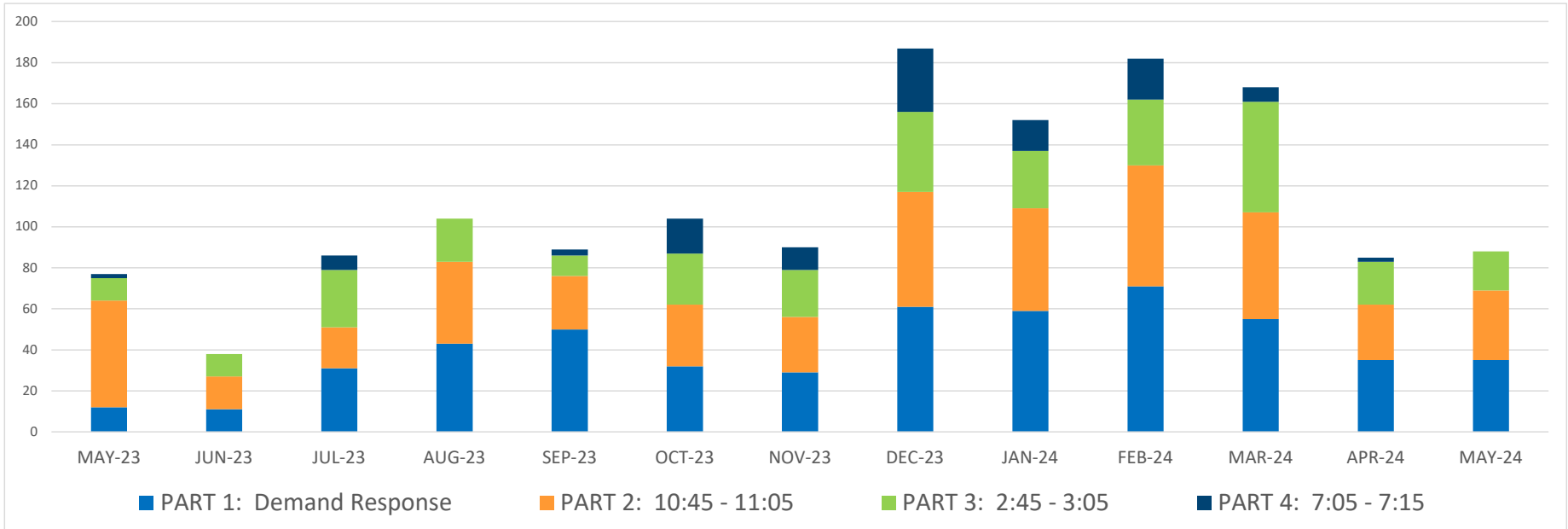
## May 2023 vs May 2024 UPTD Demand Response Monthly Performance



Ridership Comparison			
	MAY-23	MAY-24	Difference
<b>UPTD ParaTransit</b>	1,295	1,299	4
<b>UPTD - Umpqua Rides</b>	48	617	569
<b>Reedsport</b>	255	304	49
<b>Mercy Express</b>	359	0	-359
<b>Mercy Paratransit</b>	75	0	-75
<b>Total Rides</b>	<b>2,032</b>	<b>2,220</b>	<b>188</b>
			<b>9%</b>
<b>Monthly Stats</b>	8.62%	9.99%	1.37%
FY End 20-21	20-21	23,580	
FY End 21-22	21-22	22,226	
FY End 22-23	22-23	23,253	
<b>FY to Date 23-24</b>	23-24	<b>24,143</b>	

Increase over last year

Sunshine Park Service - Roseburg  
Service Started on 4/3/2023

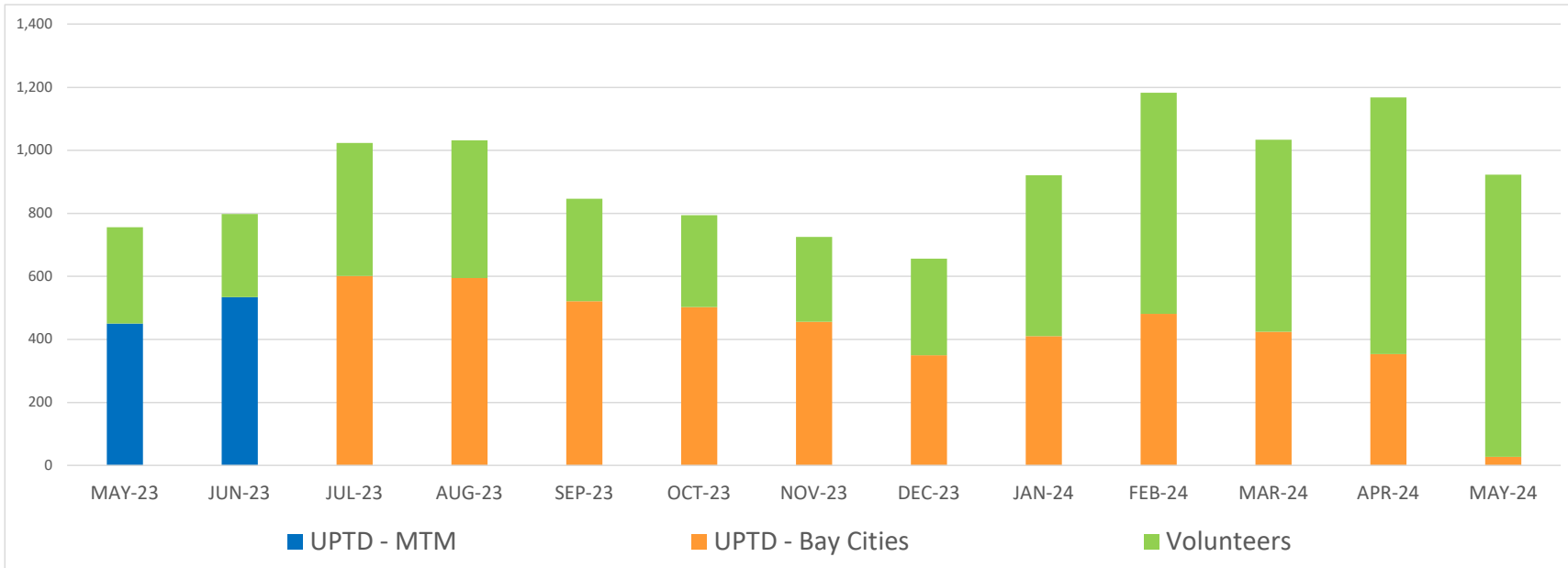


Sunshine Park	QTR 4		QTR 1		QTR 2			QTR 3			QTR 4		13 Months	%	
	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24			MAY-24
<b>PART 1: Demand Response</b>	12	11	31	43	50	32	29	61	59	71	55	35	35	524	36%
<b>PART 2: 10:45 - 11:05</b>	52	16	20	40	26	30	27	56	50	59	52	27	34	489	34%
<b>PART 3: 2:45 - 3:05</b>	11	11	28	21	10	25	23	39	28	32	54	21	19	322	22%
<b>PART 4: 7:05 - 7:15</b>	2	0	7	0	3	17	11	31	15	20	7	2	0	115	8%
<b>Total Rides</b>	<b>77</b>	<b>38</b>	<b>86</b>	<b>104</b>	<b>89</b>	<b>104</b>	<b>90</b>	<b>187</b>	<b>152</b>	<b>182</b>	<b>168</b>	<b>85</b>	<b>88</b>	<b>1,450</b>	<b>100%</b>
<b>Total RSH</b>	29.01	27.53	24.82	28.67	26.28	29.50	27.39	27.42	29.82	28.96	27.80	29.09	27.34	363.63	
<b>Total RSM</b>	634	630	595	644	573	586	569	560	602	611	552	674	593	7,823	
<b>Rides/RSH</b>	2.65	1.38	3.46	3.63	3.39	3.53	3.29	6.82	5.10	6.28	6.04	2.92	3.22	3.99	

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**13 Month Rolling Ridership (May 2023 thru May 2024)  
Medical Transportation**



Umpqua Rides	QTR 4		QTR 1			QTR 2			QTR 3			QTR 4		Jun 23 - May 24 12 Months
	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	
<b>UPTD - MTM</b>	450	534												534
<b>UPTD - Bay Cities</b>			601	595	521	502	456	350	410	481	424	353	27	4,720
<b>Volunteers</b>	306	264	422	437	325	292	269	306	511	702	610	815	896	5,849
<b>Total Rides</b>	<b>756</b>	<b>798</b>	<b>1,023</b>	<b>1,032</b>	<b>846</b>	<b>794</b>	<b>725</b>	<b>656</b>	<b>921</b>	<b>1,183</b>	<b>1,034</b>	<b>1,168</b>	<b>923</b>	<b>11,103</b>
<b>Total RSH</b>	976.27	995.28	1,028.60	1,063.39	930.78	911.95	851.62	803.42	1,220.88	1,453.94	1,259.81	1,460.56	1,230.89	13,211.12
<b>Total RSM</b>	22,201	22,609	23,713	24,983	21,373	18,473	18,505	19,326	29,359	37,935	34,770	41,413	37,817	330,276
<b>Rides/RSH</b>	0.77	0.80	0.99	0.97	0.91	0.87	0.85	0.82	0.75	0.81	0.82	0.80	0.75	0.84

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State of Oregon  
**EXECUTIVE SESSION CHECKLIST**

Prior to the meeting:

- Provide notice of an executive session in the same manner you give notice of a public meeting. **The notice must cite the specific statutory provision(s) authorizing the executive session.**

At the meeting:

- Announce that you are going into executive session pursuant to ORS 192.660 and **cite the specific reason(s) and statute(s)** that authorize the executive session for **each subject** to be discussed.
- If you intend on coming out of executive session to take final action, announce when the open session will begin again.
- Specify if any individuals other than the news media may remain.
- Tell the media what may not be disclosed from the executive session. **If you fail to do this, the media may report everything!** If you discuss matters other than what you announce you are going to discuss in the executive session, the media may report those additional matters. \*A member of the news media must be excluded from executive session held to discuss litigation with legal counsel if he or she is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party.
- Come back into open session to take final action.** If you did not specify at the time you went into executive session when you would return to open session, and the executive session has been very short, you may open the door and announce that you are back in open session. If you unexpectedly come back into open session after previously announcing you would not be doing so, you must use reasonable measures to give actual notice to interested persons that you are back in open session. This may require postponing final action until another meeting.
- Keep minutes or a sound, video, or digital recording of executive sessions.

## Statutory Provisions for Executive Session

<p>To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public has an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies</p>	<p>ORS 192.660(2)(a) ORS 192.660(7)</p>
<p>To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open meeting.</p>	<p>ORS 192.660(2)(b)</p>
<p>To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063, 441.085 and 441.990(3).</p>	<p>ORS 192.660(2)(c)</p>
<p>To conduct deliberations with persons you have designated to carry on labor negotiations.</p>	<p>ORS 192.660(2)(d)</p>
<p>To conduct deliberations with persons you have designated to negotiate real property transactions.</p>	<p>ORS 192.660(2)(e)</p>
<p>To consider information or records that are exempt from disclosure by law, including written advice from your attorney.</p>	<p>ORS 192.660(2)(f)</p>
<p>To consider preliminary negotiations regarding trade or commerce in which you are in competition with other states or nations.</p>	<p>ORS 192.660(2)(g)</p>
<p>To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.</p>	<p>ORS 192.660(2)(h)</p>
<p>To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.</p>	<p>ORS 192.660(2)(i) ORS 192.660 (8)</p>
<p>To carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.</p>	<p>ORS 192.660(2)(j)</p>
<p>For a health professional regulatory board to consider information obtained as part of an investigation of licensee or applicant conduct.</p>	<p>ORS 192.660(2)(k)</p>
<p>For the State Landscape Architect Board or its advisory committee to consider information obtained as part of an investigation of registrant or applicant conduct.</p>	<p>ORS 192.660(2)(l)</p>
<p>To discuss information about review or approval of programs relating to the security of any of the following: (A) a nuclear-powered thermal power plant or nuclear installation; (B) transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation; (C) generation, storage or conveyance of (i) electricity (ii) gas in liquefied or gaseous form (iii) hazardous substances as defined in ORS 453.005(7)(a), (b), and (d), (iv) petroleum products, (v) sewage, or (vi) water; (D) telecommunications systems, including cellular, wireless or radio systems; or (E) data transmissions by whatever means provided.</p>	<p>ORS 192.660(2)(m)</p>