

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, November 18, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

AGENDA

1. **Call to Order**
2. **Roll Call**

Doug Mendenhall	Michaela Hammerson	John Estill	Todd Vaughn
VACANT	Cathye Dewhirst Curreri	Lisa Lanza	
3. **Pledge of Allegiance**
4. **Consent Agenda**
 - 4.1 October 21, 2024, Draft Special Board Meeting Minutes
 - 4.2 October 2024 Preventative Maintenance Report
5. **ODOT Update** – Jennifer Boardman
6. **Financial Report** – Sheri Bleau
 - 6.1 October Financial Report
 - 6.2 Funding Recommendations for STIF STAC Committee
7. **Public Comment for On Agenda Items Only**
8. **Old Business**
 - 8.1 Status of DAR Contracts
 - 8.2 Compliance Review Update
 - 8.3 Action Plan Update
 - 8.4 Procurement Policy Update
9. **New Business**
 - 9.1 Board Vacancy Appointment
 - 9.2 Employee Handbook review and approval
10. **Project Updates**
 - 10.1 STIF Project Updates
 - 10.2 Action Plan Updates
 - 10.3 General Manager Report
 - 10.4 Access Update
11. **Not on Agenda**
12. **Public Comment Not on Agenda Items (Limit to 10 minutes total)**
13. **Agenda Build** – Next Regular Meeting December 16, 2024
14. **Executive Session - none**
15. **Adjournment**

UPTD public meetings available virtually:

[Join Zoom Meeting](#)

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).

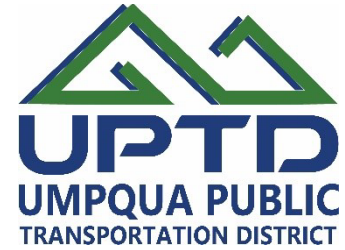
***** AMERICANS WITH DISABILITIES ACT NOTICE *****

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

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.

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).



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4.1

Agenda Item Title: October 21, 2024, Draft Special Board Meeting Minutes

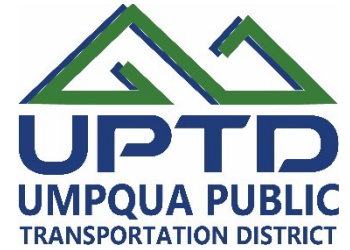
Summary background and description of need for agenda item:

Draft Special Board Meeting Minutes

Requested Action: If satisfied, motion to approve October 21, 2024 Draft Special Board Meeting Minutes.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Ben Edtl, UPTD General Manager



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4.2

Agenda Item Title: October 2024 Preventative Maintenance Report

Summary background and description of need for agenda item:

October 2024 Preventative Maintenance Report – information only

By: Ben Edtl, UPTD General Manager

On Time Preventive Maintenance Report
 FY 24-25 - July 2024 - June 2025
 Reporting 10/01/2024 through 10/31/2024

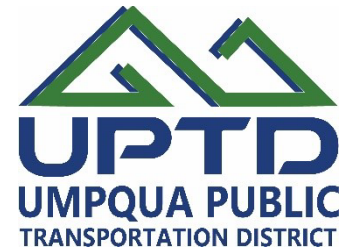
	Completed	Within Guidelines	Overall Percentage On Time	Goal 90%
FY 24-25	44	44	100.00%	
FY 23-24	151	147	97.35%	
FY 22-23	136	133	97.79%	
FY 21-22	82	60	73.17%	
3 Year Running Total	413	383	92.74%	

	PM Service	Within Guidelines	Percent On Time	Goal is 90%
July 21-June 2022	82	60	73.17%	73.17%
July 2022	13	13	100.00%	100.00%
August	11	11	100.00%	100.00%
September	9	9	100.00%	100.00%
October	9	9	100.00%	100.00%
November	9	9	100.00%	100.00%
December 2022	11	11	100.00%	100.00%
January 2023	15	13	86.67%	86.67%
February 2023	9	8	88.89%	88.89%
March 2023	11	11	100.00%	100.00%
April 2023	16	16	100.00%	100.00%
May 2023	13	13	100.00%	100.00%
June 2023	10	10	100.00%	100.00%
July 2023	16	16	100.00%	100.00%
August 2023	22	22	100.00%	100.00%
September 2023	12	12	100.00%	100.00%
October 2023	7	7	100.00%	100.00%
November 2023	10	10	100.00%	100.00%
December 2023	11	11	100.00%	100.00%
January 2024	10	10	100.00%	100.00%
February 2024	13	12	92.31%	92.31%
March 2024	12	10	83.33%	83.33%
April 2024	14	14	100.00%	100.00%
May 2024	14	14	100.00%	100.00%
June 2024	10	9	90.00%	90.00%
July 2024	10	9	90.00%	90.00%
August 2024	13	13	100.00%	100.00%
September 2024	7	7	100.00%	100.00%
October 2024	14	14	100.00%	100.00%
	413	383	100.00%	

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.



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 6.1

Agenda Item Title: October 2024 Financial Report

Summary background and description of need for agenda item:

October 2024 Financial Report

Requested Action: If satisfied, motion to approve October 2024 Financial Report.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheri Bleau, UPTD Finance Manager

Umpqua Public Transportation District
Monthly Financial Statements
For the Period Ending October 31, 2024

Balance Sheet October 2024

This report provides a quick snapshot of UPTD's Assets and Liabilities. Total current Assets are \$932,655.59 and current Liabilities are \$38,895.91 for a total Equity of \$893,759.68.

P&L Current Quarter Report

This report provides an overview of the revenues and expenses from all sources of UPTD for the months of October, November & December. Overall, the District has a Net Income for the current quarter of \$308,799.59. This P&L does not include the cash on hand at the beginning of the Fiscal Year of \$747,685.67. The quarterly P&L includes the Q2 State Funds of \$542,964.00; Farebox Revenues of \$20,086.42; Miscellaneous, Advertising & Interest revenues of \$2,028.09; and Medical Transportation funds of \$44,143.90.

P&L Current Fiscal Year Report

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 current quarter of \$146,074.01. This P&L does not include the cash on hand at the beginning of the Fiscal Year of \$747,685.67. The Fiscal Year P&L includes the Q1 & Q2 Funds: State Funds \$991,870.25; Federal Funds \$266,711.00; Reserve Funds \$19,810.75; Farebox Revenues \$74,627.12; Miscellaneous, Advertising & Interest revenues \$4,740.34; and Medical Transportation funds \$176,315.70.

P&L UPTD 2018-Current

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 October 2024 of \$893,759.68.

October Variance Report

This report provides an overview of the revenues and expenses for the month of October 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 October Bank Statement

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

Umpqua Pulic Transportation District
Balance Sheet
As of October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	210,319.09
Accounts Receivable	8,932.50
Other Current Assets	713,404.00
Total Current Assets	<u>932,655.59</u>
TOTAL ASSETS	<u>932,655.59</u>
LIABILITIES & EQUITY	
Liabilities	38,895.91
Equity	893,759.68
TOTAL LIABILITIES & EQUITY	<u>932,655.59</u>

Umpqua Pulic Transportation District
Profit & Loss
 October 2024

	<u>Oct 24</u>
Income	
GENERAL FUND RESOURCES	
1-00-100 5311 Funding	0.00
1-00-110 5310 Funding	0.00
1-00-210 STIF	542,964.00
1-00-400 Miscellaneous	300.00
1-00-405 Advertising	1,725.00
1-00-410 Bus Fares & Contract	20,086.42
1-00-430 Medical Transports	44,143.90
1-00-440 Interest Income	3.09
Total GENERAL FUND RESOURCES	<u>609,222.41</u>
Total Income	<u>609,222.41</u>
Gross Profit	<u>609,222.41</u>
Expense	
10 ADMIN Payroll	29,197.82
22 OPERATIONS Payroll	85,771.21
23 OPERATIONS ADMIN Payroll	23,576.39
24 PARA TRANSIT Payroll	16,211.81
25 CALL CENTER Payroll	25,436.36
26 DEMAND RESPONSE Payroll	22,426.99
30 MEDICAL TRANS Payroll	2,704.10
MATERIALS & SERVICES	
10 · ADMIN	18,197.23
22 · OPERATIONS	40,117.12
23 · OPERATIONS ADMIN	4,152.31
24 · PARA	3,044.70
25 · CALL CTR	1,751.10
26 · DEMAND RESPONSE	5,606.76
30 · MEDICAL TRANSPORTATION	22,228.92
Total MATERIALS & SERVICES	<u>95,098.14</u>
Total Expense	<u>300,422.82</u>
Net Income	<u><u>308,799.59</u></u>

Umpqua Pulic Transportation District

Profit & Loss

July through October 2024

	<u>Jul - Oct 24</u>
Income	
GENERAL FUND RESOURCES	
1-00-075 Reserve Funds	19,810.75
1-00-100 5311 Funding	144,882.00
1-00-110 5310 Funding	121,829.00
1-00-210 STIF	991,870.25
1-00-400 Miscellaneous	1,420.43
1-00-405 Advertising	3,300.00
1-00-410 Bus Fares & Contract	74,627.12
1-00-430 Medical Transports	176,315.70
1-00-440 Interest Income	19.91
Total GENERAL FUND RESOURCES	<u>1,534,075.16</u>
Total Income	<u>1,534,075.16</u>
Gross Profit	<u>1,534,075.16</u>
Expense	
10 ADMIN Payroll	188,835.72
22 OPERATIONS Payroll	370,392.90
23 OPERATIONS ADMIN Payroll	137,877.04
24 PARA TRANSIT Payroll	82,786.92
25 CALL CENTER Payroll	104,461.64
26 DEMAND RESPONSE Payroll	98,868.11
30 MEDICAL TRANS Payroll	11,966.33
CAPITAL PROJECTS	4,000.00
MATERIALS & SERVICES	
10 · ADMIN	66,661.59
22 · OPERATIONS	164,939.98
23 · OPERATIONS ADMIN	11,974.87
24 · PARA	14,237.38
25 · CALL CTR	26,193.14
26 · DEMAND RESPONSE	20,937.37
30 · MEDICAL TRANSPORTATION	83,868.16
Total MATERIALS & SERVICES	<u>388,812.49</u>
Total Expense	<u>1,388,001.15</u>
Net Income	<u><u>146,074.01</u></u>

Umpqua Pulic Transportation District
Profit & Loss
 As of October 31, 2024

	<u>Oct 31, 24</u>
Income	
BUS REPLACEMENT FUND RESOURCES	
5-00-120 5339 Funding	255,000.00
5-00-130 5311 Funding	365,201.00
5-00-140 STIF Discretionary	208,000.00
5-00-600 Sale of Asset	13,460.00
Total BUS REPLACEMENT FUND RESOURCES	<u>841,661.00</u>
CAPITAL PROJECTS RESOURCES	
4-00-100 5339 Funding	10,861.00
4-00-500 Transfer In - Gen Fund	1,116,346.60
Total CAPITAL PROJECTS RESOURCES	<u>1,127,207.60</u>
GENERAL FUND RESOURCES	
1-00-050 Available Cash on Hand	0.00
1-00-075 Reserve Funds	75,171.11
1-00-100 5311 Funding	2,486,676.00
1-00-105 5311 CARES	2,062,737.00
1-00-110 5310 Funding	2,211,020.00
1-00-125 5339 Funding	30,152.00
1-00-200 STF	1,053,253.00
1-00-210 STIF	10,041,039.25
1-00-220 STATE Discretionary	50,000.00
1-00-400 Miscellaneous	57,000.13
1-00-405 Advertising	58,164.00
1-00-410 Bus Fares & Contract	566,376.50
1-00-430 Medical Transports	1,616,751.37
1-00-440 Interest Income	1,269.14
1-0-100 · Local	243,224.83
1-0-400 · Miscellaneous	24,294.77
Total GENERAL FUND RESOURCES	<u>20,577,129.10</u>
Total Income	<u>22,545,997.70</u>
Gross Profit	<u>22,545,997.70</u>
Expense	
10 ADMIN Payroll	1,701,501.78
22 OPERATIONS Payroll	4,889,149.86
23 OPERATIONS ADMIN Payroll	1,197,180.23
24 PARA TRANSIT Payroll	978,771.89
25 CALL CENTER Payroll	998,089.94
26 DEMAND RESPONSE Payroll	941,237.88
30 MEDICAL TRANS Payroll	303,914.37
BUS REPLACEMENT FUND	2,318,937.32
CAPITAL PROJECTS	1,455,932.26
GENERAL FUND - OTHER	212,711.67
MATERIALS & SERVICES	

Umpqua Pulic Transportation District Profit & Loss

As of October 31, 2024

	<u>Oct 31, 24</u>
Material and Services	1,699,142.17
10 · ADMIN	730,964.71
22 · OPERATIONS	3,023,904.78
23 · OPERATIONS ADMIN	197,905.09
24 · PARA	215,074.96
25 · CALL CTR	185,384.18
26 · DEMAND RESPONSE	306,515.80
30 · MEDICAL TRANSPORTATION	798,009.49
Total MATERIALS & SERVICES	<u>7,156,901.18</u>
Personnel Services - Admin	41,909.64
4-400 · Loan Proceeds	<u>-544,000.00</u>
Total Expense	<u>21,652,238.02</u>
Net Income	<u><u>893,759.68</u></u>

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

	Aug 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Aug 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
Income									
BUS REPLACEMENT FUND RESOURCES									
5-00-120 5339 Funding	0.00	0.00	0.00		0.00	600,000.00	-600,000.00	2,400,000.00	We will not be receiving any of these funds. These funds are Capital funds and will only be received when the actual purchase is made. UPTD was recently informed that the FTA has closed the 5339 Grant 35395.
5-00-130 5311 Funding	0.00	0.00	0.00		0.00	200,905.00	-200,905.00	803,619.00	These funds are Capital funds and will only be received when the actual purchase is made. Grant 35326 (5 vans & 1 < 30 ft Bus), the vans are on order at this time. Due to our financial difficulties ODOT has found other agencies that will take possession of them when they are delivered. The bus is on order with Schetky and UPTD will need \$28,355 in Match funds in order to take delivery.
5-00-500 Transfer In - Gen Fund	0.00	0.00	0.00		0.00	0.00	0.00	28,355.00	
Total BUS REPLACEMENT FUND RESOURCES	0.00	0.00	0.00		0.00	800,905.00	-800,905.00	3,231,974.00	
CAPITAL PROJECTS RESOURCES									
4-00-100 5339 Funding	0.00	0.00	0.00		0.00	969,285.00	-969,285.00	3,877,139.00	We will not be receiving any of these funds. These funds are Capital funds and will only be received when the actual purchase is made. UPTD was recently informed that the FTA has closed both the 5339 Grants: 35395 & 35335.
Total CAPITAL PROJECTS RESOURCES	0.00	0.00	0.00		0.00	969,285.00	-969,285.00	3,877,139.00	
GENERAL FUND RESOURCES									
1-00-050 Available Cash on Hand	584,960.09	43,528.00	541,432.09	The current bank balance at the end of October is \$224,940.22	747,685.67	174,110.00	573,575.67	522,328.00	The current bank balance at the end of October is \$224,940.22
1-00-070 Reserve Fuds	0.00	0.00	0.00		19,810.75	0.00	19,810.75	0.00	The positive variance was created by taking 5% of all big deposits and moving the funds to the Reserve Funds GL in an effort to rebuild UPTD's reserves.
1-00-100 5311 Funding	0.00	0.00	0.00		144,882.00	153,645.00	-8,763.00	614,578.00	The negative variance is due to receiving less reimbursement funds for Preventative Maintenance than anticipated. With the addition of the 3 new buses, we have seen a decrease in Preventative Maintenance costs.
1-00-115 5310 Funding	0.00	0.00	0.00		121,829.00	114,652.00	7,177.00	458,608.00	The positive variance is due to receiving more reimbursements funds for the Contract Services. The 5310 federal funds for Contracted Services has been fully expended.
1-00-210 STIF	542,964.00	510,099.00	32,865.00	The positive variance is due to receiving more STIF Funds for this quarter than anticipated.	991,870.25	1,020,199.00	-28,328.75	2,040,397.00	The negative variance is due to receiving less STIF funds than anticipated for the 1st Quarter of this Fiscal Year. Historically Q1 is less than any of the other quarters. It is anticipated that the next three quarters will be in line with the budgeted expectations.
1-00-400 Miscellaneous	300.00	800.00	-500.00	The negative variance is due to the renter's downstairs paying \$300.00 per month instead of \$500. This was a deal that was made with the GM.	1,420.43	3,200.00	-1,779.57	9,600.00	
1-00-405 Advertising	1,725.00	2,116.00	-391.00	The negative variance is due to all advertising contracts coming to an end. B&S has just signed a new contract for one year that started in July 2024 and Les Schwab's contract was renewed to begin October 2024. Les Schwab is still contemplating a new ad. UPTD has two more potential advertising opportunities at this time.	3,300.00	8,466.00	-5,166.00	25,400.00	The negative variance is due to all advertising contracts coming to an end. B&S has just signed a new contract for one year that started in July 2024 and Les Schwab's contract was renewed to begin October 2024. Les Schwab is still contemplating a new ad. UPTD has two more potential advertising opportunities at this time.
1-00-410 Bus Fares & Contract	20,086.42	18,093.00	1,993.42	The positive variance is due to collecting more farebox revenue than anticipated. Revenues are budgeted evenly over the year but the actuals will fluctuate depending on trends and ridership.	74,627.12	87,371.00	-12,743.88	232,114.00	The negative variance is due to collecting less farebox revenue than anticipated. Revenues are budgeted evenly over the year but the actuals will fluctuate depending on trends and ridership. Once UCC is back in session we should see our revenue increase.
1-00-430 Medical Transports	44,143.90	22,917.00	21,226.90	The positive variance is due to receiving more NEMT funds than anticipated. We currently have seven volunteer drivers when four were budgeted which is creating more revenue than anticipated. This will offset the overage in the NEMT expenses.	176,315.70	91,667.00	84,648.70	275,000.00	The positive variance is due to receiving more NEMT funds than anticipated. We currently have seven volunteer drivers when four were budgeted which is creating more revenue than anticipated. This will offset the overage in the NEMT expenses.
1-00-440 Interest Income	3.09	5.84	-2.75		19.91	23.33	-3.42	70.00	
Total GENERAL FUND RESOURCES	1,194,182.50	597,558.84	596,623.66		2,281,760.83	1,653,333.33	628,427.50	4,178,095.00	
Total Income	1,194,182.50	597,558.84	596,623.66		2,281,760.83	3,423,523.33	-1,141,762.50	11,287,208.00	
Gross Profit	1,194,182.50	597,558.84	596,623.66		2,281,760.83	3,423,523.33	-1,141,762.50	11,287,208.00	

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

Expense	Aug 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Aug 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
10 ADMIN Payroll	29,197.82	38,255.00	-9,057.18	The savings is due to paying less for the GM on a contract than paying the GM as an employee with benefits.	188,835.72	167,383.00	21,452.72	487,779.00	The overage is due to paying out PTO to the General Manager upon her resignation. The PTO pay out was \$29,901.60.
22 OPERATIONS Payroll	85,771.21	86,935.00	-1,163.79	The savings is due to one open driver positions. All driver positions have been filled.	370,392.90	376,914.00	-6,521.10	1,101,562.00	The savings was due to three open driver positions. All driver positions have been filled.
23 OPERATIONS ADMIN Payroll	23,576.39	34,712.00	-11,135.61	The savings is due to an open Operations Manager position with benefits.	137,877.04	152,610.00	-14,732.96	444,065.00	The savings is due to an open Operations Manager position with benefits.
24 PARA TRANSIT Payroll	16,211.81	18,848.00	-2,636.19	The savings is due to one driver being out on OPFML.	82,786.92	81,953.00	833.92	239,303.00	
25 CALL CENTER Payroll	25,436.36	26,410.00	-973.64	This category will continue to have a savings.	104,461.64	114,539.00	-10,077.36	334,723.00	The savings was created by less than anticipated Call Center wages being paid out. We will continue to monitor this category to see if this will be a savings every month or if this was a one time savings.
26 DEMAND RESPONSE Payroll	22,426.99	22,383.00	43.99		98,868.11	97,228.00	1,640.11	283,991.00	
30 MEDICAL TRANS Payroll	2,704.10	3,120.25	-416.15		11,966.33	13,355.00	-1,388.67	39,191.00	
BUS REPLACEMENT FUND	0.00	0.00	0.00		0.00	807,993.50	-807,993.50	3,231,974.00	Capital expenses were budgeted for this year. UPTD was recently informed that the FTA has closed the 5339 Grant 35395 for the three electric buses. 5311 Grant 35326 (5 vans & 1 < 30 ft Bus), the vans are on order at this time. Due to our financial difficulties ODOT has found other agencies that will take possession of them when they are delivered. The bus is on order with Schetky and UPTD will need \$28,355 in Match funds in order to take delivery.
CAPITAL PROJECTS	0.00	0.00	0.00		4,000.00	969,284.75	-965,284.75	3,877,139.00	Capital expenses were budgeted for this year. UPTD was recently informed that the FTA has closed the 5339 Grant 35395. We will not be starting these Capital projects. However, the General Manager scheduled PBS engineering for a Phase One Environmental Site Assessment long before UPTD was notified that the Federal Grant was closed. These expenses will be taken from the STIF funds rather than getting a reimbursement.
GENERAL FUND - OTHER MATERIALS & SERVICES	0.00	0.00	0.00		0.00	28,355.00	-28,355.00	122,892.00	There was a transfer to bus replacements scheduled for this month. This is in preparation for the bus that has been ordered through Schetky. Delivery of the vehicle has not been scheduled by Schetky yet. The Transfer will take place when the vehicle is scheduled for delivery.
10 · ADMIN	18,197.23	6,109.00	12,088.23	The overage is primarily due to paying the SDAO membership. It doubled what it was last year. In addition, there is an overage in Legal Fees. Since the Interim GM has been hired it is hopeful that these costs will be much less in the future.	66,661.59	55,181.00	11,480.59	142,414.00	The overage is primarily due to paying the SDAO membership. It doubled what it was last year. In addition, there is an overage in Legal Fees. Since the Interim GM has been hired it is hopeful that these costs will be much less in the future.
22 · OPERATIONS	40,117.12	31,948.00	8,169.12	The overage is due to 1 major repair needed to a large bus.	164,939.98	158,971.00	5,968.98	583,385.00	The overage is due to 1 major repair needed to a large bus.
23 · OPERATIONS ADMIN	4,152.31	4,801.00	-648.69	The savings is primarily due to less supply costs for this period than anticipated.	11,974.87	21,860.50	-9,885.63	68,430.00	The savings is primarily due to less Training and Travel expensed for this period. Training and Travel will fluctuate throughout the year. In addition UPTD received scholarship payments from ODOT for a Training class that the two Operation Supervisors attended late 2023.
24 · PARA	3,044.70	3,867.00	-822.30	The savings is primarily due to less fuel than anticipated. One driver has been on OPFML for the past month.	14,237.38	15,978.50	-1,741.12	48,650.00	
25 · CALL CTR	1,751.10	2,641.50	-890.40	The savings is primarily due to less IT Fees than anticipated for this period.	26,193.14	30,991.00	-4,797.86	60,200.00	
26 · DEMAND RESPONSE	5,606.76	6,696.00	-1,089.24	The savings is due to Fuel & Oil and Preventative Maintenance being less than anticipated.	20,937.37	27,336.00	-6,398.63	82,760.00	The savings is due to Fuel & Oil and Preventative Maintenance being less than anticipated.
30 · MEDICAL TRANSPORTATION	22,228.92	11,083.00	11,145.92	The overage is due to having seven volunteer drivers when four were budgeted. The additional income will offset the overage in the expenses throughout the year.	83,868.16	44,495.50	39,372.66	138,750.00	The overage is due to having seven volunteer drivers when four were budgeted. The additional income will offset the overage in the expenses throughout the year.
Total MATERIALS & SERVICES	95,098.14	67,145.50	27,952.64		388,812.49	354,813.50	33,998.99	1,124,589.00	
Total Expense	300,422.82	297,808.75	2,614.07		1,388,001.15	3,164,428.75	-1,776,427.60	11,287,208.00	
Net Income	893,759.68	299,750.09	594,009.59		893,759.68	259,094.58	634,665.10	0.00	



October 31, 2024

Page: 1 of 5

Customer Service:
1-866-486-7782

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

Last statement: September 30, 2024
This statement: October 31, 2024

PUBLIC FUNDS INTEREST CHECKING

Account number	XXXXXX6397	Beginning balance	\$459,289.85
Low balance	\$224,937.13	Additions/Deposits	\$64,759.41
Average balance	\$364,017.24	Withdrawals/Subtractions	\$299,109.04
Interest paid year to date	\$35.30	Ending balance	\$224,940.22
Interest earned	\$3.09		

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-01	Deposit	1,240.00
10-02	Deposit	120.00
10-03	Deposit	80.00
10-04	Deposit	40.00
10-07	Deposit	381.45
10-07	Deposit	349.39
10-07	Deposit	298.60
10-08	Deposit	926.67
10-08	Deposit	785.12
10-09	Deposit	534.51
10-09	Deposit	526.12
10-09	Deposit	300.00
10-10	Deposit	360.69
10-10	Deposit	50.00
10-11	Deposit	296.36
10-11	Deposit	272.66
10-11	Deposit	20.00
10-15	Deposit	2,989.00
10-15	Deposit	318.75
10-15	Deposit	3.00
10-16	Deposit	140.00
10-17	Deposit	418.97
10-17	Deposit	341.72
10-17	Deposit	254.28
10-17	Deposit	30.00
10-18	Deposit	399.77
10-18	Deposit	387.78

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-18	Deposit	220.00
10-23	Deposit	299.13
10-23	Deposit	18.00
10-24	Deposit	1,400.00
10-24	Deposit	302.52
10-24	Deposit	196.30
10-25	Deposit	250.48
10-25	Deposit	20.00
10-29	Deposit	374.62
10-29	Deposit	266.15
10-29	Deposit	20.00
10-30	Deposit	40.00
10-31	Deposit	2,017.00
10-31	Deposit	234.51
10-31	Deposit	215.63
10-31	Deposit	23.00
Total Deposits/Additions		\$17,762.18

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-31	Interest Credit	3.09
Total Other Deposits/ Additions		\$3.09

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
10-01	ACH DebitCelayix Fees 20241001	165.00
10-01	ACH DebitRef 2751535I Funds Transfer To Dep Xxxxxx7206 From Uachpl	334.33
10-01	ACH DebitRef 2751535I Funds Transfer To Dep Xxxxxx7206 From Uachpl	447.56
10-01	ACH DebitRef 2751535I Funds Transfer To Dep Xxxxxx7206 From Uachpl	556.77
10-01	ACH DebitRef 2751535I Funds Transfer To Dep Xxxxxx7206 From Uachpl	577.54
10-01	ACH DebitRef 2751535I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,050.56
10-01	ACH DebitRef 2751535I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,244.19
10-04	ACH DebitADP Payroll Fees ADP Fees 926934585049 20241004	54.00
10-07	ACH DebitRef 2811741I Funds Transfer To Dep Xxxxxx7206 From Uachpl	428.80
10-07	ACH DebitRef 2811912I Funds Transfer To Dep Xxxxxx7206 From Uachpl	712.88
10-07	ACH DebitRef 2811741I Funds Transfer To Dep Xxxxxx7206 From Uachpl	818.07
10-07	ACH DebitRef 2811741I Funds Transfer To Dep Xxxxxx7206 From Uachpl	998.97
10-07	ACH DebitRef 2810943I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,100.00
10-07	ACH DebitRef 2811741I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,159.10
10-07	ACH DebitRef 2811741I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,351.39
10-08	ACH DebitRef 2821413I Funds Transfer To Dep Xxxxxx7206 From Uachpl	325.66
10-08	ACH DebitHra Veba Withdrawal Ya20355 20241008	8,000.00
10-08	ACH DebitADP Tax ADP Tax Ka8v4 100921a01 20241008	17,299.46
10-08	ACH DebitADP Wage Pay Wage Pay 9260347614528v4 20241008	42,819.11
10-09	ACH DebitADP Tax ADP Tax Ka8v4 7780806vv 20241009	112.77
10-15	ACH DebitADP Tax ADP Tax Ka8v4 7745655vv 20241015	3.50
10-15	ACH DebitRef 2891006I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,051.36
10-16	ACH DebitRef 2901138I Funds Transfer To Dep Xxxxxx7206 From Uachpl	304.08
10-16	ACH DebitRef 2901138I Funds Transfer To Dep Xxxxxx7206 From Uachpl	582.90
10-16	ACH DebitRef 2901138I Funds Transfer To Dep Xxxxxx7206 From Uachpl	866.31
10-16	ACH DebitRef 2901138I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,128.18
10-16	ACH DebitRef 2901138I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,354.07
10-18	ACH DebitADP Payroll Fees ADP Fees 927035223225 20241018	293.25

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
10-22	ACH DebitADP Tax ADP Tax Ka8v4 102322a01 20241022	18,005.21
10-22	ACH DebitADP Wage Pay Wage Pay 9342341945548v4 20241022	43,603.94
10-23	ACH DebitRef 2970939I Funds Transfer To Dep Xxxxxx7206 From Uachpl	347.73
10-23	ACH DebitRef 2970938I Funds Transfer To Dep Xxxxxx7206 From Uachpl	422.10
10-23	ACH DebitRef 2970938I Funds Transfer To Dep Xxxxxx7206 From Uachpl	454.26
10-23	ACH DebitRef 2970939I Funds Transfer To Dep Xxxxxx7206 From Uachpl	528.63
10-23	ACH DebitRef 2970938I Funds Transfer To Dep Xxxxxx7206 From Uachpl	649.90
10-23	ACH DebitRef 2970938I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,003.66
10-23	ACH DebitRef 2970939I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,063.96
10-29	ACH DebitRef 3031050I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,100.00
10-30	ACH DebitRef 3041543I Funds Transfer To Dep Xxxxxx7206 From Uachpl	46.90
10-30	ACH DebitRef 3041543I Funds Transfer To Dep Xxxxxx7206 From Uachpl	493.79
10-30	ACH DebitRef 3041543I Funds Transfer To Dep Xxxxxx7206 From Uachpl	879.04
10-30	ACH DebitRef 3041543I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,030.46
10-30	ACH DebitRef 3041543I Funds Transfer To Dep Xxxxxx7206 From Uachpl	1,074.01
10-30	ACH DebitRef 3041543I Funds Transfer To Dep Xxxxxx7206 From Uachpl	2,269.23
Total ACH Electronic Payments/Subtractions		\$158,112.63

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-01	ACH Credit Square Inc Sq241001 20241001	76.75
10-02	ACH Credit Bay Cities Amb A/P ACH 20241002	8,459.60
10-02	ACH Credit Square Inc Sq241002 20241002	95.90
10-03	ACH Credit Square Inc Sq241003 20241003	192.39
10-04	ACH Credit Square Inc Sq241004 20241004	19.15
10-07	ACH Credit Square Inc Sq241007 20241007	384.35
10-08	ACH Credit Square Inc Sq241008 20241008	115.20
10-09	ACH Credit Bay Cities Amb A/P ACH 20241009	10,230.70
10-09	ACH Credit Square Inc Sq241009 20241009	52.77
10-10	ACH Credit Square Inc Sq241010 20241010	327.80
10-15	ACH Credit Square Inc Sq241014 20241015	271.08
10-15	ACH Credit Square Inc Sq241015 20241015	144.30
10-16	ACH Credit Bay Cities Amb A/P ACH 20241016	9,674.70
10-16	ACH Credit Square Inc Sq241016 20241016	19.15
10-17	ACH Credit Square Inc Sq241017 20241017	57.45
10-18	ACH Credit Square Inc Sq241018 20241018	19.15
10-21	ACH Credit Square Inc Sq241021 20241021	19.15
10-23	ACH Credit Bay Cities Amb A/P ACH 20241023	7,913.70
10-23	ACH Credit Square Inc Sq241023 20241023	38.30
10-25	ACH Credit Square Inc Sq241025 20241025	38.45
10-28	ACH Credit Square Inc Sq241028 20241028	2.74
10-29	ACH Credit Square Inc Sq241029 20241029	537.86
10-30	ACH Credit Bay Cities Amb A/P ACH 20241030	7,865.20
10-30	ACH Credit Square Inc Sq241030 20241030	19.15
10-31	ACH Credit Square Inc Sq241031 20241031	19.15
Total ACH and Electronic Deposits/Additions		\$46,594.14

Card Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-25	POS Deposit Terminal Vbase2 Oregon Transit Ass Ocia Keizer OR XXXXXXXXXXXX6365	400.00
Total Card Deposits/Additions		\$400.00

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
10-22	Maintenance Fee ACH Ccd Credits OR Iginated For 09/24	1.50
10-22	Maintenance Fee ACH PPD Credits OR Iginated For 09/24	33.00
Total Other Withdrawals/Subtractions		\$34.50

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
09-30	459,289.85	10-10	399,447.24	10-23	305,614.72
10-01	453,923.22	10-11	400,036.26	10-24	305,244.31
10-02	461,678.91	10-15	401,330.80	10-25	253,779.24
10-03	461,859.00	10-16	377,811.59	10-28	252,600.77
10-04	461,001.18	10-17	369,697.82	10-29	249,591.91
10-07	454,971.68	10-18	370,006.27	10-30	250,172.12
10-08	388,354.44	10-21	369,847.96	10-31	224,940.22
10-09	399,885.77	10-22	303,060.02		

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	31
Average balance for APY	\$363,725.37
Interest earned	\$3.09
Interest paid year to date	\$35.30
Statement period	10/01 to 10/31

Overdraft Fee Summary

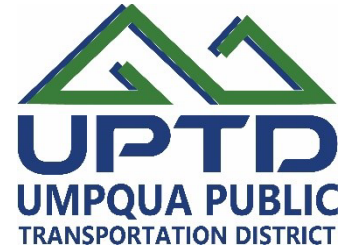
	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Checks

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3382	\$50.80	10-02	3417	\$9,421.14	10-31
*3390	\$874.08	10-07	3418	\$14.00	10-25
3391	\$327.00	10-02	3419	\$100.00	10-29
3392	\$2,000.00	10-01	3420	\$52,160.00	10-25
3393	\$862.97	10-04	3421	\$800.74	10-28
3394	\$933.50	10-16	3422	\$2,956.80	10-29
3395	\$116.00	10-17	3423	\$1,281.04	10-30
*3398	\$455.34	10-22	*3425	\$3,806.50	10-31
3399	\$9,029.44	10-16	3426	\$29.00	10-29
3400	\$16,046.24	10-16	*3428	\$269.67	10-30
3401	\$109.95	10-17	3429	\$2,269.23	10-24
3402	\$28.01	10-17	3430	\$241.29	10-31
3403	\$425.00	10-18	3431	\$326.96	10-28
3404	\$2,000.00	10-17	3432	\$312.76	10-31
3405	\$76.25	10-15	*50647	\$520.32	10-02
3406	\$1,300.48	10-15	50648	\$92.30	10-03
3407	\$497.00	10-17	50649	\$307.43	10-01
3408	\$2,378.45	10-16	50650	\$21.69	10-02
3409	\$178.20	10-16	50651	\$1,177.02	10-10
3410	\$530.00	10-16	50652	\$40.56	10-17
3411	\$3,474.57	10-22	50653	\$261.38	10-17
3412	\$177.46	10-21	50654	\$21.69	10-16
3413	\$6,163.29	10-17	50655	\$1,244.19	10-23
3414	\$1,214.38	10-22	50656	\$53.51	10-28
3415	\$13,069.92	10-31	50657	\$21.69	10-29
3416	\$892.67	10-31			

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

Total Checks paid: 51 for **-\$140,961.91**



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 6.2

Agenda Item Title: Funding Recommendations from STIF STAC Committee

Summary background and description of need for agenda item:

Presentation of the funding recommendations from the STIF STAC Committee for 5310 and STIF Population Based Funding.

Requested Action: If satisfied, motion to approve 2025-27 STIF STAC Committee Recommendations for the 5310 funding.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheri Bleau, UPTD Finance Manager

FY 25-27 Recommended Funding Allocations

RECOMMENDATIONS:

5310 Funding

Federal			
CS	MM	PM	
70,003.00	803,095.00	50,249.00	923,347.00

State Match			
CS	MM	PM	
8,012.00	91,918.00	5,751.00	105,681.00

TOTAL GRANT
1,029,028.00

5311 Funding

Federal			
Administration	PM		
1,013,947.00	358,920.00		1,372,867.00

State Match			
Administration	PM		
116,051.00	41,080.00		157,131.00

TOTAL GRANT
1,529,998.00

5311 Capital Funding

Federal			
<30 ft bus	PM		
247,745.00			247,745.00

UPTD Match Funds			
<30 ft bus			
28,355.00			28,355.00

TOTAL GRANT
276,100.00

TOTAL FEDERAL FUNDS

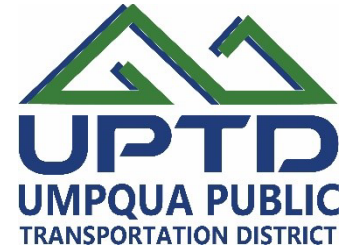
2,543,959.00

TOTAL STATE FUNDS FOR MATCH

291,167.00

		Rev Svc Miles/Year	Rev Svc Hours/Year	2024 Cost/Mile	2024 Cost/Hour	Projected Cost/Year 2025	For the Biennium 25-27	Federal Funding Allocated 5311 & 5310	UPTD Funds & NEMT	Recommended 2 year STIF Allocation
Project #1	ESTIMATED Population Funding									611,208.00
Task 1	Call Center Match					471,452.00	942,904.00	803,095.00	47,891.00	91,918.00
Task 3	City of Reedsport match with additional funds					75,000.00	150,003.00	70,003.00		71,988.00 8,012.00
Task 4	Sunrise Client Only					12,000.00	24,000.00			24,000.00
Task 5	DR Prev Maint					28,000.00	56,000.00	50,249.00		5,751.00
Task 6	UPTD Para	35092	4788	0.6	57.59	296,028.00	592,056.00		182,517.00	409,539.00
Task 7	Reserve Bucket 20% over									122,242.00
	Total									733,450.00
Project #2	ESTIMATED Payroll Based all Projects									3,339,176.00
Task 1	Roseburg Route	30336	1814	0.45	62.09	504,929.50	1,009,859.00	358,920.00		609,859.00 41,080.00
Task 2	Roseburg Saturday Service	4271	257	0.45	62.09	71,204.77	142,409.54			142,409.54 0.00
Task 3	Sutherlin Route	12313	4712	0.45	62.09	139,211.77	278,423.54			278,423.54 0.00
Task 4	Winston Route	15675	751	0.45	62.09	214,504.73	429,009.45			429,009.45 0.00
Task 5	SoCo Route	38466	1369	0.45	62.09	408,690.80	817,381.60			817,381.60 0.00
Task 6	Kids Ride Free 0-17					2,000.00	4,000.00			4,000.00
Task 7	Reserve Bucket 20% over to cover new projects below:									567,836.00

Task 8	Roseburg YMCA Collector									
Task 9	Sutherlin Saturday Service									
Task 10	Winston Saturday Service									
Task 11	So County Collector									
Task 12	Lifeline Lane JoCo									
	Total Project 2									2,889,999.14
Project 3										
Task 2	UPTD DR Dial A Ride	35780	1828	0.32	40.7	342,820.00	685,640.00			685,640.00
Project 4	Administrative					983,916.00	1,967,832.00	1,013,947.00	622,512.14	215,321.86 116,051.00
Project 5	Vehicle Purchase					276,100.00	276,100.00	247,745.00	28,355.00	
Project 6	Cap Impro Bldg									
Project 7	Bus Shelters									
Project 8	Reserve bucket 20% over									100,000.00
	Total Projects 2 - 7					3,825,857.57	7,375,618.14	2,543,959.00	881,275.14	3,282,045.00
	Total All Funds							2,543,959.00	881,275.14	4,015,495.00



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8.4

Agenda Item Title: Adopt updated Procurement Policy

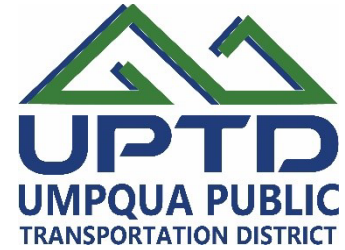
Summary background and description of need for agenda item:

The RLS Final Review came out and the Procurement Policy needs to be updated to meet all requirements outlined by RLS.

Requested Action: If satisfied, motion to approve Procurement Policy adopted November 18, 2024

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Ben Edtl, UPTD General Manager



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.1

Agenda Item Title: Board Vacancy Appointment

Summary background and description of need for agenda item:

Application received from Greg Kennerly

Requested Action: If satisfied, motion to approve Greg Kennerly for vacant Board Position.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Ben Edtl, UPTD General Manager

From: Gregory Kennerly <Greg.Kennerly@cowcreekpolice.com>

Sent: Friday, November 15, 2024 8:51:13 PM

To: Michaela Hammerson <Mhammerson@umpquatransit.org>

Subject:

Board Member Application

Applicant Name: _Gregg Kennerly_____ **Date:** _____ 11-15-24_____

Address: ___P. O Box 46 Dillard Oregon 97432_____ **Are you a resident of this district?**

___Yes_____

Phone Number: _____ 541-802-6484_____ **Are you eligible to vote in the US and Oregon?** ___Yes_____

Email Address: _____ kennerly4sheriff@outlook.com_____ **Applying for Position #:** _____ Position 5

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

__ I have 25 years business background and 15 years law enforcement back ground I believe can really help any board.

Do you have any prior governmental experience, board

experience, or other applicable experience?

__ My government experience I have to say is on the law enforcement side. I did however have contacts in Hawaii on several military bases as an HVAC contractor.

Outline strengths, abilities and talents that you would bring

to the board

__ I held a Plumbing, ventilation, Sheetmetal, commercial refrigeration, license before retiring from this field after 25 years and became a police officer for the last 14 years which I'm still today

Describe any knowledge of Public Transportation rules,

regulations and funding sources.

___ This I do not know much about unless you include my law enforcement dealings with ODOT.

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

member

__ Simple just do the right thing for the hardworking tax payers.

Do you have any Potential Conflicts of Interest? _____ yes _____ no

Business Ties - Owning firms bidding for district contracts.

Employment - Working for related service providers or oversight agencies (ODOT or FTA). **Investments** - Financial interests in transportation sector companies.

Family Connections - Relatives in businesses dealing with the district.

Political Donations - Contributions from entities the district regulates.

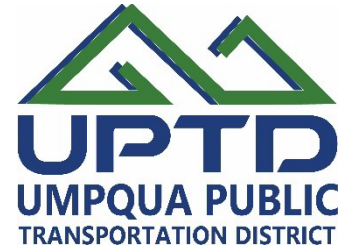
_____ I am not an employee of the District. _____ I am not an employee of a contracted provider to the District.

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

Please submit your application to:

Ben Edtl – Bedtl@umpquatransit.org

Michaela Hammerson – Mhammerson@umpquatransit.org



November 18, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.2

Agenda Item Title: Review and approval of new Employee Handbook

Summary background and description of need for agenda item:

The Employee Handbook was updated with current language and sections that are legally required. Special Districts provided a Template and it has been filled in UPTD's information. Three sections were changed that affect the employees:

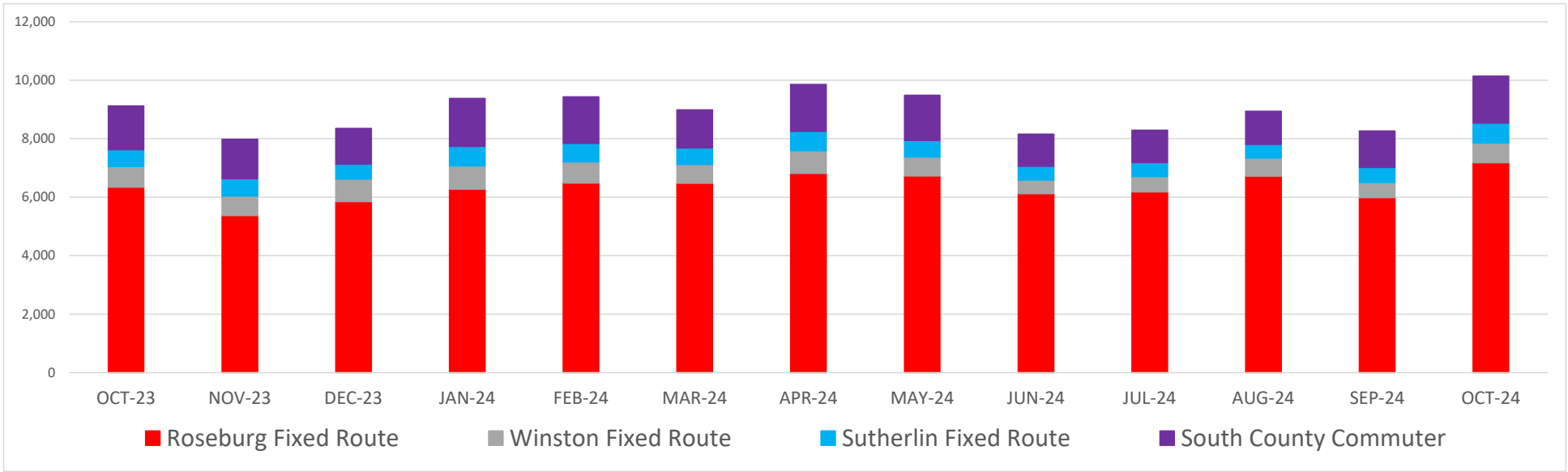
- 1) Holidays – It was changed to provide all employees with Holiday pay when the District is closed. Currently employees have to use their own PTO to be paid for the Holiday (i.e. Thanksgiving, Christmas, etc)
- 2) PTO Accruals – changed to full time and part time PTO accrual: Currently there are seven different PTO accrual rates. This simplifies it and has only 2 accrual rates, one for full time and one for part time. UPTD was also out of compliance with BOLI laws and did not provide any PTO for part time employees who work less than 15 hours a week. BOLI states that ALL employees must earn at least 1 hour of sick/pto time for every 30 hours worked.
- 3) PTO Payout – Currently there is no limit on what an employee will be paid out for their PTO when then separate. The new handbook limits it to 240 hours and encourages the employee to take time off for a better work/life balance.

Requested Action: If satisfied, motion to approve 2024 Employee Handbook.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheri Bleau, UPTD Finance Manager

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

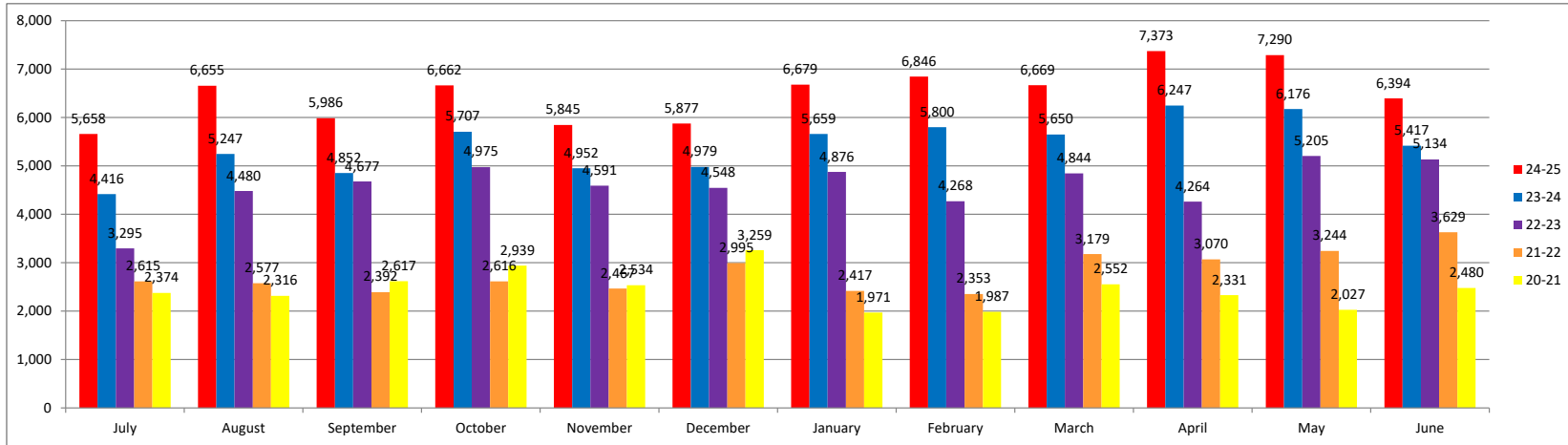


	QTR 2			QTR 3			QTR 4			QTR 1			QTR 2	Nov 23 - Oct 24
	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	AUG-24	SEP-24	OCT-24	12 Months
Roseburg Fixed Route	6,342	5,372	5,854	6,274	6,484	6,481	6,813	6,730	6,118	6,180	6,721	5,986	7,179	76,192
Winston Fixed Route	713	667	769	801	720	639	778	645	471	530	620	521	676	7,837
Sutherlin Fixed Route	568	593	512	664	636	568	659	567	472	475	467	509	678	6,800
South County Commuter	1,499	1,349	1,222	1,642	1,593	1,300	1,605	1,542	1,096	1,105	1,135	1,250	1,611	16,450
Total RiderShip	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	8,157	8,290	8,943	8,266	10,144	107,279
Total Revenue Service Hours	1,638.22	1,786.58	1,689.02	1,651.81	1,786.96	1,701.47	1,729.09	1,691.48	1,518.14	1,610.61	1,630.75	1,474.47	1,694.80	19,965.18
Total Revenue Service Miles	35,944	39,597	37,670	36,565	39,876	37,828	38,451	37,128	32,477	34,978	35,208	32,011	36,933	438,722
Rides/Revenue Service Hour	5.57	4.47	4.95	5.68	5.28	5.28	5.70	5.61	5.37	5.15	5.48	5.61	5.99	5.37

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Saturday Service	563	359	749	522	573	718	516	501	663	464	700	518	517	6,800
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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
24-25	5,658	6,655	5,986	6,662	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	77,933	12,831	19.71%
23-24	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,247	6,176	5,417	65,102	9,945	18.03%
22-23	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%
21-22	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%
20-21	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 24-25 service versus 23-24 - Numbers highlighted in Yellow are Projected based on current trends

24-25	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	5,658	6,655	5,986	6,662	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	77,933	
Month %	7.36%	8.66%	7.79%	8.67%	7.61%	7.65%	8.69%	8.91%	8.68%	9.60%	9.49%	8.32%	101.42%	Rides
Increase	28.13%	26.83%	23.37%	16.73%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	19.71%	12,831
Projected	5,212	6,193	5,727	6,736	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	76,840	

FY 23-24 service versus 22-23

23-24	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,247	6,176	5,417	65,102	
Month %	6.78%	8.06%	7.45%	8.77%	7.61%	7.65%	8.69%	8.91%	8.68%	9.60%	9.49%	8.32%	100.00%	Rides
Increase	34.02%	17.12%	3.74%	14.71%	7.86%	9.48%	16.06%	35.90%	16.64%	46.51%	18.66%	5.51%	18.03%	9,945

FY 22-23 service versus 21-22

22-23	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
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%	Rides
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

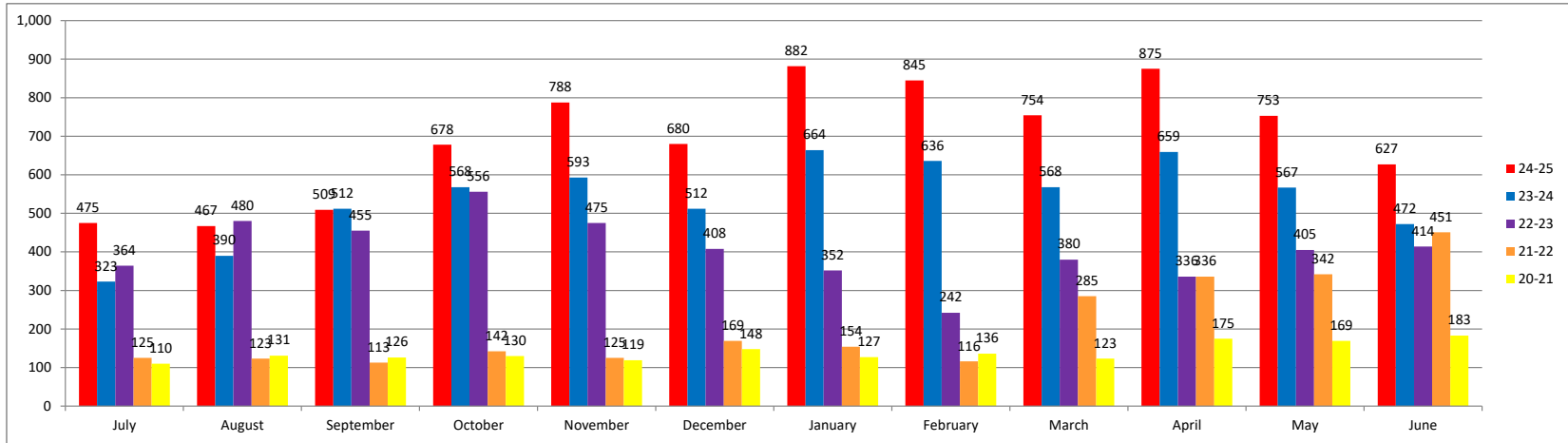
FY 21-22 service versus 20-21

21-22	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
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%	Rides
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

20-21	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
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 Sutherlin Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
24-25	475	467	509	678	788	680	882	845	754	875	753	627	8,333	1,869	28.91%
23-24	323	390	512	568	593	512	664	636	568	659	567	472	6,464	1,597	32.81%
22-23	364	480	455	556	475	408	352	242	380	336	405	414	4,867	2,386	96.17%
21-22	125	123	113	142	125	169	154	116	285	336	342	451	2,481	804	47.94%
20-21	110	131	126	130	119	148	127	136	123	175	169	183	1,677		

Trending

FY 24-25 service versus 23-24 - 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	
Month Rides	475	467	509	678	788	680	882	845	754	875	753	627	8,333	
Month %	5.70%	5.60%	6.11%	8.14%	9.45%	8.16%	10.58%	10.14%	9.05%	10.50%	9.04%	7.52%	100.00%	Rides
Increase	47.06%	19.74%	-0.59%	19.37%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	28.91%	1,869
Projected	429	518	680	754	788	680	882	845	754	875	753	627	8,585	

FY 23-24 service versus 22-23

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	323	390	512	568	593	512	664	636	568	659	567	472	6,464	
Month %	5.00%	6.03%	7.92%	8.79%	9.17%	7.92%	10.27%	9.84%	8.79%	10.19%	8.77%	7.30%	100.00%	Rides
Increase	-11.26%	-18.75%	12.53%	2.16%	24.84%	25.49%	88.64%	162.81%	49.47%	96.13%	40.00%	14.01%	32.81%	1,597

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
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%	Rides
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

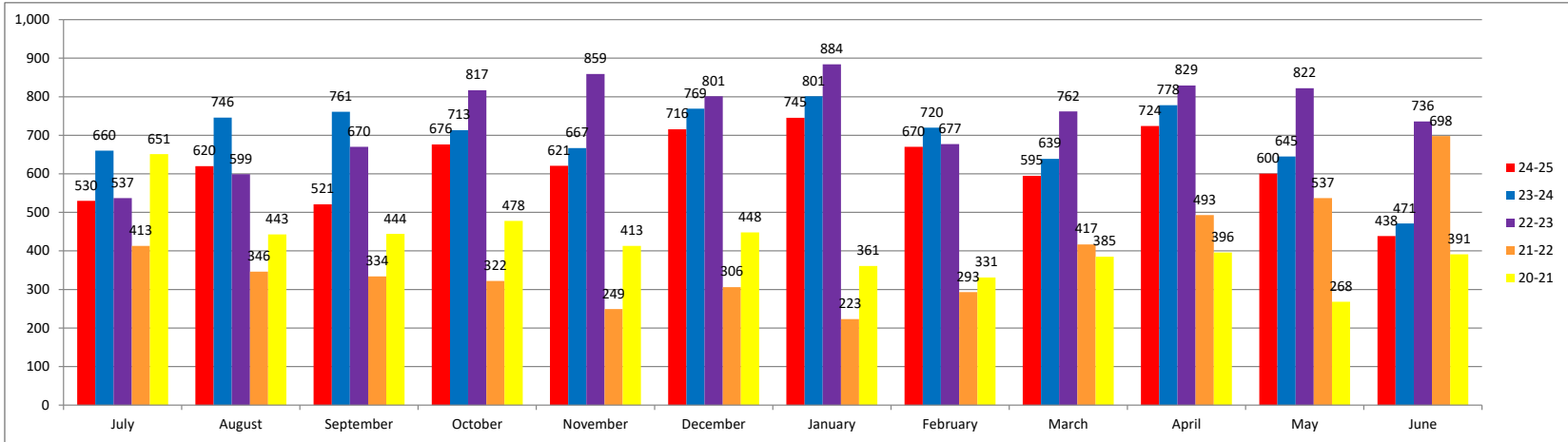
FY 21-22 service versus 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
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%	Rides
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

20-21	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
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
24-25	530	620	521	676	621	716	745	670	595	724	600	438	7,457	-913	-10.91%
23-24	660	746	761	713	667	769	801	720	639	778	645	471	8,370	-623	-6.93%
22-23	537	599	670	817	859	801	884	677	762	829	822	736	8,993	4,362	94.19%
21-22	413	346	334	322	249	306	223	293	417	493	537	698	4,631	-378	-7.55%
20-21	651	443	444	478	413	448	361	331	385	396	268	391	5,009		

Trending

FY 24-25 service versus 23-24 - 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	
Month Rides	530	620	521	676	621	716	745	670	595	724	600	438	7,457	
Month %	7.11%	8.31%	6.99%	9.07%	8.33%	9.60%	10.00%	8.99%	7.98%	9.71%	8.05%	5.88%	100.00%	Rides
Increase	-19.70%	-16.89%	-31.54%	-5.19%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-10.91%	-913
Projected	614	694	708	664	621	716	745	670	595	724	600	438	7,790	

FY 23-24 service versus 22-23

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	660	746	761	713	667	769	801	720	639	778	645	471	8,370	
Month %	7.89%	8.91%	9.09%	8.52%	7.97%	9.19%	9.57%	8.60%	7.63%	9.30%	7.71%	5.63%	100.00%	Rides
Increase	22.91%	24.54%	13.58%	-12.73%	-22.35%	-4.00%	-9.39%	6.35%	-16.14%	-6.15%	-21.53%	-36.01%	-6.93%	-623

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
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%	Rides
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

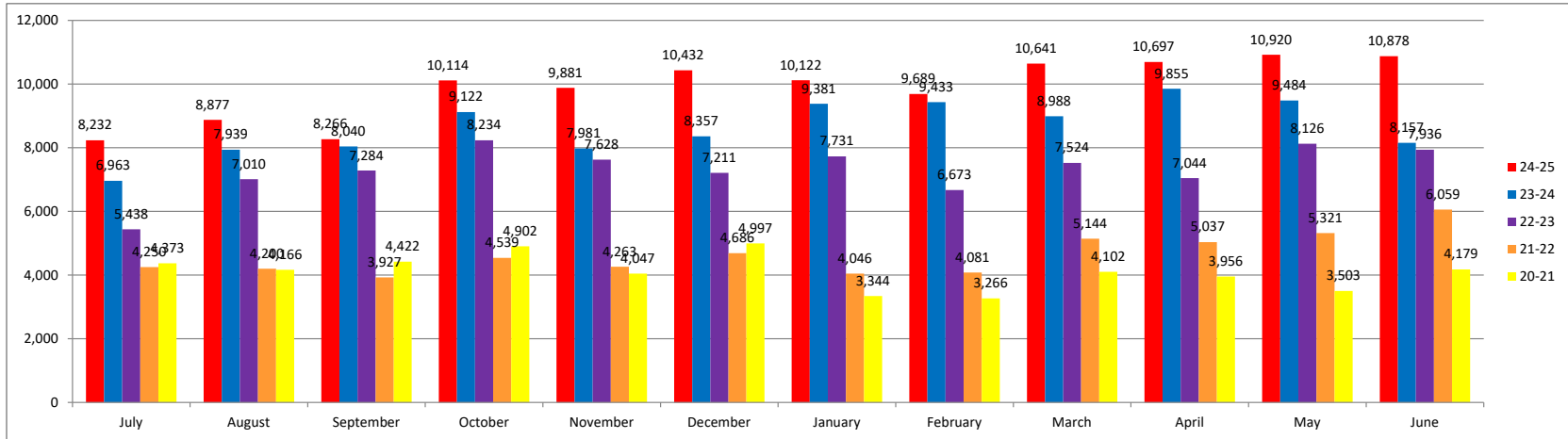
FY 21-22 service versus 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
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%	Rides
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

20-21	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
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, 23-24, and 24-25 to date



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
24-25	8,232	8,877	8,266	10,114	9,881	10,432	10,122	9,689	10,641	10,697	10,920	10,878	118,750	15,050	14.51%
23-24	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	8,157	103,700	15,861	18.06%
22-23	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%
21-22	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%
20-21	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		

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
Pre COVID									COVID				
19-20	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	7.09%	7.87%	7.99%	9.04%	8.07%	8.52%	8.27%	7.91%	8.69%	8.74%	8.92%	8.89%	100.00%
Monthly Trend													

Trending
 FY 24-25 service versus 23-24 - 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
23-24													
Month Rides	8,232	8,877	8,266	10,114	9,881	10,432	10,122	9,689	10,641	10,697	10,920	10,878	118,750
Month %	6.93%	7.48%	6.96%	8.52%	8.32%	8.78%	8.52%	8.16%	8.96%	9.01%	9.20%	9.16%	100.00%
Increase	18.22%	11.82%	2.81%	10.87%	23.81%	24.83%	7.90%	2.71%	18.39%	8.54%	15.15%	33.36%	14.51%
Projected	8,685	9,632	9,780	11,070	9,881	10,432	10,122	9,689	10,641	10,697	10,920	10,878	122,428

FY 23-24 service versus 22-23

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
23-24													
Month Rides	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	8,157	103,700
Month %	6.71%	7.66%	7.75%	8.80%	7.70%	8.06%	9.05%	9.10%	8.67%	9.50%	9.15%	7.87%	100.00%
Increase	28.04%	13.25%	10.38%	10.78%	4.63%	15.89%	21.34%	41.36%	19.46%	39.91%	16.71%	2.78%	18.06%

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
22-23													
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

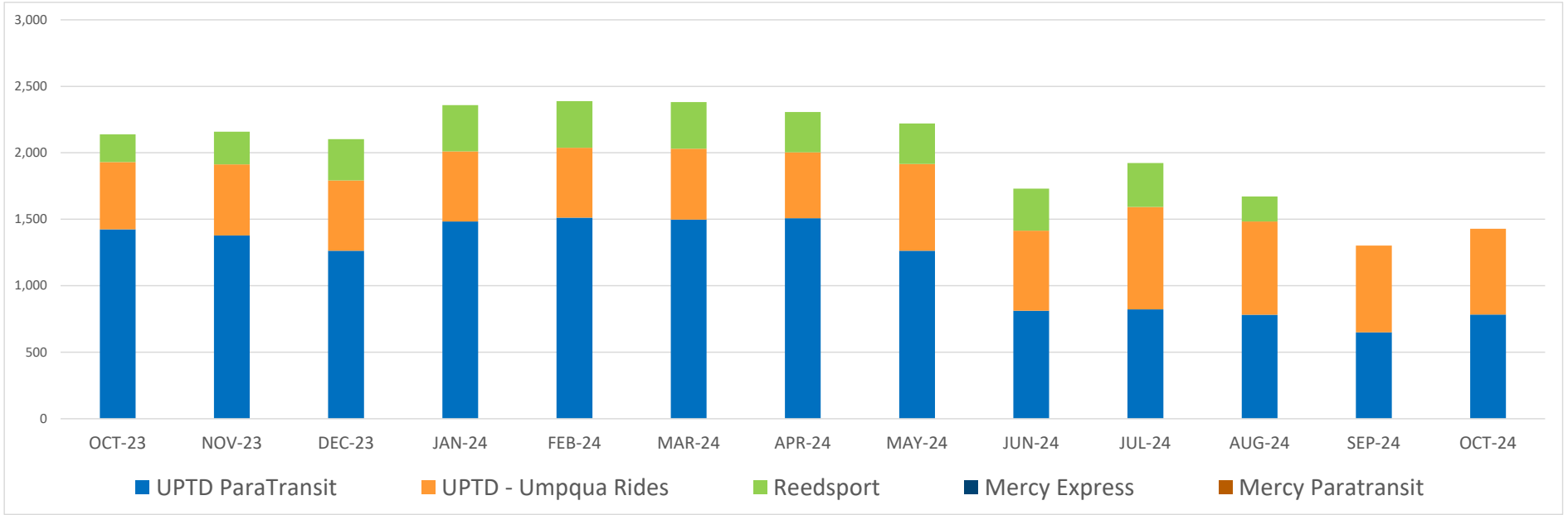
FY 21-22 service versus 20-21

21-22	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

Starting Point: FY 20-21

20-21	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%

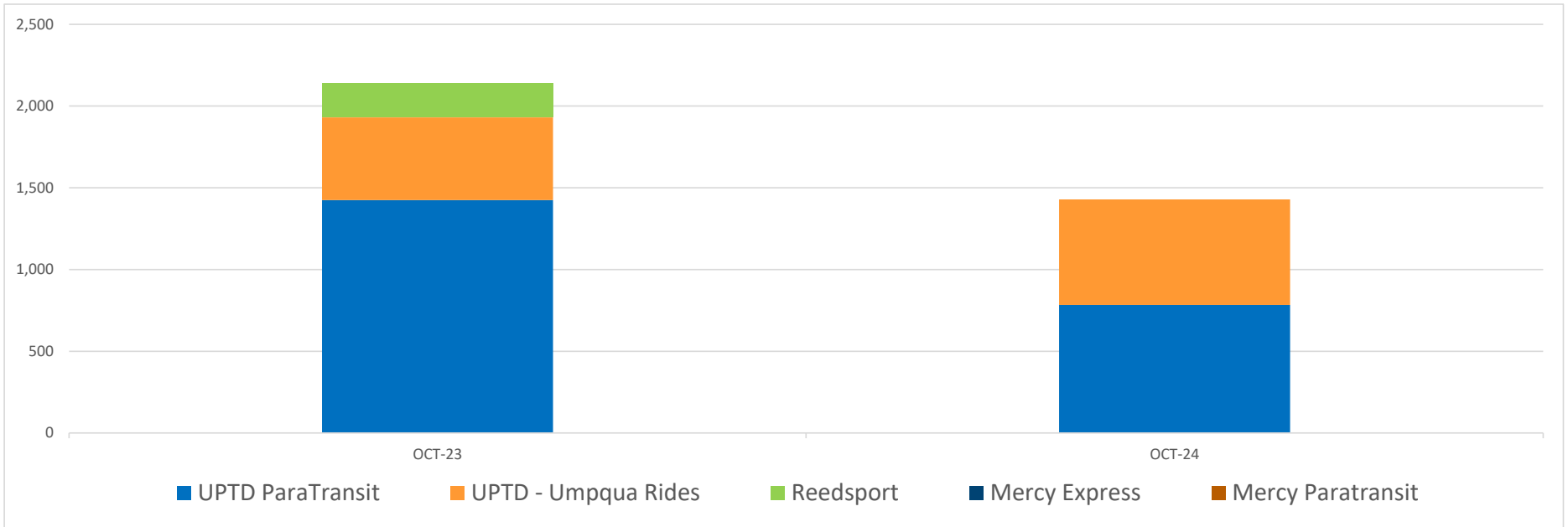
13 Month Rolling Ridership (October 2023 thru October 2024)
Yearly Ridership by Month - Umpqua Rides



Umpqua Rides	QTR 2			QTR 3			QTR 4			QTR 1			QTR 2	Nov 23 - Oct 24	%
	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	AUG-24	SEP-24	OCT-24	12 Months	
UPTD ParaTransit	1,425	1,378	1,263	1,483	1,512	1,497	1,508	1,264	812	823	782	650	784	13,756	57%
UPTD - Umpqua Rides	505	535	530	528	526	534	496	652	602	770	701	652	645	7,171	30%
Reedsport	209	246	309	348	350	351	303	304	316	330	189	0	0	3,046	13%
Mercy Express														0	0%
Mercy Paratransit														0	0%
Total Rides	2,139	2,159	2,102	2,359	2,388	2,382	2,307	2,220	1,730	1,923	1,672	1,302	1,429	23,973	100%
Total RSH	1,504.11	1,601.88	1,474.10	1,696.18	1,610.55	1,669.87	1,654.97	1,301.20	986.22	1,107.59	1,037.44	898.16	909.73	15,947.89	
Total RSM	21,247	22,815	20,373	23,764	22,892	24,161	24,805	18,814	13,508	16,294	15,789	12,974	13,353	229,542	
Rides/RSH	1.42	1.35	1.43	1.39	1.48	1.43	1.39	1.71	1.75	1.74	1.61	1.45	1.57	1.50	

**

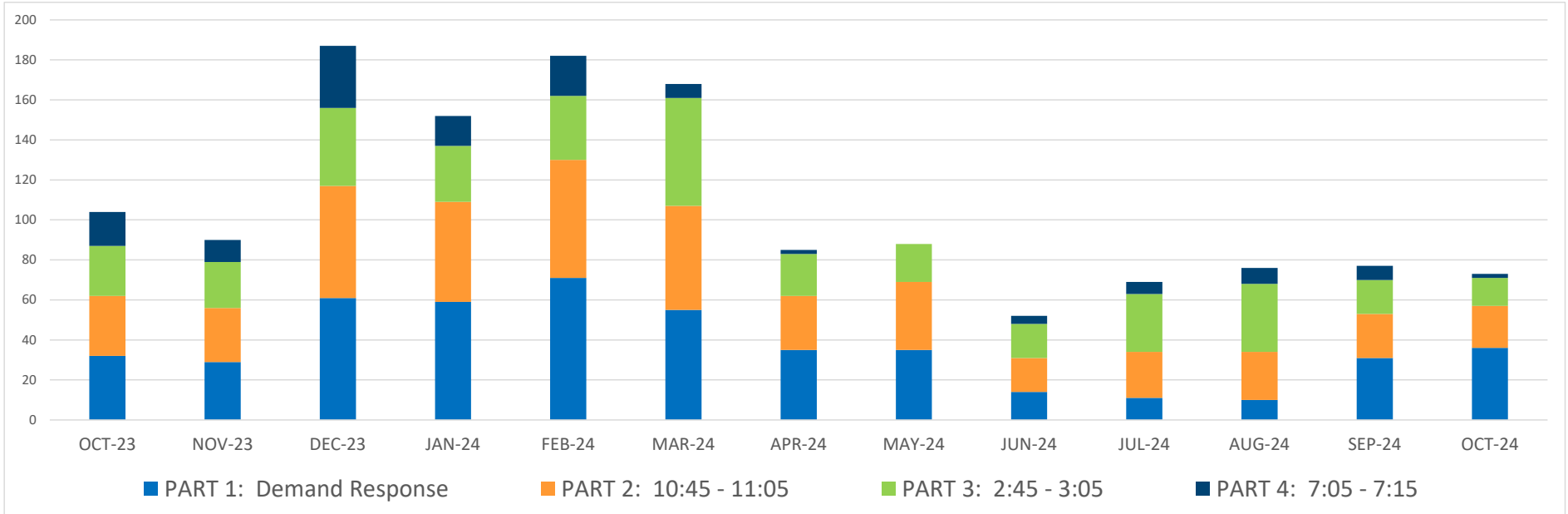
October 2023 vs October 2024 UPTD Demand Response Monthly Performance



	Ridership Comparison			Ridership Comparison		
	OCT-23	OCT-24	Difference	OCT-23	OCT-24	Difference
UPTD ParaTransit	1,425	784	-641	1,930	1,429	-501
UPTD - Umpqua Rides	505	645	140			
Reedsport	209	0	-209			
Mercy Express	0	0	0			
Mercy Paratransit	0	0	0			
Total Rides	2,139	1,429	-710			-33%
Monthly Stats	9.07%	6.43%	-2.64%			
FY End 20-21	20-21		23,580			
FY End 21-22	21-22		22,226			
FY End 22-23	22-23		23,253			
FY End 23-24	23-24		25,929			
FY to Date 24-25	24-25		6,326			

Increase over last year

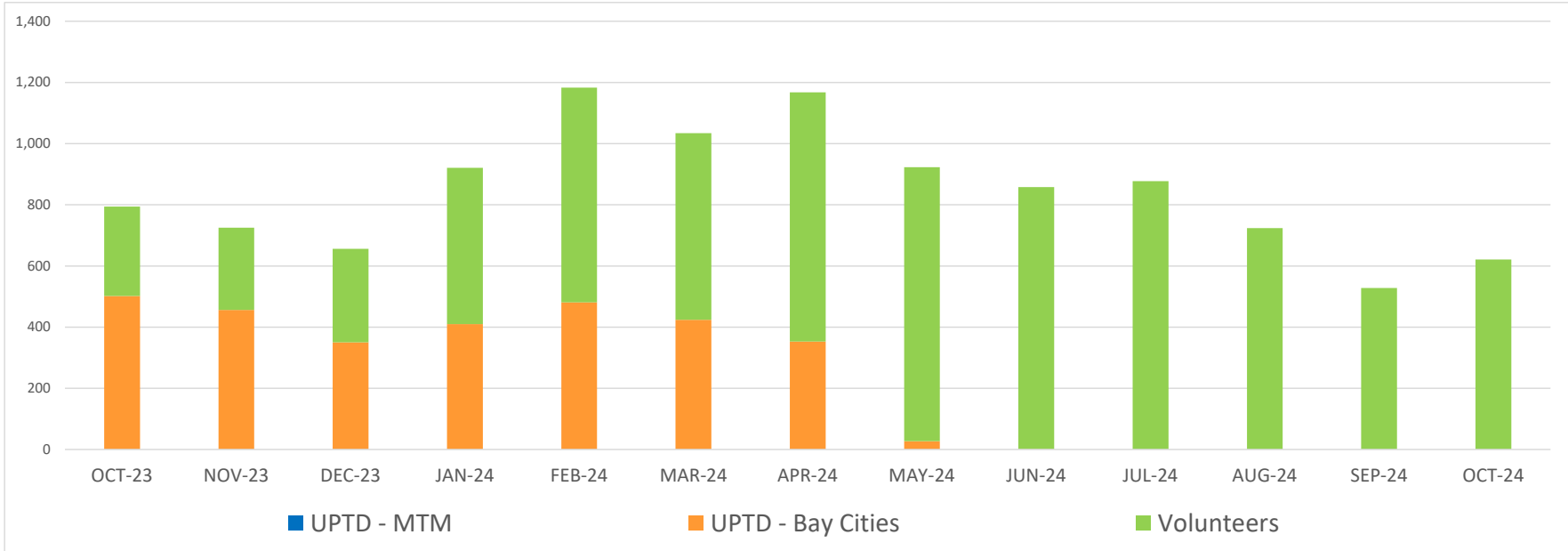
Sunshine Park Service - Roseburg
Service Started on 4/3/2023



Sunshine Park	QTR 2			QTR 3			QTR 4			QTR 1			QTR 2	13 Months	%
	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	AUG-24	SEP-24	OCT-24		
PART 1: Demand Response	32	29	61	59	71	55	35	35	14	11	10	31	36	479	34%
PART 2: 10:45 - 11:05	30	27	56	50	59	52	27	34	17	23	24	22	21	442	32%
PART 3: 2:45 - 3:05	25	23	39	28	32	54	21	19	17	29	34	17	14	352	25%
PART 4: 7:05 - 7:15	17	11	31	15	20	7	2	0	4	6	8	7	2	130	9%
Total Rides	104	90	187	152	182	168	85	88	52	69	76	77	73	1,403	100%
Total RSH	29.50	27.39	27.42	29.82	28.96	27.80	29.09	27.34	24.57	25.23	25.09	23.24	25.46	350.91	
Total RSM	586	569	560	602	611	552	674	593	535	574	575	491	569	7,491	
Rides/RSH	3.53	3.29	6.82	5.10	6.28	6.04	2.92	3.22	2.12	2.73	3.03	3.31	2.87	4.00	

**

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



Umpqua Rides	QTR 2			QTR 3			QTR 4			QTR 1			QTR 2	Nov 23 - Oct 24 12 Months
	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	AUG-24	SEP-24	OCT-24	
UPTD - MTM														0
UPTD - Bay Cities	502	456	350	410	481	424	353	27	1	0	0	0	0	2,502
Volunteers	292	269	306	511	702	610	815	896	857	877	724	528	621	7,716
Total Rides	794	725	656	921	1,183	1,034	1,168	923	858	877	724	528	621	10,218
Total RSH	911.95	851.62	803.42	1,220.88	1,453.94	1,259.81	1,460.56	1,230.89	1,166.44	1,188.54	947.90	814.15	904.25	13,302.40
Total RSM	18,473	18,505	19,326	29,359	37,935	34,770	41,413	37,817	36,286	35,058	29,095	24,731	28,541	372,836
Rides/RSH	0.87	0.85	0.82	0.75	0.81	0.82	0.80	0.75	0.74	0.74	0.76	0.65	0.69	0.77

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