

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, January 8, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

1. Call to Order

2. Roll Call

Sarah Thompson

Mike Baker

Tom Trotter

Lonnie Rainville

Janice Baker

Doug Mendenhall

Michaela Hammerson

3. Pledge of Allegiance

4. Consent Agenda

4.1 December 11, 2023 Regular Meeting Minutes

4.2 December 2023 Preventive Maintenance Report

5. Financial Report – Sheri Bleau

5.1 December Financial Report

6. Public Comment for On Agenda Items Only

7. Old Business

7.1 Line of Credit update

7.2 Approve Budget Timeline

8. New Business

8.1 Establishing a cash reserve

8.2 STAC/STIF Timeline

8.3 Goals for the agency

9. Project Updates

9.1 Project Next Door – Grant# 35335, 5339 Capital

9.2 Lo-No Project – Grant# 35395

9.3 STIF Project Updates

10. General Manager Report – Cheryl Cheas

11. ODOT Update – Jennifer Boardman

12. Not on Agenda

13. Public Comment (Limit to 10 minutes total)

14. Agenda Build – Next Regular Meeting February 12, 2024

15. Executive Session ORS 192.660(2)():

16. Adjournment

UPTD public meetings available virtually:

<https://us02web.zoom.us/j/88660795475?pwd=VFVLZkdES21odTlNHK1pWZ1pZb1I4UT09>

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.

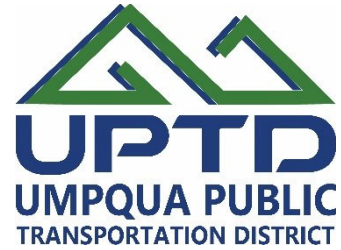
The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] 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.



January 8, 2024 UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4

Agenda Item Title: Consent Agenda

Consent Agenda:

4.1 December 11, 2023 Regular Meeting Minutes

4.2 December Preventive Maintenance Report

An item to note: For the calendar year of January thru December 2023, there were a total of 152 PM services complete. Of those 152, all but 3 were complete within the plus or minus 500-mile window or had a qualifying event that does not count against our average. This is 98.03% of service performed in compliance with FTA regulations within the 2023 calendar year. The benchmark is 85% or better.

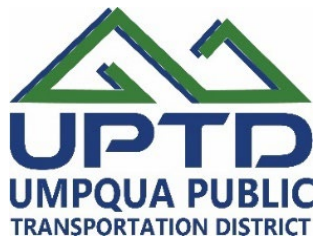
In addition, our overall 3-year running total percentage has climbed from 48% to 91.44%.

This warrants a huge shoutout to Marli Stauffacher, Transit Supervisor, for taking on a long-term goal, being persistent in aiming for compliance, bringing our program into compliance and keeping it there for the entire year of 2023.

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: UPTD Board of Directors



Minutes

Regular Board Meeting

Monday, December 11th, 2023, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

PRESENT: Sarah Thompson, Mike Baker, Doug Mendenhall, Michaela Hammerson, Janice Baker

ABSENT: Tom Trotter and Lonnie Rainville

1. Call to Order

1.1. Meeting called to order at 5:32 PM by Vice Chair, Sarah Thompson.

2. Roll Call

Roll call taken by Executive Assistant, Laura Starr.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

4.1. November 13th, 2023, Regular Meeting Minutes

4.2. November Preventive Maintenance Report

MOTION: Mike Baker motioned to approve the consent agenda. Janice Baker seconded, no further discussion. Motion carries. Vote: 5– Yay, 0 – Nay, 0 – Abstain, 2- Absent.

5. Financial Report – Sheri Bleau

November Financial report was presented to Board of Directors by UPTD Financial Manager Sheri Bleau. At this point UPTD should be using 42% of the budget. General Fund income is at 44% and in line with the budget. Payroll overall is at 31%. Materials & Services are at 34.67%. The previous meeting brought up discussion about a van that was sold at auction for \$1,190.00, Sheri confirmed that this was vehicle 18-19-05. In addition, licensing and fees were higher than usual as the receipt of new vans was accounted for; no further discussion.

MOTION: Mike Baker moved to approve the November Financial Report, Seconded by Janice Baker. No further discussion. Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

6. Public Comment for On Agenda Items Only – No Comment

7. Old Business

7.1. Update on Resolution 23-04 to authorize a line of credit for UPTD.

The General Manager provided information on the process moving forward and noted that Umpqua Bank has requested fiscal information from previous years and will continue to provide updates as they occur. UPTD has obtained bond council for this process as is required to move forward and receive the terms and conditions at the next board meeting in January, 2024.

Discussion regarding red flags followed. The General Manager shared information that had been presented during one of her classes at the Conference. Use of Quick Books is a red flag, however UPTD is in the process of looking for an integrated solution for HR/Payroll/Accounting.

Additional discussion regarding red flags followed. As long as the District is not utilizing the line of credit for Operations, it is not a red flag.

8. New Business

8.1. Establish a date for the next General Manager review.

Mike Baker recommended the review be done prior to completion of the Budget Process. The February Board meeting will have an Executive Session for the General Manager review. Sarah

Thompson asked for the review documents to be provided at the next Board Meeting along with Goals and Achievements.

8.2. Establish a cash reserve.

Tabled until next meeting. Need a recommended amount to hold in reserve to ensure we make payroll, etc.

8.3. Discuss the budget timeline for the January 2024 Board Meeting.

Internal/external timeline provided for review. Dates have been reviewed to ensure we meet the requirements for Public Meeting notice. Discussion followed regarding the past year's Budget Committee Chair opens the meeting and then there are elections for the current year. Other material provided included the information regarding Oregon Budget Law and Public Meeting notices. The .pdf version was provided via email. Budget to be distributed to the Budget Committee at the same time that the notice is published. Discussion followed regarding method of delivery and the desire to have a hard copy for review.

8.4. Goals for the agency for 2024.

The following goals were discussed:

- Increase Ridership by 5% for Fixed Route
- Establishing a Safety Committee
- Implementing STIF Projects – Lifeline, Match for Shelters
- Apply for Grants to improve our Facilities, Shelters
 - Bus and Bus Facilities Grants
- Schedule Board Training
- Continue representing Transit on Regional and Statewide Boards and Committees
 - OTA – SWACT – Others
- Staffing Succession Plan

9. Project Updates

9.1. Project Next Door – Grant# 35335, 5339 Capital

NEPA has been forwarded to ODOT and FTA. Much discussion followed regarding NEPA and then reverted back to succession planning.

9.2. Lo-No Project – Grant# 35395

The General Manager shared information provided by Mark Hollenbeck, our Proterra Sales Rep. Proterra Powered has been purchased by Volvo Battery Solutions LLC. This is solely the battery production facility and line. The purchase is subject to review and finalization by the bankruptcy court. Phoenix Motor Cars was selected to purchase Proterra Transit and this purchase is also subject to review and approval. This purchase is solely to purchase the Battery Electric Bus Manufacturing line and facility in Greenville, SC. Proterra Energy which is solely the chargers and the Valance Software Platform was also purchased separately by the Cowen Group.

Phoenix has given the indication to continue building and producing 35' and 40' heavy duty Battery electric buses, with Proterra Powered Battery packs, also they have indicated the desire to engage and support existing Proterra customers, warranties, battery leases, etc.

Nothing is final or approved. Updates will be provided as they become available.

9.3. STIF Project Update –2018-21 STIF Plan.

Information was provided regarding the outcome measures of several projects. This will be an ongoing update.

10. General Manager Report – Cheryl Cheas

Discussed ridership briefly. Winston Route ridership is down. Discussed a complaint that we have received that is in the process of review. Discussed the review process.

Discussed missing signs in Winston at Abraham and Anne and Abraham and Teal. Need to review. Need a light at the bottom of driveway. Talk with City of Roseburg.
Discussed the stops at Walmart/Roseburg Valley Mall, designated drivers to clean up. People sitting on shopping carts. Need trash cans at stops. Need a shelter at the mall. We need a grant to add more shelters.

11. ODOT Update – Jennifer Boardman

Jennifer highly recommends the trainings RLS is offering on Wednesday and Thursday (Corrected to Tuesday and Wednesday). Rich Garrity is brilliant when it comes to financials. Also doing an ADA and Title VI class in January. We have grant materials going out. New forms are in Cognito. Encourages everyone to set a timeline for the next STIF cycle. Plan meetings, get members up to speed. Sent out a survey regarding grant management training. Tyler is new Training Coordinator. There will be a Conference. Haven't had a Conference since 2019. Scholarships will be available. Jennifer will be putting on a presentation for PTAC in March.

12. Not on Agenda – No Comment.

13. Public Comment (Limit to 10 minutes total) – Jim – Saw a bus in Winston with the headlight out. Inquired as to whether drivers were required to do a pre-trip walk around. Has seen a lot of buses with headlights out. Wondering who he could call to report. Discussion followed, ongoing issue with the headlights.

Also, was getting on the freeway a while back, heading toward Myrtle Creek, was already going 65 when he entered the freeway and an UPTD bus passed him. Could not recall the day.

14. Agenda Build – Next Regular Meeting January 8, 2023.

- Line of Credit
- Establish a cash reserve.
- Goals of the agency for 2024.
- Establish a date for next GM review.
- Bring budget timeline to January meeting.
- Create STAC/STIF timeline.
- Add STIF updates to Project Update

15. Adjournment – 6:57 PM

On Time Preventive Maintenance Report
FY 23-24 - December 2023
Reporting 12/1/2023 through 12/31/2023

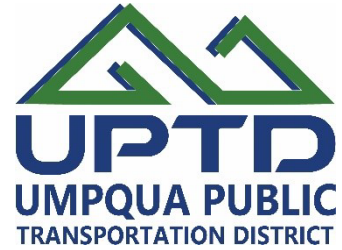
	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 23-24	67	67	100.00%	
FY 22-23	136	133	97.79%	
3 Year Running Total	292	267	91.44%	43.44%

	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%
July 2022	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%
July 2023	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%
	292	267		

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.



January 8th, 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:

- December Financial Report
- December Bank Statement
- Note from GM to Board
- Vehicle Purchase/Grant Status
- STIF Capital Projects 23-25 STIF Plan

For detailed review and discussion with UPTD General Manager and Financial Manager.

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheryl Bleau, UPTD Financial Manager

Cheryl Cheas, UPTD General Manager

Umpqua Pulic Transportation District
Financial Statement
December 2023

	<u>Dec 23</u>	<u>Jul - Dec 23</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
Income				
BUS REPLACEMENT FUND RESOURCES				
5-00-120 5339 Funding	62,048.00	285,152.00	2,655,000.00	10.74%
5-00-130 5311 Funding	0.00	358,920.00	1,500,822.00	23.91%
5-00-140 STIF Discretionary	0.00	208,000.00	205,000.00	101.46%
5-00-600 Sale of Asset	0.00	1,190.00	0.00	100.00%
Total BUS REPLACEMENT FUND RESOURCES	62,048.00	853,262.00	4,360,822.00	19.57%
CAPITAL PROJECTS RESOURCES				
4-00-100 5339 Funding	0.00	257,569.00	4,236,496.00	6.08%
Total CAPITAL PROJECTS RESOURCES	0.00	257,569.00	4,236,496.00	6.08%
GENERAL FUND RESOURCES				
1-00-050 Available Cash on Hand	715,203.33	1,415,887.00	1,540,000.00	91.94%
1-00-100 5311 Funding	0.00	153,644.00	614,578.00	25.00%
1-00-105 5311 CARES	0.00	0.00	329,485.00	0.00%
1-00-110 5310 Funding	0.00	114,156.00	458,637.00	24.89%
1-00-115 5310 Discretionary	0.00	0.00	80,000.00	0.00%
1-00-125 5339 Funding	0.00	0.00	255,152.00	0.00%
1-00-210 STIF	0.00	1,039,966.00	2,463,802.00	42.21%
1-00-400 Miscellaneous	300.00	11,662.50	3,600.00	323.96%
1-00-405 Advertising	2,610.00	7,845.00	21,400.00	36.66%
1-00-410 Bus Fares & Contract	10,462.64	70,727.02	115,000.00	61.50%
1-00-430 Medical Transports	29,093.69	213,238.07	550,000.00	38.77%
1-00-440 Interest Income	3.96	35.58	300.00	11.86%
Total GENERAL FUND RESOURCES	757,673.62	3,027,161.17	6,431,954.00	47.06%
Total Income	819,721.62	4,137,992.17	15,029,272.00	27.53%
Gross Profit	819,721.62	4,137,992.17	15,029,272.00	27.53%
Expense				
10 ADMIN Payroll	46,596.85	218,309.65	523,350.00	41.71%
22 OPERATIONS Payroll	89,604.97	555,711.99	1,808,000.00	30.74%
23 OPERATIONS ADMIN Payroll	34,256.29	189,544.66	484,200.00	39.15%
24 PARA TRANSIT Payroll	36,440.82	274,472.30	436,700.00	62.85%
25 CALL CENTER Payroll	21,818.89	136,537.20	319,800.00	42.69%
26 DEMAND RESPONSE Payroll	22,311.65	99,849.22	421,575.00	23.68%
30 MEDICAL TRANS Payroll	15,163.99	125,936.54	318,000.00	39.60%
BUS REPLACEMENT FUND	40,048.48	1,404,856.37	4,360,822.00	32.22%
CAPITAL PROJECTS	0.00	286,874.38	4,236,496.00	6.77%
GENERAL FUND - OTHER	38,909.92	43,124.15	595,359.00	7.24%
MATERIALS & SERVICES				
10 - ADMIN				
1-10-200 Advertising	5,481.00	40,044.98	85,500.00	46.84%
1-10-220 Accounting Fees	0.00	0.00	1,500.00	0.00%
1-10-230 Audit Fees	0.00	0.00	30,000.00	0.00%
1-10-240 Background Checks	0.00	0.00	200.00	0.00%
1-10-250 Bank Service Charges	28.50	257.25	1,000.00	25.73%
1-10-260 Board Expenses	0.00	102.89	1,000.00	10.29%
1-10-270 Bldg Maint. & Repairs	158.39	479.90	0.00	100.00%
1-10-290 Drug & Alcohol Testing	0.00	135.00	300.00	45.00%
1-10-300 Dues/Memberships/Fees	1,066.50	8,959.75	16,000.00	56.00%

Umpqua Pulic Transportation District
Financial Statement
December 2023

	<u>Dec 23</u>	<u>Jul - Dec 23</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
1-10-310 Election Expense	0.00	0.00	15,000.00	0.00%
1-10-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-10-330 IT Maint/Software	2,186.01	10,491.44	23,000.00	45.61%
1-10-350 Legal Fees	0.00	0.00	3,000.00	0.00%
1-10-380 Rent (Storage)	100.00	750.00	1,200.00	62.50%
1-10-390 Recruitment Fees	0.00	979.01	2,000.00	48.95%
1-10-400 Training/Conf Fee/Cert	40.00	763.98	5,000.00	15.28%
1-10-420 Supplies - Office	38.84	3,669.16	10,000.00	36.69%
1-10-425 Postage	0.00	166.96	700.00	23.85%
1-10-430 Telephone	466.95	665.04	5,600.00	11.88%
1-10-440 Tablets & Cellphone	694.68	1,124.20	1,600.00	70.26%
1-10-460 Travel - Airfare	361.99	1,161.99	2,500.00	46.48%
1-10-461 Travel - Mileage	234.53	1,808.00	2,000.00	90.40%
1-10-462 Travel - Lodging	1,415.58	5,057.37	2,000.00	252.87%
1-10-463 Travel - Perdiem	0.00	646.00	400.00	161.50%
1-10-470 Utilities	534.28	2,296.04	5,000.00	45.92%
1-10-480 Vehicle & Facility Ins	0.00	0.00	21,000.00	0.00%
1-10-500 Staff Recognition	0.00	690.68	600.00	115.11%
1-10-510 Signage	21.00	21.00	0.00	100.00%
1-10-520 Safety Supplies/Svcs	0.00	0.00	500.00	0.00%
1-10-530 Uniforms	228.92	228.92	300.00	76.31%
1-10-560 Consultant Fees	0.00	0.00	1,200.00	0.00%
1-10-700 Non Capital Equip	0.00	632.66	5,000.00	12.65%
Total 10 · ADMIN	13,057.17	81,132.22	243,300.00	33.35%
22 · OPERATIONS				
1-22-200 Advertising	0.00	0.00	3,000.00	0.00%
1-22-210 Accident Repair	232.00	483.30	6,500.00	7.44%
1-22-240 Background Checks	0.00	29.00	300.00	9.67%
1-22-270 Bldg Maint & Repairs	657.50	2,565.00	8,000.00	32.06%
1-22-280 Bus Shelter Maint	0.00	883.95	5,000.00	17.68%
1-22-290 Drug & Alcohol Testing	0.00	745.00	1,500.00	49.67%
1-22-300 Licenses/Fees	0.00	1,318.49	2,100.00	62.79%
1-22-315 Fit For Duty/Evals	0.00	1,555.00	3,000.00	51.83%
1-22-320 Fuel & Oil	14,716.79	112,318.78	338,000.00	33.23%
1-22-330 IT Maint/Software	0.00	694.28	1,500.00	46.29%
1-22-360 Preventative Maint.	16,691.91	123,876.20	195,000.00	63.53%
1-22-400 Training/Conf Fee/Cert	0.00	1,143.71	50,300.00	2.27%
1-22-420 Supplies - Bus	0.00	3,106.78	6,000.00	51.78%
1-22-440 Tablets & Cellphone	209.64	1,368.91	3,000.00	45.63%
1-22-450 Transit Contracts	0.00	16,520.08	60,000.00	27.53%
1-22-460 Travel - Airfare	0.00	60.00	3,000.00	2.00%
1-22-461 Travel - Mileage	0.00	478.59	500.00	95.72%
1-22-462 Travel - Lodging	0.00	1,018.36	2,000.00	50.92%
1-22-463 Travel - Perdiem	0.00	296.00	1,000.00	29.60%
1-22-480 Vehicle & Facility Ins	0.00	4,648.00	40,000.00	11.62%
1-22-500 Staff Recognition	27.00	3,528.93	11,000.00	32.08%
1-22-520 Safety Supplies/Svcs	0.00	0.00	300.00	0.00%
1-22-530 Uniforms	931.56	999.91	5,800.00	17.24%
1-22-700 Non Capital Equip	0.00	3,817.98	3,000.00	127.27%

Umpqua Pulic Transportation District
Financial Statement
December 2023

	<u>Dec 23</u>	<u>Jul - Dec 23</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
Total 22 · OPERATIONS	33,466.40	281,456.25	749,800.00	37.54%
23 · OPERATIONS ADMIN				
1-23-270 Bldg Maint & Repairs	247.50	1,485.00	3,000.00	49.50%
1-23-290 Drug & Alcohol Testing	0.00	100.00	400.00	25.00%
1-23-315 Fit For Duty/Evals	0.00	0.00	700.00	0.00%
1-23-330 IT Maint/Software	744.45	7,047.35	7,000.00	100.68%
1-23-340 Lease	1,100.00	6,600.00	13,200.00	50.00%
1-23-370 Printing & Copying	0.00	1,899.75	4,600.00	41.30%
1-23-400 Training/Conf Fee/Cert	99.00	1,378.13	4,000.00	34.45%
1-23-420 Supplies - OP Admin	637.66	2,726.77	9,000.00	30.30%
1-23-425 Postage	288.00	689.28	0.00	100.00%
1-23-430 Telephone	433.55	2,541.59	5,200.00	48.88%
1-23-440 Tablets & Cellphone	160.82	860.66	1,900.00	45.30%
1-23-460 Travel - Airfare	0.00	1,600.00	4,000.00	40.00%
1-23-461 Travel - Mileage	290.71	635.92	600.00	105.99%
1-23-462 Travel - Lodging	2,903.23	2,903.23	4,500.00	64.52%
1-23-463 Travel - Perdiem	0.00	556.00	1,000.00	55.60%
1-23-470 Utilities	600.53	2,693.54	5,000.00	53.87%
1-23-520 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-23-530 Uniforms	254.90	254.90	400.00	63.73%
1-23-700 Non Capital Equip	0.00	1,854.41	2,500.00	74.18%
Total 23 · OPERATIONS ADMIN	<u>7,760.35</u>	<u>35,826.53</u>	<u>67,200.00</u>	53.31%
24 · PARA				
1-24-240 Background Checks	0.00	0.00	200.00	0.00%
1-24-290 Drug & Alcohol Testing	0.00	240.00	400.00	60.00%
1-24-300 Licenses/Fees	0.00	5,566.94	1,500.00	371.13%
1-24-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-24-320 Fuel & Oil	3,001.53	26,810.26	46,000.00	58.28%
1-24-330 IT Maint/Software	0.00	295.83	600.00	49.31%
1-24-360 Preventative Maint.	1,302.50	22,117.46	50,000.00	44.23%
1-24-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-24-420 Supplies - Vans	0.00	387.18	2,000.00	19.36%
1-24-440 Tablets & Cellphone	355.83	2,577.62	4,870.00	52.93%
1-24-520 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-24-530 Uniforms	383.82	589.57	3,000.00	19.65%
1-24-700 Non Capital Equip	0.00	0.00	500.00	0.00%
Total 24 · PARA	<u>5,043.68</u>	<u>58,584.86</u>	<u>109,770.00</u>	53.37%
25 · CALL CTR				
1-25-270 Bldg Maint & Repairs	0.00	63.47	0.00	
1-25-290 Drug & Alcohol Testing	0.00	75.00	300.00	25.00%
1-25-330 IT Maint/Software	312.30	26,656.90	23,000.00	115.90%
1-25-400 Training/Conf Fee/Cert	0.00	0.00	200.00	0.00%
1-25-420 Supplies - Call Ctr	0.00	1,775.07	3,200.00	55.47%
1-25-430 Telephone	433.54	2,541.54	5,200.00	48.88%
1-25-440 Tablets & Cellphone	52.90	270.58	550.00	49.20%
1-25-461 Travel - Mileage	0.00	178.16	0.00	100.00%
1-25-463 Travel - Perdiem	0.00	28.00	0.00	100.00%
1-25-470 Utilities	494.26	1,880.68	3,700.00	50.83%
1-25-530 Uniforms	77.94	77.94	400.00	19.49%

Umpqua Pulic Transportation District
Financial Statement
December 2023

	<u>Dec 23</u>	<u>Jul - Dec 23</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
1-25-700 Non Capital Equip	1,368.73	1,368.73	550.00	248.86%
Total 25 · CALL CTR	2,739.67	34,916.07	37,100.00	94.11%
26 · DEMAND RESPONSE				
1-26-240 Background Checks	0.00	0.00	100.00	0.00%
1-26-290 Drug & Alcohol Testing	0.00	0.00	200.00	0.00%
1-26-300 Licenses/Fees	0.00	394.50	1,500.00	26.30%
1-26-315 Fit For Duty/Evals	0.00	0.00	250.00	0.00%
1-26-320 Fuel & Oil	3,233.60	20,810.51	31,000.00	67.13%
1-26-330 IT Maint/Software	0.00	295.83	2,000.00	14.79%
1-26-360 Preventative Maint.	6,503.50	15,233.50	29,000.00	52.53%
1-26-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-26-420 Supplies	0.00	167.18	800.00	20.90%
1-26-440 Tablets & Cellphone	301.17	1,480.13	2,100.00	70.48%
1-26-520 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-26-530 Uniforms	203.92	203.92	800.00	25.49%
1-26-700 Non Capital Equip	0.00	0.00	500.00	0.00%
Total 26 · DEMAND RESPONSE	10,242.19	38,585.57	68,750.00	56.12%
30 · MEDICAL TRANSPORTATION				
1-30-240 Background Checks	0.00	0.00	100.00	0.00%
1-30-290 Drug & Alcohol Testing	0.00	160.00	400.00	40.00%
1-30-300 Licenses/Fees	0.00	1,380.16	1,500.00	92.01%
1-30-315 Fit For Duty/Evals	0.00	0.00	250.00	0.00%
1-30-320 Fuel & Oil	1,595.92	17,896.25	31,000.00	57.73%
1-30-360 Preventative Maint.	1,397.50	15,376.53	28,500.00	53.95%
1-30-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-30-420 Supplies	76.43	623.43	2,500.00	24.94%
1-30-440 Tablets & Cellphone	163.98	930.42	1,000.00	93.04%
1-30-490 Volunteer Mileage Reim	9,162.23	52,361.99	166,000.00	31.54%
1-30-495 Incentive Bonus	316.00	2,050.00	6,000.00	34.17%
1-30-520 Uniforms	152.94	152.94	800.00	19.12%
1-30-530 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-30-550 Events	2,955.59	4,706.38	10,000.00	47.06%
1-30-700 Non-Capital Equip	0.00	0.00	500.00	0.00%
Total 30 · MEDICAL TRANSPORTATION	15,820.59	95,638.10	249,050.00	38.40%
Total MATERIALS & SERVICES	88,130.05	626,139.60	1,524,970.00	41.06%
Total Expense	433,281.91	3,961,356.06	15,029,272.00	26.36%
Net Income	386,439.71	176,636.11	0.00	100.00%



Customer Service:
1-866-486-7782

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

Last statement: November 30, 2023
This statement: December 31, 2023

In October we mailed a notice to all customers about upcoming changes to how we determine overdraft limits for Bounce Guard, which is our standard overdraft service available to all eligible account holders. The new implementation date for this change is now February 6, 2024. If you have questions or would like more information about this service, please visit an Umpqua branch or call at 1-866-4UMPQUA (1-866-486-7782).

PUBLIC FUNDS INTEREST CHECKING

Account number	XXXXXX6397	Beginning balance	\$751,122.61
Low balance	\$313,807.01	Additions/Deposits	\$40,155.29
Average balance	\$466,316.14	Withdrawals/Subtractions	\$477,466.93
Interest paid year to date	\$83.71	Ending balance	\$313,810.97
Interest earned	\$3.96		

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
12-01	Deposit	227.20
12-01	Deposit	12.50
12-04	Deposit	39.50
12-05	Deposit	300.00
12-05	Deposit	293.46
12-05	Deposit	150.00
12-05	Deposit	50.00
12-06	Deposit	726.05
12-06	Deposit	327.65
12-06	Deposit	25.00
12-07	Deposit	425.43
12-07	Deposit	25.00
12-08	Deposit	202.00
12-11	Deposit	340.66
12-11	Deposit	12.50
12-13	Deposit	341.14
12-13	Deposit	324.96
12-13	Deposit	280.52
12-13	Deposit	255.09
12-13	Deposit	50.00
12-15	Deposit	182.02

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
12-15	Deposit	12.50
12-18	Deposit	50.00
12-19	Deposit	1,842.50
12-19	Deposit	326.15
12-19	Deposit	256.05
12-19	Deposit	87.50
12-20	Deposit	238.17
12-20	Deposit	12.50
12-21	Deposit	328.96
12-21	Deposit	12.50
12-22	Deposit	725.00
12-22	Deposit	369.18
12-26	Deposit	292.32
12-26	Deposit	12.50
12-27	Deposit	290.87
12-28	Deposit	147.82
12-28	Deposit	25.00
12-28	Deposit	2.00
Total Deposits/Additions		\$9,622.20

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
12-31	Interest Credit	3.96
Total Other Deposits/ Additions		\$3.96

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
12-01	ACH DebitCelayix Fees 20231201	165.00
12-01	ACH DebitADP Payroll Fees ADP Fees 796090294742 20231201	330.25
12-04	ACH DebitRef 3381852I Funds Transfer To Dep Xxxxxx7206 From	346.20
12-04	ACH DebitRef 3381852I Funds Transfer To Dep Xxxxxx7206 From	664.66
12-04	ACH DebitRef 3381852I Funds Transfer To Dep Xxxxxx7206 From	1,060.98
12-04	ACH DebitHra Veba Withdrawal Ya20355 20231204	11,000.00
12-05	ACH DebitADP Tax ADP Tax Ka8v4 120625a01 20231205	24,117.79
12-05	ACH DebitADP Wage Pay Wage Pay 0450698188978v4 20231205	56,629.83
12-06	ACH DebitRef 3401033I Funds Transfer To Dep Xxxxxx7206 From	697.12
12-06	ACH DebitSaif Epay Saif Corp Sfcvol001008518 20231206	697.98
12-11	ACH DebitRef 3451343I Funds Transfer To Dep Xxxxxx7206 From	116.63
12-11	ACH DebitRef 3451343I Funds Transfer To Dep Xxxxxx7206 From	594.51
12-11	ACH DebitRef 3451343I Funds Transfer To Dep Xxxxxx7206 From	618.19
12-11	ACH DebitRef 3451343I Funds Transfer To Dep Xxxxxx7206 From	1,002.92
12-14	ACH DebitRef 3481739I Funds Transfer To Dep Xxxxxx7206 From	1,415.58
12-15	ACH DebitADP Payroll Fees ADP Fees 926730734743 20231215	319.89
12-15	ACH DebitRef 3491443I Funds Transfer To Dep Xxxxxx7206 From	2,103.67
12-18	ACH DebitRef 3521709I Funds Transfer To Dep Xxxxxx7206 From	296.82
12-18	ACH DebitRef 3521705I Funds Transfer To Dep Xxxxxx7206 From	477.40
12-18	ACH DebitRef 3521705I Funds Transfer To Dep Xxxxxx7206 From	553.24
12-18	ACH DebitRef 3521705I Funds Transfer To Dep Xxxxxx7206 From	1,240.45
12-19	ACH DebitDouglas Services Web Pmts Zvyxnm 20231219	924.54
12-19	ACH DebitRef 3531050I Funds Transfer To Dep Xxxxxx7206 From	1,669.08
12-19	ACH DebitADP Tax ADP Tax Ka8v4 122026a01 20231219	26,089.54
12-19	ACH DebitADP Wage Pay Wage Pay 5510689485968v4 20231219	58,911.65
12-22	ACH DebitADP Tax ADP Tax Ka8v4 122001a02 20231222	15.60
12-26	ACH DebitThe Hartford Gbdormblac 017102520002 585198770975	136.24

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
12-26	ACH DebitRef 3601321I Funds Transfer To Dep Xxxxxx7206 From	195.30
12-26	ACH DebitRef 3601321I Funds Transfer To Dep Xxxxxx7206 From	812.52
12-26	ACH DebitRef 3601321I Funds Transfer To Dep Xxxxxx7206 From	1,498.41
12-29	ACH DebitADP Payroll Fees ADP Fees 929731785225 20231229	416.36
12-29	ACH DebitHra Veba Withdrawal Ya20355 20231229	10,750.00
Total ACH Electronic Payments/Subtractions		\$205,868.35

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
12-01	ACH Credit Square Inc 231201p2 20231201	158.15
12-04	ACH Credit Square Inc 231204p2 20231204	47.79
12-05	ACH Credit Square Inc 231205p2 20231205	47.79
12-06	ACH Credit Square Inc 231206p2 20231206	64.68
12-06	ACH Credit Bay Cities Amb A/P ACH 20231206	7,685.56
12-08	ACH Credit Square Inc 231208p2 20231208	395.43
12-11	ACH Credit Square Inc 231211p2 20231211	23.97
12-12	ACH Credit Square Inc 231212p2 20231212	62.42
12-13	ACH Credit Square Inc 231213p2 20231213	23.97
12-14	ACH Credit Bay Cities Amb A/P ACH 20231214	6,409.45
12-14	ACH Credit Square Inc 231214p2 20231214	23.97
12-15	ACH Credit Square Inc 231215p2 20231215	240.95
12-18	ACH Credit Square Inc 231218p2 20231218	146.71
12-19	ACH Credit Square Inc 231219p2 20231219	71.61
12-20	ACH Credit Square Inc 231220p2 20231220	11.91
12-20	ACH Credit Bay Cities Amb A/P ACH 20231220	6,291.26
12-21	ACH Credit Square Inc 231221p2 20231221	53.67
12-22	ACH Credit Square Inc 231222p2 20231222	23.97
12-26	ACH Credit Square Inc 231225p2 20231226	38.45
12-27	ACH Credit Bay Cities Amb A/P ACH 20231227	8,707.42
Total ACH and Electronic Deposits/Additions		\$30,529.13

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
12-04	POS Purchase Terminal 19293671 American Ai 001249 7606 800-433-7 Tx XXXXXXXXXXXX6365	331.99
12-04	POS Purchase Terminal Vbase2 Alaska Air 027235 4337 Eugene OR XXXXXXXXXXXX6365	30.00
12-04	POS Purchase Terminal Vbase2 Lyft Ride Sat 10 Am 855-865-9 CA XXXXXXXXXXXX6365	29.89
12-04	POS Purchase Terminal Vbase2 Lyft Ride Sat 1p M 855-865-9 CA XXXXXXXXXXXX6365	15.64
12-06	POS Purchase Terminal Vbase2 Dmi* Dell Sm Bus 800-456-3 Tx XXXXXXXXXXXX6365	1,062.85
12-08	POS Purchase Terminal 67456462 City Of Eugene Air Port Eugene OR XXXXXXXXXXXX6365	189.00
12-08	POS Purchase Terminal Vbase2 Marriott Myrtle Be ACH Myrtle Be Sc XXXXXXXXXXXX6365	1,415.58
12-29	POS Purchase Terminal Vbase2 Dmi* Dell Sm Bus 800-456-3 Tx XXXXXXXXXXXX6365	305.88
Total Card Transactions/Withdrawals		\$3,380.83

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
12-01	Automatic Ln Paymt 97 748345279	38,909.92
12-20	Maintenance Fee ACH Ccd Credits OR Iginated For 11/23	6.00
12-20	Maintenance Fee ACH PPD Credits OR Iginated For 11/23	22.50
Total Other Withdrawals/Subtractions		\$38,938.42

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
11-30	751,122.61	12-12	521,909.44	12-21	342,331.73
12-01	650,820.32	12-13	520,167.82	12-22	342,520.26
12-04	636,933.41	12-14	524,570.57	12-26	338,493.51
12-05	552,922.91	12-15	522,582.48	12-27	346,613.03
12-06	531,652.17	12-18	514,664.03	12-28	346,158.25
12-07	531,318.29	12-19	412,831.96	12-29	313,807.01
12-08	525,028.54	12-20	405,463.81	12-31	313,810.97
12-11	522,973.42				

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	31
Average balance for APY	\$466,139.59
Interest earned	\$3.96
Interest paid year to date	\$83.71
Statement period	12/01 to 12/31

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>
2723	\$194.90	12-28	2963	\$10,874.00	12-20
*2910	\$2,713.76	12-05	2964	\$5,481.00	12-18
*2917	\$494.84	12-04	2965	\$173.25	12-21
*2926	\$2,350.00	12-08	2966	\$12,439.77	12-19
2927	\$59,393.26	12-01	2967	\$1,630.00	12-20
*2931	\$1,390.37	12-05	2968	\$484.02	12-22
*2938	\$500.00	12-01	2969	\$430.00	12-22
*2940	\$325.00	12-14	*2971	\$66.25	12-18
2941	\$204.77	12-01	2972	\$80.00	12-19
*2944	\$90.42	12-01	2973	\$63,353.96	12-21
*2947	\$55.02	12-01	2974	\$497.00	12-27
2948	\$386.75	12-01	2975	\$395.00	12-19
2949	\$278.00	12-01	2976	\$2,566.76	12-19
2950	\$386.75	12-01	2977	\$1,727.55	12-26
2951	\$10,623.00	12-06	2978	\$20,879.00	12-29
*2953	\$453.75	12-12	*50542	\$1,272.35	12-06
2954	\$15,746.38	12-06	50543	\$330.88	12-12
2955	\$100.00	12-11	50544	\$92.30	12-13
2956	\$33.40	12-14	50545	\$21.69	12-14
2957	\$235.00	12-14	50546	\$341.77	12-12
2958	\$784.31	12-07	50547	\$1,389.49	12-20
2959	\$2,932.60	12-08	50548	\$92.30	12-28
2960	\$2,925.00	12-13	50549	\$342.40	12-28
2961	\$40.00	12-27	*50551	\$341.77	12-27
2962	\$1,339.54	12-19			

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

Total Checks paid: 49 for **-\$229,279.33**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Call us at 1-866-486-7782 or write us at Umpqua Bank, P.O. Box 19243, Spokane, WA 99219, as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we send you the FIRST statement on which the error or problem appears.

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

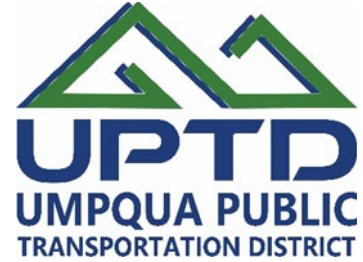
We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account.

For errors involving new accounts, point-of-sale, or foreign-initiated transactions, we may take up to 90 days to investigate your complaint or question. For new accounts, we may take up to 20 business days to credit your account for the amount you think is in error.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

January 5, 2024



Good afternoon Directors,

During a recent meeting with ODOT PTD, it was brought to my attention that the Financial Report that we have been providing has not been giving the full picture. I would like to bring you up to speed, so to speak, on the quiet part that has been provided in documentation but hasn't been discussed.

Each time the Financial Report is presented, we discuss the percent of the budget that is being utilized and whether or not we are where we expect to be at that point in the fiscal year. In addition, the last 6 months or so, we have been providing the bank statement to show our balance in the bank.

We have discussed, the proposed line of credit to utilize for capital expenses to ensure that we do not have to utilize operations dollars to cover capital purchases. What we have not discussed is utilizing our capital reserve for operations and not having the expected amount required to cover the vehicle purchases, especially with the increased costs of them being delivered after the supply chain price increases.

After reviewing the previous 21-23 STIF Plan and comparing with our current 23-25 STIF Plan, I have found some points of interest that warrant discussion. I believe the end result of this discussion might be a request to either RLS or National RTAP for Technical Assistance to perform a forensic audit of our STIF expenditures to ensure we become compliant and the formation of an aggressive plan to increase our income.

Please review the STIF Capital Projects and Vehicle Grant Status pages that follow this note. My intent with this dive was to provide documentation for discussion to request utilizing a portion of Project #6 or 7 to cover the additional costs associated with the vehicle purchases. What I found is that I made an error when recording the rollover funding from the previous, 21-23 STIF Plan. At the time we allocated the funding and input the projects, we had been advised that we would have delivery of the vehicles that we received in the July through October timeframe. As a result, I did not roll the

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

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entire \$715,000 forward on paper, in the plan. However, this funding was paid to UPTD and should be in reserve. We should absolutely have enough money in the bank to cover these capital costs as they are in the plan.

We did roll \$544,000 forward for Project 6 and \$23,000 from Project 7. This funding has also already been paid and should also be held in reserve.

This information is timely as we are looking at prudent reserve. We cannot utilize our STIF capital project reserve as our operating dollars. Our bank account is currently \$241,879. If we were truly holding our capital reserve in reserve, we would have approximately \$1.1MM in the account.

I would be remiss to not add that I have not completed the review of the quarterly reports and that will release approximately \$600,000 in operations reimbursements. This is also a key piece to having the full picture. I will have the reports complete by the meeting on Monday.

Thank you for your time and I apologize for not getting this information out to you sooner.

Cheryl Cheas

General Manager, UPTD

Vehicle Grant Status

		Planned	Grant	STIF	Additional	Total STIF		
Grant	34227	318,352.00	255,000.00	63,352.00	42,262.00	105,614.00		
	4 Vans	Invoice	Grant Paid/Will Pay	STIF/Match	Not Covered by Grant			Vehicle ID
34227	Gasoline	82,968.00	70,523.00	12,445.00			Paid	18-23-01
34227	Gasoline	96,539.00	82,058.00	14,481.00			Paid	18-23-02
34227	Gasoline	82,968.00	70,523.00	12,445.00			Paid	18-23-03
34227	Gasoline	98,139.00	31,896.00	5,629.00	60,614.00			18-23-07
		360,614.00	255,000.00	45,000.00				

Reimbursement Request Submitted

		Planned	Grant	STIF	Additional	Total STIF		
Grant	34248	305,691.00	228,811.00	76,880.00	28,308.00	105,188.00		
	3 Vans	Invoice	Grant Paid	STIF/Match	Additional Cost			Vehicle ID
34248	Hybrid Van	107,528.00	76,271.00	8,729.00	22,528.00		Paid	18-23-04
34248	Hybrid Van	118,943.00	76,270.00	8,730.00	33,943.00		Paid	18-23-05
34248	Hybrid Van	107,528.00	76,270.00	8,730.00	22,528.00		Paid	18-23-06
		333,999.00	228,811.00	26,189.00	78,999.00	105,188.00		

		Planned	Grant	STIF	Additional	Total STIF		
	1 Hybrid Bus	152,138.00	130,109.00	22,029.00	0.00	20,879.00		
		Invoice	Grant Will Pay	STIF/Match	Additional Cost			Vehicle ID
34248	Hybrid Bus	150,988.00	130,109.00	20,879.00	-1,150.00	20,879.00	Match Paid	18-23-10

Reimbursement Request Submitted

		Planned	Grant	STIF	Additional	Total STIF		Vehicle ID
STIF \$\$ 35050	Gasoline	98,139.00	0.00	78,268.00	19,871.00	98,139.00	Not Paid	18-23-08
STIF \$\$ 35050	Gasoline	98,139.00	0.00	78,268.00	19,871.00	98,139.00	Not Paid	18-23-09
Funds rolled over from 19-21 STIF Project #10 to 21-23 STIF Plan Project #5 Vehicle Expansion 11.13					39,742.00	196,278.00		

		Planned	Grant	STIF	Additional	Total STIF		
35088	2 Hybrid Buses	304,276.00	208,000.00	52,000.00	40,176.00	92,176.00		
		Invoice	Grant Will Pay	STIF/Match	Additional Cost			Vehicle ID
35088	Hybrid Bus	150,088.00	104,000.00	26,000.00	20,088.00		Not Paid	18-23-11
35088	Hybrid Bus	150,088.00	104,000.00	26,000.00	20,088.00		Not Paid	18-23-12
		300,176.00	208,000.00	52,000.00	40,176.00	92,176.00		

Reimbursement Request Submitted

Planned STIF	370,797.00
Unplanned Expense	150,488.00
Total STIF Expenditure	520,135.00

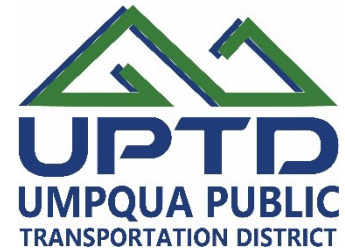
Outstanding	STIF	60,614.00	34227	
		196,278.00	35050	STIF Project
		92,176.00	35088	
		349,068.00	Total	

STIF Capital Projects

STIF Plan 23-25	Project #5 Program Reserve	
Task Description	Roll Over Unspent Match for Vehicles on Order and add to the reserve for future	
Task Category Amount	\$370,000	Prior Plan Unspent Allocation
Prior Biennia	\$220,000	\$715,000
Other State	\$50,000	
STIF 2024	\$50,000	
STIF 2025	\$50,000	
Total	\$370,000	

STIF Plan 23-25	Project 6 Capital Improvements for PM Bldg and Parking	
Task Description	Provide match for the 5339 Grant Award	
Task Category Amount	\$644,000	Prior Plan Allocation
Prior Biennia	\$544,000	\$555,964
Other State	\$0.00	
STIF 2024	\$50,000	
STIF 2025	\$50,000	
Total	\$644,000	

STIF Plan 23-25	Project 7 Shelter Purchase	
Task Description	To purchase or provide match money to purchase bus shelters.	
Task Category Amount	\$33,000	
Prior Biennia	\$23,000	\$23,500
Other State	\$0.00	\$5,000
STIF 2024	\$10,000	
Total	\$33,000	



January 8th, 2024, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 7.1

Agenda Item Title: Line of Credit Update

Holidays and vacations have slowed this process. Both Bond Counsel and our bank contacts were out of the office for vacation 12/21/23 thru 12/4/2024.

Bond Counsel Engagement letter was received 1/5/2024. A copy is provided in the packet.

Umpqua Bank has had many questions regarding our budget, federal and state funding sources and have asked for additional information. Most of the confusion stems from Grant 35395 as it is split between Capital Bldg., Capital Bus, Chargers and Training. We may have a response to additional information provided by the time we meet on 1/08/2024.

Requested Action:

No action, information only.

By: Cheryl Cheas, UPTD General Manager

January 5, 2024

Cheryl Cheas
General Manager
Umpqua Public Transportation District
ccheas@umpquatransit.org

Via: E-Mail

Re: Proposed Issuance of \$1,000,000 Full Faith and Credit Borrowing

Dear Ms Cheas:

The purpose of this engagement letter is to set forth certain matters concerning the services we will perform as bond counsel to the Umpqua Public Transportation District (the “District”) in connection with the issuance of the above-referenced borrowing (the “Borrowing”). We understand that the Bonds are being issued for the purpose of funding capital improvements to the District’s operations facility (the “Project”).

SCOPE OF ENGAGEMENT

In this engagement, we expect to perform the following duties:

- (1) Subject to the completion of proceedings to our satisfaction, render our legal opinion (the “Opinion”) regarding the authority of the District to issue and the validity of the Borrowing, the source of payment and security for the Borrowing, and the excludability of interest on the Borrowing from gross income for federal and Oregon income tax purposes.
- (2) Prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Borrowing, coordinate the authorization and execution of such documents.
- (3) File the Municipal Debt Advisory Commission Form 2, if necessary.
- (4) Review legal issues relating to the District and the financing.

Our Opinion will be based on facts and law existing as of its date. In rendering our Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the District with applicable laws relating to the Borrowing. During the course of this engagement, we will rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Borrowing and their security.

Our duties in this engagement are limited to those expressly set forth above. Among other things, our duties do not include:

- (a) Assisting in the preparation or review of any disclosure document with respect to the Borrowing, or performing an independent investigation to determine the accuracy, completeness or sufficiency of any disclosure or rendering advice that any disclosure document does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading.
- (b) Making an investigation or expressing any view as to the creditworthiness of the District or the Bond.
- (c) After Closing, providing continuing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Borrowing will continue to be excludable from gross income for federal income tax purposes (e.g., our engagement does not include rebate calculations for the Borrowing).
- (d) Addressing any other matter not specifically set forth in (1) through (4) above.

ATTORNEY-CLIENT RELATIONSHIP

Upon execution of this engagement letter, the District will be our client and an attorney-client relationship will exist between us. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all other parties understand that in this transaction we represent only the District, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services as bond counsel are limited to those contracted for in this letter; the District's execution of this engagement letter will constitute an acknowledgment of those limitations. Our representation of the District will not affect, however, our responsibility to render an objective legal opinion if we are asked to do so.

Our representation of the District and the attorney-client relationship created by this engagement letter will be concluded upon issuance of the Bond. Nevertheless, subsequent to closing, we will mail the appropriate Internal Revenue Service Form 8038G, prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the Borrowing.

CONFLICTS

Applicable ethical rules prohibit us from undertaking the representation of parties with directly adverse interests unless we reasonably believe the representation of either client will not adversely affect our representation of the other client and unless we obtain the consent of both clients. We are not aware of any actual or potential conflicts of interest in representing the District in connection with the Borrowing.

FEES

Based upon our current understanding of the terms, structure, size and schedule of the financing represented by the Borrowing and the duties we will undertake pursuant to this engagement letter we propose a fee of \$12,500.

Our fee may vary: (a) if the principal amount of Borrowing actually issued differs significantly from the amount stated above; (b) if material changes in the structure or schedule of the financing occur; or (c) if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will advise you and prepare and provide to you an amendment to this engagement letter. In addition, we will expect to be reimbursed for all client charges made or incurred on your behalf, such as travel costs, deliveries, filing fees, computer-assisted research and other expenses. Our fee is to be paid at closing of the transaction.

RECORDS

At your request papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter dated and signed, retaining the original for your files. We look forward to working with you.

MERSEREAU SHANNON LLP



Courtney L. Dausz

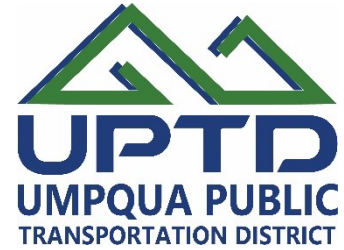
Accepted this ___ day of _____ 2024.

UMPQUA PUBLIC TRANSPORTATION DISTRICT

By: _____

Name: _____

Title: _____



January 8th, 2024, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 7.2

Agenda Item Title: Budget Timeline

As UPTD moves into the 2024-25 Budget process, the Board is tasked with the following:

1. **Appoint a Budget Officer** in accordance with ORS 294.414 (renumbered from 294.336).
2. **Review Budget Committee Membership** - The Budget Committee consists of our seven UPTD Board of Directors and an equal number of interested parties. We have reached out to all former members and are awaiting confirmation.
3. **Approve the Budget timeline.**

Following this cover page are the following:

- Proposed Budget Timeline for your review and approval with method of delivery to Budget Committee members included.
- List of Budget Committee Members

Requested Action: If satisfied, motion to appoint Budget Officer.

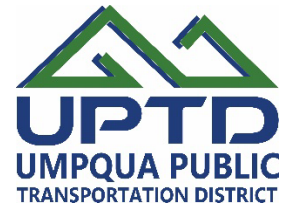
In Favor _____ Opposed _____ Abstained _____ Absent _____

Requested Action: If satisfied, motion to approve Budget Timeline.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager

2024 UPTD Budget Timeline



1/8/2024 – UPTD Board will:

1. **Appoint a Budget Officer** in accordance with ORS 294.414 (renumbered from 294.336).
2. **Appoint Budget Committee**
3. Approve the timeline for the Budget process.

1/9/2024 - The approved Budget Timeline will be provided via email to the members of the Budget Committee as early notification in an effort to prevent scheduling conflicts.

2/12/2024– **Prepare proposed Budget.** Budget instructions shall be reviewed with the Management Team and issued to departments by February 12. These instructions will include base funding amounts and target allowances.

3/29/2024 – **Publish Notice for the Budget Committee meetings** (ORS 294.401) Notice is sent out to the Budget Committee members (via email), is posted to the UPTD website and is sent to the News Review to be posted to Public Meeting Notices. The requirement is to ensure Notice of the Budget Committee Meeting is published on or before April 5, which is 10 days prior to the first UPTD Budget Committee meeting. Posting on the UPTD website eliminates the need to publish twice.

Email an electronic copy of the budget to Budget Committee members with a reminder to look for the physical delivery. Committee members may request a mailed copy in place of delivery if they prefer.

4/01/2024 - Hand deliver hard copies of the proposed budget to Budget Committee members.

4/15/2024 - 5:30 PM **First Budget Committee Meeting**

4/16/2024 - 5:30 PM Second Budget Committee Meeting (If Needed)

4/22/2024 - 5:30 PM Third Budget Committee Meeting (If Needed)

4/23/2024 - 5:30 PM Fourth Budget Committee Meeting (If Needed)

4/24/2024 – **Publish budget summary and notice of budget hearing** (ORS 294.448, renumbered from 294.421). When Budget Committee approves the budget, Notice for the Budget Hearing is sent to News Review and posted to UPTD website.

5/13/2024 - **Hold Budget Hearing.** BUDGET HEARING TAKES PLACE ON THE AGENDA FOR THE MAY MEETING.

Adopt budget and make appropriations. The Board of Directors passes Resolution to Formally Adopt the Budget and Make Appropriations for the next Fiscal Year. Budget Adoption follows Budget Hearing.

5/14/2024 - News release on the adopted budget shall be provided to the District newspaper, by the Management, for publication in the next issue following adoption.

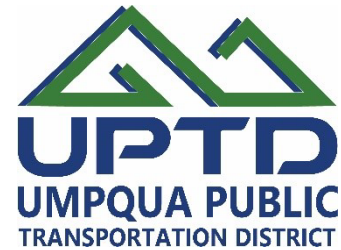
UPTD Budget Committee Members 2023

1. Mike Baker
2. Sarah Thompson
3. Lonnie Rainville
4. Tom Trotter
5. Janice Baker
6. Kat Stone
7. Jim DeLap
8. Diana Larsen
9. Toby Notenboom
10. Natasha Atkinson
11. Roy Spurgeon
12. Connie Page
13. Tabitha Stevenson
14. No appointment

UPTD Budget Committee Members 2024

Confirmed:

1. Mike Baker
2. Sarah Thompson
3. Lonnie Rainville
4. Tom Trotter
5. Janice Baker
6. Michaela Hammerson
7. Doug Mendenhall
8. Jim DeLap
9. Roy Spurgeon
10. Natasha Atkinson
11. Tabitha Stevenson
12. Diana Larsen
13. Kat Stone
14. Connie Page



January 8th, 2024, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8.1

Agenda Item Title: Establishing a Cash Reserve

A prudent reserve is an amount of money set aside that can be used to meet operational expenses if funding decreases.

A good business practice is to establish a minimum of three months operating expenses as a reserve and build toward having a year in reserve. Many healthy businesses have a policy for their prudent reserve “not to exceed one year’s operating budget plus outstanding liabilities plus one-time capital expenditures.” Each service body can establish its own prudent reserve policy. It’s common for a prudent reserve to cover a three-month period. In the event of a perfect storm situation where funding is reduced, operational costs have increased and there are delays in receiving reimbursements, not having a prudent reserve puts the District at risk of being forced to reduce service or not being able to meet our financial commitments.

When we utilize the current year’s operating budget of \$ 4,236,496.00 as the baseline, a three month reserve would be \$1,059,124.

When we utilize Q2 actual expenses, that number is \$1,089,896. I think it would be safe to say that our target should start at \$1.1MM to start.

23-24 Q2 Actual Expense

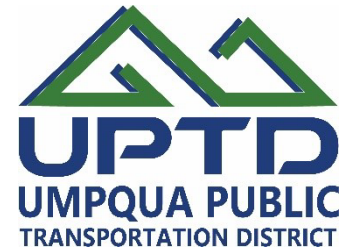
Payroll	\$530,973
Benefits	\$197,154
Retirement	\$47,092
Fuel	\$75,943
Preventive Maintenance	\$72,919
All other Goods & Services	\$165,815
Grand Total	\$1,089,896

Requested Action: No action needed, informational only.

Possible motion to adopt a policy. GM to provide a plan with a timeline as a goal.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager



January 8th, 2024, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8.2

Agenda Item Title: Establishing a STIF/STAC Timeline

The requirement is for the STIF/STAC Committee to meet a minimum of two times, however, it is optimal to meet quarterly to provide updates and training. In order to be effective, meetings need to occur in alignment with the grant cycles.

March 12, 2024 is the next grant application deadline. Early 2025 will be the timeline for the next regular grant and STIF cycles. The following timeline allows the STIF/STAC Committee to review and provide input regarding the proposed projects.

Tuesday, February 27, 2024 – 1:00 PM

Tuesday, May 21, 2024 – 1:00 PM

Tuesday, August 27, 2024 – 1:00 PM

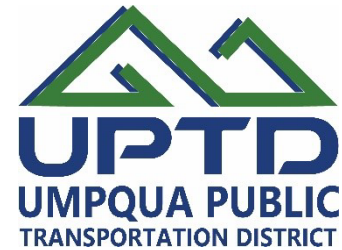
Tuesday, November 26, 2024 – 1:00 PM

Tuesday, February 25, 2025 – 1:00 PM

Requested Action: If satisfied, motion to approve the proposed STIF/STAC Committee meeting timeline.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager



January 8th, 2024, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8.3

Agenda Item Title: Establishing Agency Goals for 2024

Focus: Align with adopted plans and address the most critical needs.

From our Transit Master Plan:

Goal 1. Provide improved transit services for residents, employees, and visitors throughout Douglas County.

Goal 2. Enhance coordination with key partners and stakeholders.

Goal 3. Promote livability and user convenience throughout Douglas County.

Goal 4. Establish an environmentally and **financially sustainable** transit system.

-Establishing a prudent reserve to ensure financial sustainability is the priority.

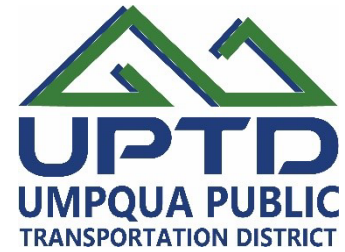
Discussed in our last Board Meeting:

- Increase Ridership by 5% for Fixed Route for the calendar year, maintain through the end of the Fiscal Year.
- Establish a Safety Committee and begin regular monthly meetings by April, 2024.
- Implementing STIF Projects – Lifeline, Match for Shelters –Implement Lifeline to Lane and Josephine beginning July, 2024.
- At a minimum, install a bench and trash can at the Roseburg Valley Marketplace by 5/1/2024
- Install Simme Seats at the stops that are missing their signs, by 6/30/2024. (10)
- Apply for Grants to improve our Facilities, Shelters
 - Bus and Bus Facilities Grants by 3/12/2024.
- Schedule Board Training – Board Retreat in person training on a Saturday. Complete by May 2024.
- Continue representing Transit on Regional and Statewide Boards and Committees
 - OTA – SWACT – Umpqua Valley Care Facility Workgroup
- Staffing Succession Plan – Ongoing throughout the year.

Requested Action: Discussion and prioritization of goals.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager



January 8th, 2023, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.1

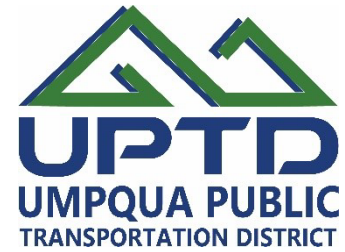
Agenda Item Title: Update - Project Next Door – Grant #35335, 5339 Capital

Summary background and description of need for agenda item:

Next step is NEPA approval. No significant update on this portion of the project. We have not yet received a response or decision from FTA.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, UPTD General Manager



January 8th, 2023, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.2

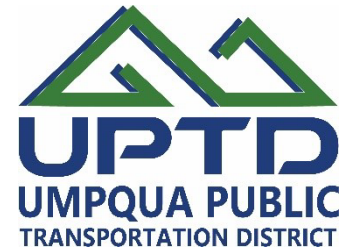
Agenda Item Title: Update – Low-No Grant #35395

Summary background and description of need for agenda item:

The bus purchase portion of this project is on hold pending the outcome of Proterra's Chapter 11 process. We have not received any new news since our last meeting.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager



January 8th, 2023, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.3

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.

Providing this information to the Board for review is a critical piece of oversight. Additional information will be provided at the meeting.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager

Statewide Transportation Improvement Fund Guidance for Determining Whether Expenditures are Substantially Compliant and Consistent with STIF Plan October, 2020

Introduction

The Statewide Transportation Improvement Fund (STIF) is intended to finance investments and improvements in public transportation in Oregon. The legislative priorities articulated in HB 2017 include an emphasis on improving public transportation for Low-income Households, procuring buses with low or no emissions (particularly in areas with populations over 200,000), improving public transportation within and between communities, and improving public transportation for high school students. This significant source of state funding also includes additional expectations for state oversight and accountability. In response to the COVID-19 pandemic, a special legislative session passed SB 1601 linked here:

[MeasureDocument/SB1601/Enrolled](#) which includes a change allowing STIF funds to be used to maintain existing public transportation services, effective July 7, 2020. This document reflects those changes.

Funds to be disbursed to Qualified Entities are based on the actual taxes collected within the time period. This amount may be more or less than the forecasted values in the forecast published the December prior to the STIF Plan period. The maximum total amount the Agency will disburse to a Recipient will not exceed their approved STIF Plan maximum. Any taxes collected in excess of the STIF Plan maximum will be available to the Qualified Entity in the next plan period.

The Oregon Department of Transportation, Public Transportation Division (the Agency) is providing this guidance in support of our STIF administrative and fiduciary oversight role. It includes guidance on the types of expenditures that the Agency will consider as consistent or inconsistent with an approved STIF Plan at the task level. It also includes information regarding service preservation projects and a summary of actions that will be reviewed to determine whether expenditures are substantially compliant with STIF Plans. It is likely that there are actions the Agency has not yet considered when developing this document, it will be updated over time to reflect Agency determinations on actions not yet considered.

Under OAR 732-042-0025(5)(e), the Oregon Transportation Commission may reject a submitted STIF Plan for formula funding if the "...Qualified Entity failed to expend STIF Formula funds in a manner that substantially complied with a prior approved STIF Plan." The statutory changes in SB1601 allow expenditures made after July 7, 2020 to preserve service, which is not present on approved Plans, do not present a reason to reject a subsequent STIF Plan.

If a Recipient determines a given project is not meeting its goals or estimated outcomes, the Recipient should consider whether to modify activities and expenditures consistent with the allowances contained herein or suspend the task or project until it can be revisited during the next STIF Plan period. STIF Plans cannot be amended and any unused funds will be carried forward for the Qualified Entity to use during the next STIF Plan period. **Qualified Entities are required to get prior approval from the Agency to shift funds between projects and/or**

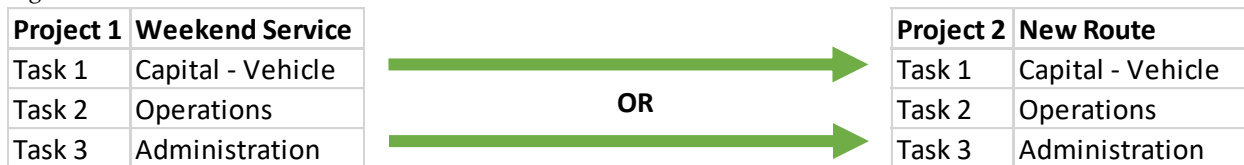
between tasks within a project by emailing their Regional Transit Coordinator or a member of the STIF team, unless it is part of a transfer to preservation of existing services.

A. Consistent Spending

The following is a list of actions and types of expenditures that the Agency considers consistent with an approved STIF Plan at the task expenditure level. Examples are included along with additional information that must be provided to the Agency in the STIF Plan Report (SPR).

1. Shifting budget values on the same activity type across projects. All changes must be pre-approved by the Agency. Example: Unused capital vehicle purchase funds moved from Project 1 to Project 2 for vehicle purchases. (See Figure 1.)
 - Types of activities include capital purchases, program reserves, operations, planning, and project administration.
 - The original project must be carried out to the level planned prior to transferring unused funds.
 - Explain the rationale for shifting funding in the SPR.
 - Changes to vehicle fuel types. Explain the rationale for shifting funding to a higher emission vehicle from a low- or no-emission vehicle for Public Transportation Services Providers in areas with populations greater than 200,000.
 - Total expenditures cannot exceed budget of both projects combined.
 - ODOT pre-approval required.

Figure 1.



2. Shifting budget values within the same project. Example: Project 4, Task 1 has unused funds; reallocate to Project 4 Task 3. (See Figure 2.)
 - Tasks must be completed to the level planned prior to transferring unused funds. Explain the rationale for the shift in the SPR.
 - Total expenditures cannot exceed project budget total.
 - ODOT pre-approval required.

Figure 2.



3. Projects with unmet deliverables.
 - Projects at the close of a STIF Plan period where deliverables have not been completed can be rolled over to the next STIF Plan period.
 - Explain the reason for unfinished projects in the SPR.

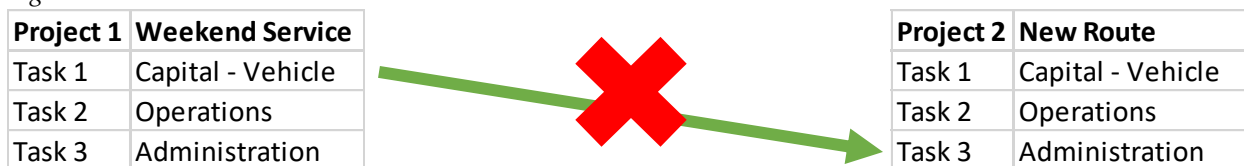
4. Carry forward and unspent funds.
 - These funds can be rolled over to the next STIF Plan period.
 - Explain the rationale for carrying funding forward to the next STIF Plan period in the SPR.
5. Program reserve spending.
 - Provide a narrative on the activities that program reserves are spent on in the SPR.
 - The narrative must note which existing plan projects and tasks were supplemented with program reserve funds.
6. Debt payments made on projects and tasks specifically outlined in STIF Plan.
7. Delays in project spending within STIF Plan period.
8. Shifting budget values between Qualified Entities and their subrecipients and shifting budget values between subrecipients. Concurrence of both parties in writing is required prior to transfer.
9. Spending of STIF interest. Provide a narrative in the SPR on the activities that STIF interest are spent on and which existing plan projects and tasks were supplemented with interest funds.

B. Inconsistent Spending

The following is a list of actions and types of expenditures that the Agency would consider inconsistent spending with an approved STIF Plan at the project expenditure level. Spending inconsistent with a STIF Plan will cause the Agency to review Recipients with more scrutiny to ensure that STIF funds are used appropriately.

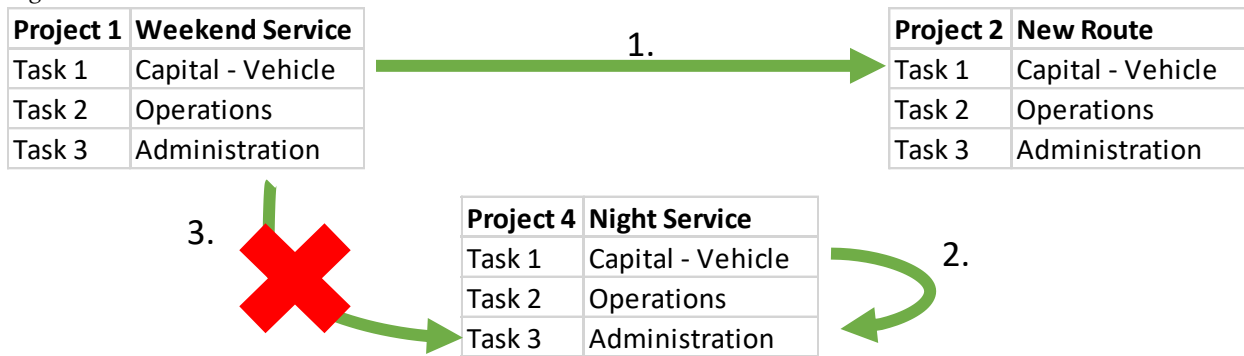
1. Going over budget.
 - Overall STIF Plan budget may not be exceeded.
 - Projects and tasks may go over budget if supplemented by other planned projects and tasks, as appropriate with the consistent spending section.
2. Shifting budget values between both activity type and project. Example: Unused vehicle funds from Project 1 may not go toward operations in Project 2. (See Figure 3.)

Figure 3.



3. Shifting budget values within tasks and between projects.
 - Shifting budget on the same types of activities across projects (Consistent Spending A.1) **or** shifting budget within the same project (Consistent Spending A.2), **but not both.**
 - Example: Project 4 shifted budget from Task 1 to Task 3; it cannot receive additional funds from other projects, nor can it transfer budget to other projects. (See Figure 4.)
 - Example: Project 1 shifted unused budget to Project 2; it cannot shift budget between its own tasks.

Figure 4.



4. Debt payments made to projects and tasks that did not specifically describe use of debt financing in the STIF Plan.

C. Service Preservation (2019-21 Biennium)

Service preservation projects are exceptions to the consistency guidelines listed in sections A and B. The projects maintained through the service preservation process must have been pre-existing prior to the special session ruling in SB 1601 and must be in danger of suspending if not supported by STIF Formula funds.

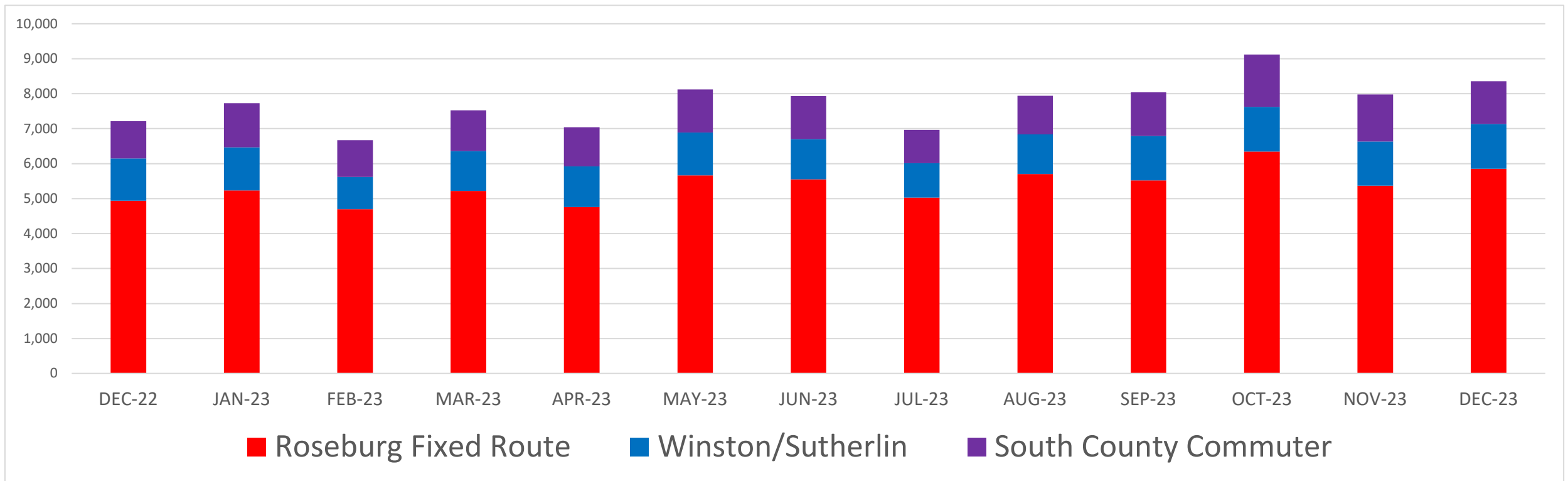
1. Funds allocated to the service preservation project must describe the project(s) that are being supported in the project narrative section.
2. Qualified Entity Advisory Committee concurrence on service preservation project expenditures must be attached to the SPR.
3. Outcome measures such as the number of rides and revenue miles must be reported in the SPR.
4. Projects that are not being pursued in favor of service preservation should be noted as such in their respective SPR project narrative sections.
5. Service preservation projects can shift budget values between activity types and projects.
6. There is only one service preservation project, therefore multiple transfers from multiple projects and tasks can occur. In the SPR, additional task item ALI codes can be added to reflect different projects and transfers.

D. Compliance

Failure to complete one or more of the following actions may result in a determination of STIF Plan non-compliance. A compliance finding results in a formal letter and a remediation plan to prevent future events of non-compliance.

1. Ensure at least 1 percent of total expenditures per fiscal year are spent to support transportation for students in grades 9-12, unless the approved STIF Plan documents that it is not practicable for a particular fiscal year. Practicable means reasonably expected to be done or put into practice successfully.
2. At least one project that benefits low-income households over the STIF Plan period.
3. All reports complete and on time over the STIF Plan period.
4. Documentation provided that supports STIF Plan expenditures. (See Reimbursement Request Expense Documentation Requirements Summary Sheet.)

13 Month Rolling Ridership (December 2022 thru December 2023)
UPTD Yearly Ridership by Month



	QTR 2		QTR 3		QTR 4			QTR 1			QTR 2		Jan 23 - Dec 23	
	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	12 Months
Roseburg Fixed Route	4,938	5,231	4,698	5,217	4,758	5,665	5,551	5,027	5,701	5,517	6,342	5,372	5,854	64,933
Winston/Sutherlin	1,209	1,236	919	1,142	1,165	1,227	1,150	983	1,136	1,273	1,281	1,260	1,281	14,053
South County Commuter	1,064	1,264	1,056	1,165	1,121	1,234	1,235	953	1,102	1,250	1,499	1,349	1,222	14,450
Total RiderShip	7,211	7,731	6,673	7,524	7,044	8,126	7,936	6,963	7,939	8,040	9,122	7,981	8,357	93,436
Total Revenue Service Hours	1,724.46	1,724.87	1,501.31	1,795.11	1,629.80	1,774.56	1,787.49	1,648.38	1,850.86	1,635.70	1,787.51	1,689.44	1,649.66	20,474.69
Total Revenue Service Miles	38,594	38,604	33,475	40,219	36,158	39,446	39,322	36,188	40,814	35,947	39,598	37,679	36,531	453,981
Rides/Revenue Service Hour	4.18	4.48	4.44	4.19	4.32	4.58	4.44	4.22	4.29	4.92	5.10	4.72	5.07	4.56

**

December 2022 vs December 2023 UPTD Ridership Monthly Performance



Ridership Comparison			
	DEC-22	DEC-23	Difference
Roseburg Fixed Route	4,938	5,854	916
Winston/Sutherlin Fixed Route	1,209	1,281	72
South County Commuter	1,064	1,222	158
Total RiderShip	7,211	8,357	1,146
			16%
Monthly Stats	14.64%	15.04%	0.40%
Year End 20-21	20-21	49,258	
Year End 21-22	21-22	55,553	
Year End 22-23	22-23	87,738	
Year to Date 23-24	23-24	48,402	

Increase over last year

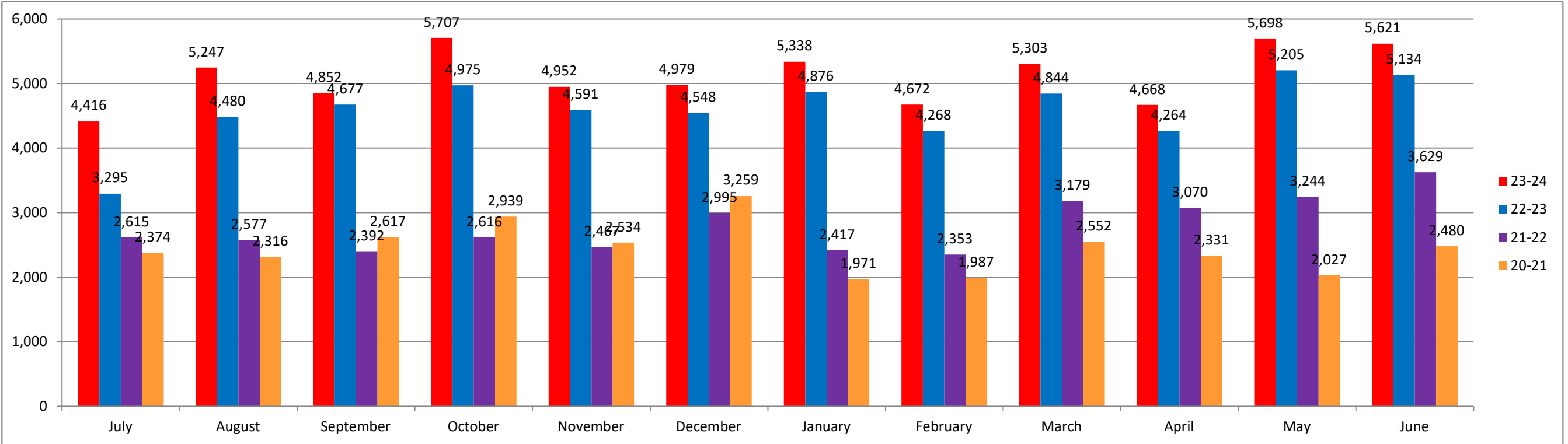
**December 2023 - UPTD has reopened most COVID closed routes, increased hourly services, has been offering Saturday Services on Roseburg Routes since March 2021. Recently expanded Winston and Sutherlin routes creating additional fixed route opportunities and providing more stops, better coverage, and increased frequency. April 2023 also started offering daily service to the new Sunshine Park to our Washington and Rose Downtown Roseburg stop which gives the riders access to all other available connections. More expansion is planned as we move forward.

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	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	Dec 22 - Nov 23 12 Months
Saturday Service	390	355	430	373	485	395	390	556	393	626	563	359	749	5,674

Transit Ridership Comparison Redline/Greenline Roseburg Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% Increase
23-24	4,416	5,247	4,852	5,707	4,952	4,979	5,338	4,672	5,303	4,668	5,698	5,621	61,453	6,296	11.42%
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 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	
23-24	4,416	5,247	4,852	5,707	4,952	4,979	5,338	4,672	5,303	4,668	5,698	5,621	61,453	
Month Rides	4,416	5,247	4,852	5,707	4,952	4,979	5,338	4,672	5,303	4,668	5,698	5,621	61,453	
Month %	7.19%	8.54%	7.90%	9.29%	8.06%	8.10%	8.69%	7.60%	8.63%	7.60%	9.27%	9.15%	100.00%	Rides
Increase	34.02%	17.12%	3.74%	14.71%	7.86%	9.48%	9.48%	9.48%	9.48%	9.48%	9.48%	9.48%	11.42%	6,296
							462	404	459	404	493	487	5,227	

FY 22-23 service versus 21-22

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

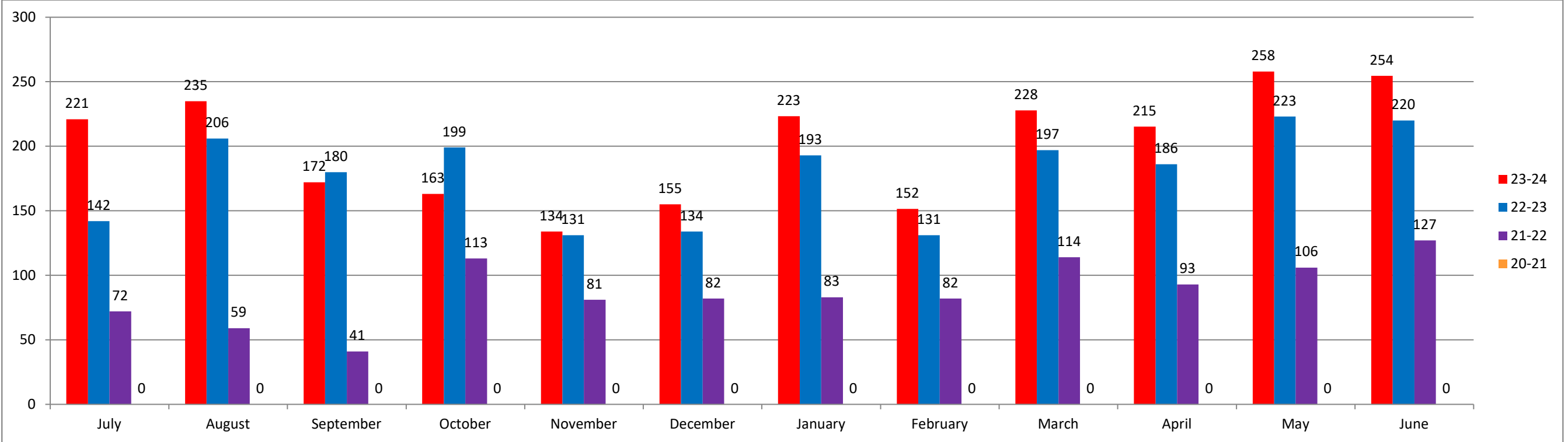
FY 21-22 service versus 20-21

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
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
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 Redline/Greenline Roseburg Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
23-24	221	235	172	163	134	155	223	152	228	215	258	254	2,410
22-23	142	206	180	199	131	134	193	131	197	186	223	220	2,142
21-22	72	59	41	113	81	82	83	82	114	93	106	127	1,053
20-21	0	0	0	0	0	0	0	0	0	0	0	0	0

# Rides	% increase
268	12.52%
1,089	103.42%

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
23-24	221	235	172	163	134	155	223	152	228	215	258	254	2,410
Month Rides	221	235	172	163	134	155	223	152	228	215	258	254	2,410
Month %	9.17%	9.75%	7.14%	6.76%	5.56%	6.43%	9.26%	6.29%	9.45%	8.93%	10.70%	10.56%	100.00%
Increase	55.63%	14.08%	-4.44%	-18.09%	2.29%	15.67%	15.67%	15.67%	15.67%	15.67%	15.67%	15.67%	12.52%
	30	21	31	29	35	34	336						

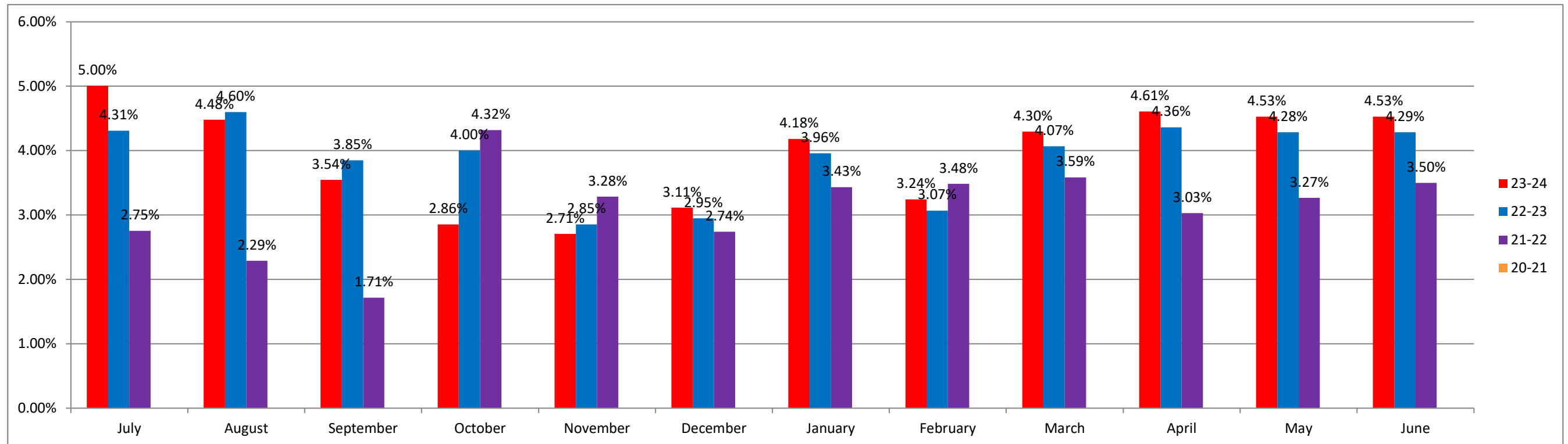
FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
22-23	142	206	180	199	131	134	193	131	197	186	223	220	2,142
Month Rides	142	206	180	199	131	134	193	131	197	186	223	220	2,142
Month %	6.63%	9.62%	8.40%	9.29%	6.12%	6.26%	9.01%	6.12%	9.20%	8.68%	10.41%	10.27%	100.00%
Increase	97.22%	249.15%	339.02%	76.11%	61.73%	63.41%	132.53%	59.76%	72.81%	100.00%	110.38%	73.23%	103.42%

Starting Point: FY 21-22

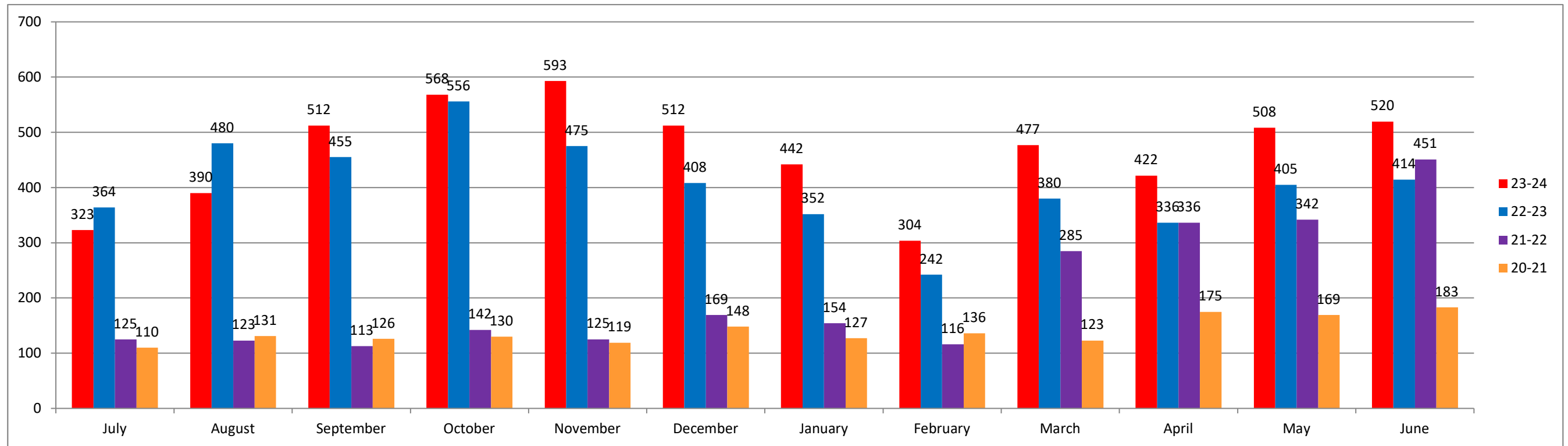
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
21-22	72	59	41	113	81	82	83	82	114	93	106	127	1,053
Month Rides	72	59	41	113	81	82	83	82	114	93	106	127	1,053
Month %	6.84%	5.60%	3.89%	10.73%	7.69%	7.79%	7.88%	7.79%	10.83%	8.83%	10.07%	12.06%	100.00%

Transit Ridership Comparison
Redline/Greenline Roseburg Service Expansion Performance - % of Rides During Expanded Hours only



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
23-24	5.00%	4.48%	3.54%	2.86%	2.71%	3.11%	4.18%	3.24%	4.30%	4.61%	4.53%	4.53%	2,410	268	12.52%
22-23	4.31%	4.60%	3.85%	4.00%	2.85%	2.95%	3.96%	3.07%	4.07%	4.36%	4.28%	4.29%	2,142	1,089	103.42%
21-22	2.75%	2.29%	1.71%	4.32%	3.28%	2.74%	3.43%	3.48%	3.59%	3.03%	3.27%	3.50%	1,053		
20-21													0		

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
23-24	323	390	512	568	593	512	442	304	477	422	508	520	5,570	703	14.44%
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 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	
23-24	323	390	512	568	593	512	442	304	477	422	508	520	5,570	
Month Rides	323	390	512	568	593	512	442	304	477	422	508	520	5,570	
Month %	5.80%	7.00%	9.19%	10.20%	10.65%	9.19%	7.93%	5.45%	8.56%	7.57%	9.13%	9.33%	100.00%	Rides
Increase	-11.26%	-18.75%	12.53%	2.16%	24.84%	25.49%	25.49%	25.49%	25.49%	25.49%	25.49%	25.49%	14.44%	703
	90	62	97	86	103	106	1,241							

FY 22-23 service versus 21-22

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

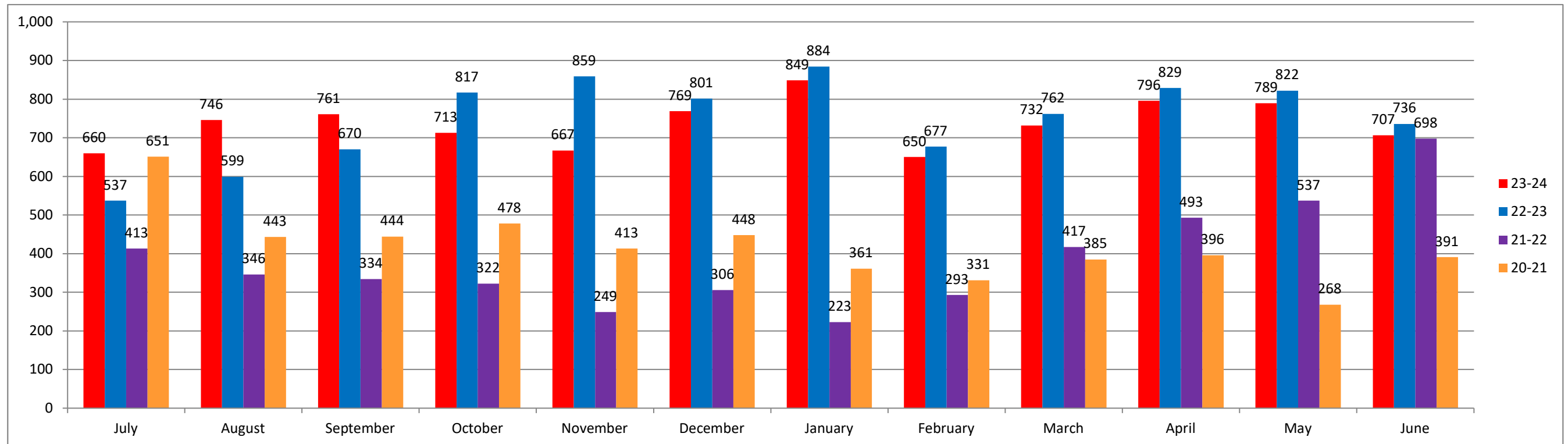
FY 21-22 service versus 20-21

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
20-21	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
23-24	660	746	761	713	667	769	849	650	732	796	789	707	8,838	-155	-1.73%
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 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	
23-24	660	746	761	713	667	769	849	650	732	796	789	707	8,838	
Month Rides	660	746	761	713	667	769	849	650	732	796	789	707	8,838	
Month %	7.47%	8.44%	8.61%	8.07%	7.55%	8.70%	9.60%	7.35%	8.28%	9.01%	8.93%	8.00%	100.00%	Rides
Increase	22.91%	24.54%	13.58%	-12.73%	-22.35%	-4.00%	-4.00%	-4.00%	-4.00%	-4.00%	-4.00%	-4.00%	-1.73%	-155
							-35	-27	-30	-33	-33	-29	-359	

FY 22-23 service versus 21-22

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

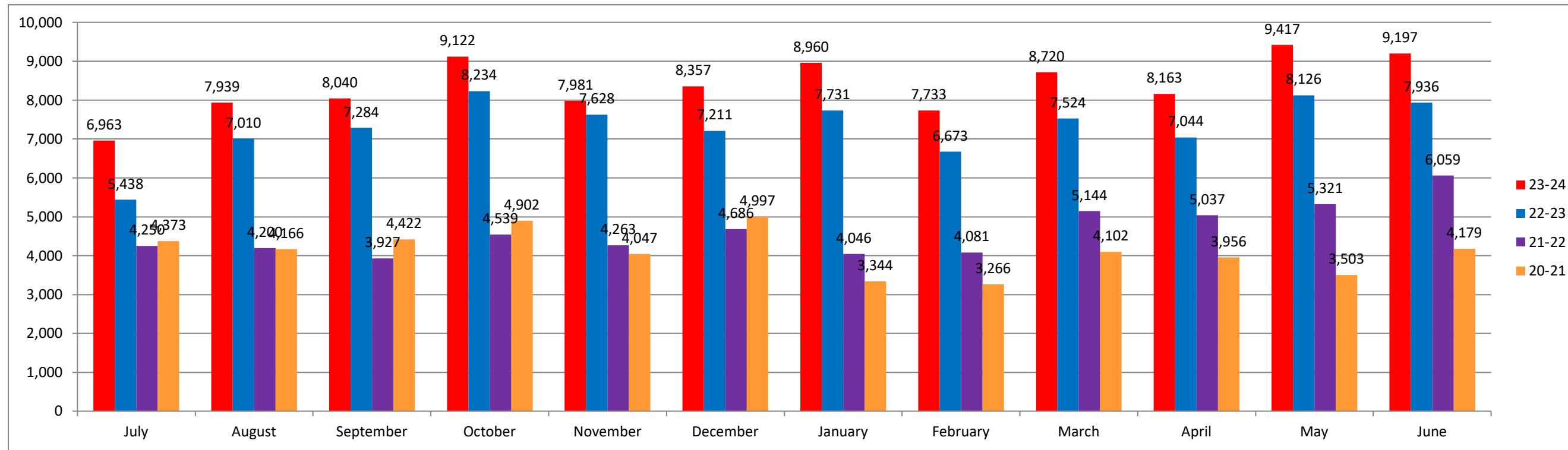
FY 21-22 service versus 20-21

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
20-21	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
23-24	6,963	7,939	8,040	9,122	7,981	8,357	8,960	7,733	8,720	8,163	9,417	9,197	100,593
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
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
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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
Historical Monthly Trend	7.98%	8.01%	7.51%	9.69%	8.12%	7.35%	8.75%	8.30%	8.62%	9.01%	8.66%	7.99%	100.00%

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	
23-24														
Month Rides	6,963	7,939	8,040	9,122	7,981	8,357	8,960	7,733	8,720	8,163	9,417	9,197	100,593	
Month %	6.92%	7.89%	7.99%	9.07%	7.93%	8.31%	8.91%	7.69%	8.67%	8.12%	9.36%	9.14%	100.00%	Rides
Increase	28.04%	13.25%	10.38%	10.78%	4.63%	15.89%	15.89%	15.89%	15.89%	15.89%	15.89%	15.89%	14.52%	12,754
							1,229	1,060	1,196	1,119	1,291	1,261	13,960	

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

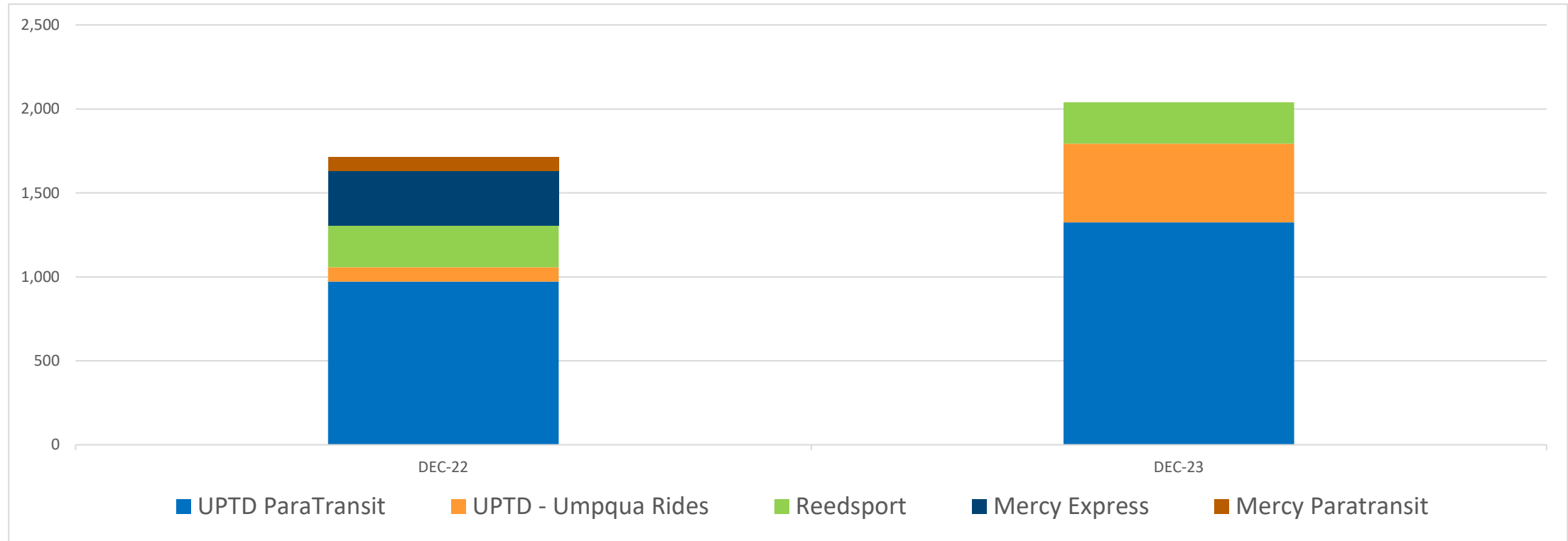
FY 21-22 service versus 20-21

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
20-21													
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%

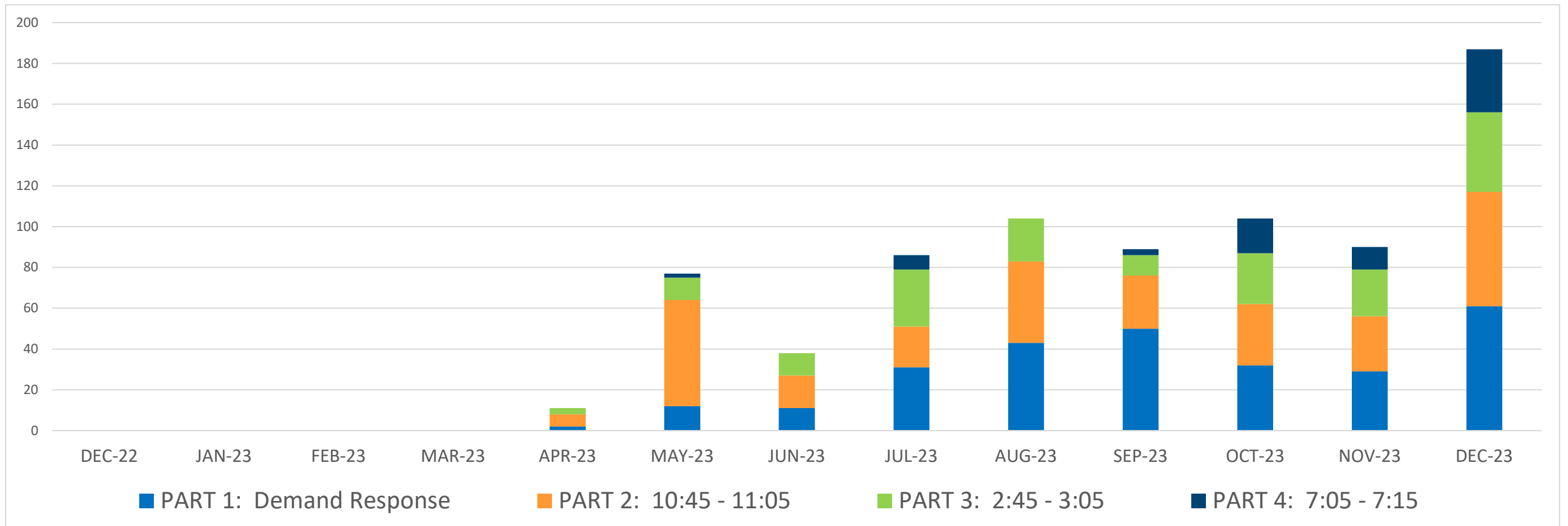
December 2022 vs December 2023 UPTD Demand Response Monthly Performance



	Ridership Comparison			
	DEC-22	DEC-23	Difference	
UPTD ParaTransit	972	1,324	352	
UPTD - Umpqua Rides	85	469	384	
Reedsport	249	246	-3	
Mercy Express	324	0	-324	
Mercy Paratransit	82	0	-82	
Total Rides	1,712	2,039	327	19%
Monthly Stats	7.26%	9.17%	1.91%	
Year End 20-21	20-21	23,580		
Year End 21-22	21-22	22,226		
Year End 22-23	22-23	23,253		
Year to Date 23-24	23-24	12,487		

**December 2023 - After operating successfully since July 2021 - services provided by a team consisting of providers in Reedsport, and UPTD Demand Response. Umpqua Rides has also been performing rides via brokerage system (Bay Cities) which reports separately so those rides are not included in this report.

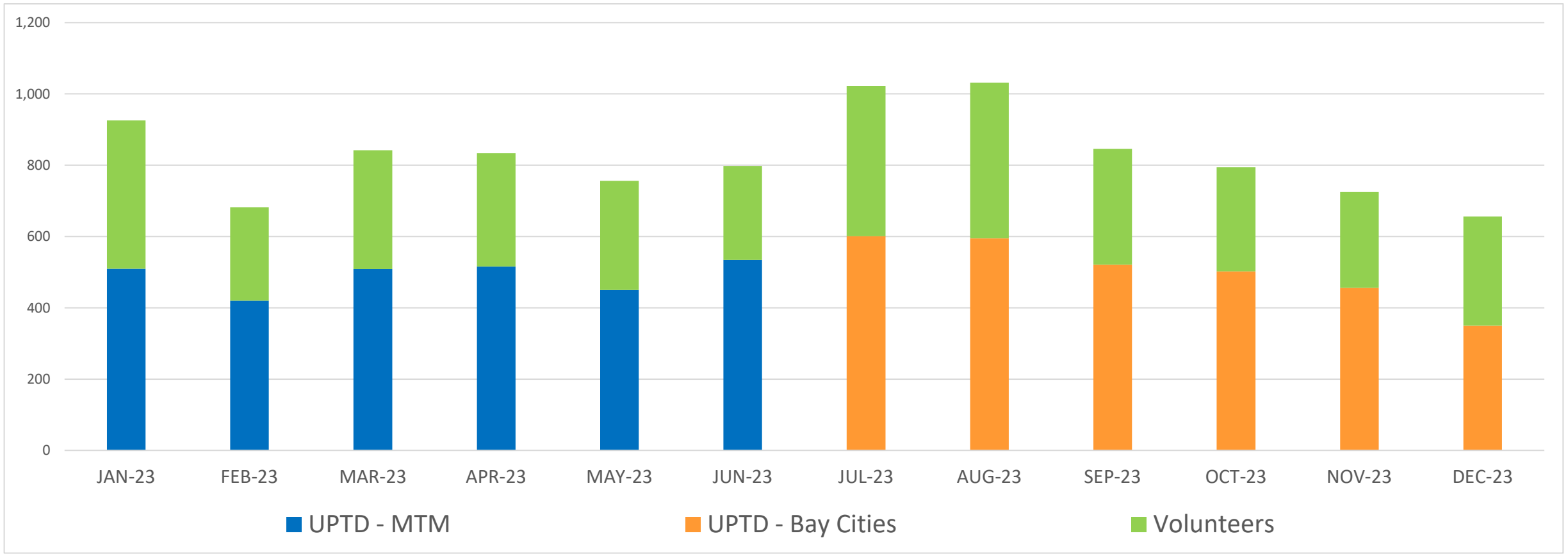
Sunshine Park Service - Roseburg
Service Started on 4/3/2023



Sunshine Park	QTR 2			QTR 3			QTR 4			QTR 1			QTR 2		13 Months	%
	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23			
PART 1: Demand Response					2	12	11	31	43	50	32	29	61	271	34%	
PART 2: 10:45 - 11:05					6	52	16	20	40	26	30	27	56	273	35%	
PART 3: 2:45 - 3:05					3	11	11	28	21	10	25	23	39	171	22%	
PART 4: 7:05 - 7:15					0	2	0	7	0	3	17	11	31	71	9%	
Total Rides	0	0	0	0	11	77	38	86	104	89	104	90	187	786	100%	
Total RSH					24.03	29.01	27.53	24.82	28.67	26.28	29.50	27.39	27.42	244.65		
Total RSM					542	634	630	595	644	573	586	569	560	5,333		
Rides/RSH	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.46	2.65	1.38	3.46	3.63	3.39	3.53	3.29	6.82	3.21		

**

2023 Calendar Year (January 2023 thru December 2023)
Medical Transportation



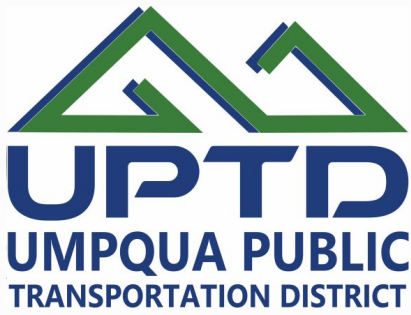
Umpqua Rides	QTR 3			QTR 4			QTR 1			QTR 2			12 Months
	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	
UPTD - MTM	510	420	509	516	450	534							2,939
UPTD - Bay Cities							601	595	521	502	456	350	3,025
Volunteers	416	262	333	318	306	264	422	437	325	292	269	306	3,950
Total Rides	926	682	842	834	756	798	1,023	1,032	846	794	725	656	8,988
Total RSH	1,114.36	830.33	972.46	915.21	976.27	995.28	1,028.60	1,063.39	930.78	911.95	851.62	803.42	11,393.67
Total RSM	27,753	18,056	24,435	21,634	22,201	22,609	23,713	24,983	21,373	18,473	18,505	19,326	263,061
Rides/RSH	0.83	0.82	0.87	0.91	0.77	0.80	0.99	0.97	0.91	0.87	0.85	0.82	0.79

**

December 2023 General Manager's Report

Completed and ongoing tasks:

- Attended the National RTAP Conference, 12/01-12/07.
- Re-evaluated HR Specialist duties, responsibilities. Modified position title to HR Director. The level of performance has very quickly shown that she is the optimal "Point of Contact"
- in my absence. She has developed good rapport with staff and is actively working with them to resolve all HR issues including new hire orientation, performance reviews, benefits, workman's comp, documentation and termination.
- Brought our new website live through Streamline.
- Attended the OTA Board meeting, STIF Policy and Revenue subcommittee meetings.
- Recovered all passwords and access to Executive Assistant position
- Interviewed for the Executive Assistant position.
- Continued to provide information to Umpqua Bank regarding opening a line of credit.
- Completed installation of 2-way radios on all Demand Response vans.
- Completed wraps of all new vans.
- Attended virtual trainings for Financial Management.
- Started regular Management Team meetings.
- Met with Jennifer Boardman to discuss DCE and potential questions FTA might have regarding our project.
- Spent an extensive amount of time going through electronic files after termination. Worked with Systech to secure all programs.
- Received daily updates on HR issues.
- Worked to resolve documentation issues found with reimbursement requests. Did not complete this project until after the 1st.
- Met with Jennifer, Marsha, Stephanie and Joseph from ODOT regarding reporting as I did not complete review of the quarterly reports prior to leaving on vacation and I did not work to complete them while on vacation. It was after this meeting the I was able to dive into the financial piece that was presented with the Financial Report.
- Brainstormed with Selena regarding bringing on more volunteer drivers. Then we found UCAN is closing their volunteer driver medical transport program. We will be able to bring at least three of their drivers over to work with us as of 1/12/2024.
- I finished the year with 11 days of vacation, and spent much of December coaching, teaching and learning so my report is short.
- Happy New Year.



Executive Director Evaluation Form

Process

- A. The board should assign a small group or one person to managing the ED's evaluation. This can be board officers, or a task force created for this activity.
- B. The Executive Director should review the process and instrument(s) with that committee prior to the start. This can be as simple as an email or as deep as a group discussion about goals of the evaluation.
- C. The board representative can collect the information from respondents.
- D. An executive session of the board (perhaps 1 hour without any staff present) should be held to discuss the survey results and general comments.
- E. Relaying the information to the executive should be handled by the board chair or another assigned member(s).
- F. The executive's chance to respond (in person or in writing) to the full board.
- G. The review and the response (if there is one) are placed in the executive's personnel file.
- H. The Board will review to decide on any form of potential compensation.

Performance Review for Executive Director

Survey Form for Board Members

Period under review: example: January - December 2022

Period in which review took place: example: February 2023

Signed by _____ Name: _____ Title: _____

- **Exceeds:** Performance over a sustained period of time clearly and consistently exceeds expectations and is outstanding. Both results and how they are achieved are outstanding.
- **Meets:** Solid and occasionally impressive performance.
- **Imprvmnt needed:** Performance is frequently unsatisfactory

All members of the board should complete this form and submit via mail or fax) to sthompson@umpquatransit.org The executive director should complete the form and bring to the discussion with the Executive Director performance review committee (alternatively: send to the review committee in advance of the meeting).

1. Overall organizational performance	
a. Works with the board and management staff to develop strategies for achieving mission, goals and financial viability.	Exceeds Meets Imprvmnt Needed
b. Appropriately provides both support and leadership to the board.	Exceeds Meets Imprvmnt Needed
c. Demonstrates quality of analysis and judgment related to progress and opportunities and needs for changes.	Exceeds Meets Imprvmnt Needed
d. Maintains and utilizes a working knowledge of significant developments and trends in the field	Exceeds Meets Imprvmnt Needed
e. Builds respect and profile for the organization in its various constituencies. Supports the overall field in which the organization works.	Exceeds Meets Imprvmnt Needed
f. Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs with excellence and impact	Exceeds Meets Imprvmnt Needed
g. Comments on overall organizational performance:	Comments:
2. Community leadership	
a. Serves as an effective spokesperson. Represents the organization well to its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public	Exceeds Meets Imprvmnt Needed
b. Establishes and makes use of working relationships with organizations and individuals in the field.	Exceeds Meets Imprvmnt Needed
c. Sees that communication vehicles are developed and utilized well.	Exceeds Meets Imprvmnt Needed
d. Comments on community leadership:	

3. Administration and Human Resources			
a. Establishes and leads an effective management team	Exceeds	Meets	Imprvmnt Needed
b. Recruits and retains a competent and diverse staff	Exceeds	Meets	Imprvmnt Needed
c. Maintains appropriate balance between programs and administration	Exceeds	Meets	Imprvmnt Needed
d. Ensures that procedures and organizational culture maximize involvement	Exceeds	Meets	Imprvmnt Needed
e. Ensures compliance with relevant workplace and employment laws	Exceeds	Meets	Imprvmnt Needed
f. Sees that employees are licensed and credentialed as required and that appropriate background checks are conducted	Exceeds	Meets	Imprvmnt Needed
f. Ensures that job descriptions are developed and that regular performance reviews are completed and documented	Exceeds	Meets	Imprvmnt Needed
g. Leads staff in maintaining a climate of excellence, accountability, and respect.	Exceeds	Meets	Imprvmnt Needed
h. Comments on administration and HR:			

4. Financial sustainability and mission impact			
a. Assures adequate control and accounting of all funds, including maintaining sound financial practices	Exceeds	Meets	Imprvmnt Needed
b. Sees that programs and activities are developed, executed, modified and dismantled to maximize mission impact	Exceeds	Meets	Imprvmnt Needed
c. Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate	Exceeds	Meets	Imprvmnt Needed

d. Sees that official records and documents are retained; sees to compliance with federal, state, and local regulations	Exceeds	Meets	Imprvmnt Needed
e. Develops realistic, ambitious plans for acquiring funds	Exceeds	Meets	Imprvmnt Needed
f. Jointly with the Chair of the board, conducts official correspondence for the organization, and jointly with designated officers, executes legal documents appropriately	Exceeds	Meets	Imprvmnt Needed
g. Successfully involves others in grant writing and income generation.	Exceeds	Meets	Imprvmnt Needed
h. Establishes positive relationships with institutional funders such as foundations, government agencies, churches, corporations, and so forth.	Exceeds	Meets	Imprvmnt Needed
i. Comments on financial sustainability and mission impact:			

5. Board of directors			
a. Appropriately involves and engages the Board Chair	Exceeds	Meets	Imprvmnt Needed
b. Provides appropriate leadership to the board	Exceeds	Meets	Imprvmnt Needed
c. Sees that board members are kept fully informed in a timely way on the condition of the organization and important factors influencing it	Exceeds	Meets	Imprvmnt Needed
d. Sees that board committees are appropriately supported	Exceeds	Meets	Imprvmnt Needed
e. Works with the board officers to ensure that the board is an effective as a body and that recruitment, involvement and departures of individual board members are effective	Exceeds	Meets	Imprvmnt Needed

f. Comments on the board:

6. Are there additional comments you would like to make that are not within the above categories?