



**Special Board of Directors Meeting**  
Umpqua Public Transportation District Monday,  
March 18, 2024, 12:00 p.m.  
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Approved Meeting Minutes**

Meeting Called to Order at 5:30 PM by Chair Trotter.

Roll Call taken by General Manager.

Sarah Thompson - P

Mike Baker - P

Tom Trotter - P

Lonnie Rainville - P

Janice Baker - P

Doug Mendenhall - A

Michaela Hammerson - P

Pledge of Allegiance was recited.

Discuss RLS Audit/Review Recommendations

Started with Observations and Recommendations.

**Organizational Structure**

**Observation.** The District was not sufficiently staffed in its initial operations. The organizational structure as presented during this review appeared consistent with peer organizations of comparable size.

**Recommendations.** One priority position that was currently unfilled was the Administrative Assistant. Filling this position could reduce the work burden on the General Manager who will be tasked with reducing expenditures and services over the coming months. This recommendation is held in abeyance pending other preliminary findings of this review.

Hiring freeze was recommended. It was noted that the freeze did not include vacated driver seats. Everyone agreed to hiring freeze.

**Internal Controls**

**Observation.** ODOT uses a series of internal control standards that should be implemented by every subrecipient transit agency. These controls include elements such as sufficient segregation of duties to ensure a system of supervision and approvals for agency expenditures.

**Potential Causes and Remedy.** Implementing sufficient segregation of duties can be challenging in a smaller organization. Nevertheless, policies and procedures should be in place to implement some level of internal control.

Director Thompson asks "What internal controls are in place? Do we have an internal control policy?"

General Manager states the only internal controls are found within the Financial Policy that was recently revisited with Cash Handling portion of the Policy.

Director Rainville asks "What are the internal controls in place to ensure separation of duties between the Accounting, HR, Payroll, Executive Leadership?"

General Manager states there are only two of us that have access to the bank account and only the General Manager and the Board Chair have access to sign a check. Beyond that, it comes down to our Financial Policy.

Vice Chair Thompson requests a copy of the Financial Policy be emailed.

### **Financial Management Systems**

**Observation.** UPTD uses QuickBooks as its accounting software. This software was not designed to meet generally accepted accounting principles. Importantly, the software lacks the native functionality to meet the financial management system requirements imposed by 2 CFR § 200.302(b)(1) – (5). The District has developed some workarounds to effect some of these requirements but the shortcomings of this software cannot be overlooked.

**Potential Causes and Remedy.** The rationale for the initial acquisition of this software was not determined; however, both the District’s auditor and the review consultant recommend that the District consider the acquisition of more robust accounting software designed to accommodate local governments that extensively use grant revenues.

Transitioning software systems is a complex task; it is not recommended that the District pursue this recommendation until the immediate financial crisis is addressed.

Vice Chair Thompson states we need to have an implementation plan to submit with our report to ODOT so we need to discuss our timeline, breakdown what those man hours are and possibly a cost.

General Manager offers to email the quote we recently received.

Director Rainville states these systems are not cheap and we are already in a financial situation and he sees there is a drastic need to have a software package specific to our District but when you are dealing with an issue of financial concern, are there grants or does ODOT have funding that would help us implement a new system? Until that is solidified, I think we put a plan in place, Sarah’s observation is great. We need to have a plan and a path forward and part of that on the front end should be securing funding for an IT package.

General Manager agrees that we could apply at the beginning of next year. Recent grant opportunities were not targeted to technical assistance or technology. They said the target should be 2-3 years to get us through this before we try to switch over. If we apply next year, the grant is awarded in July. Then there’s a procurement process. We would be in alignment with that 2 years and the company we got the quote from said that it would be a year for implementation.

Vice Chair Thompson asks if the Board would be comfortable with a 5-year timeline. Director Rainville states he would like to see a 3-year. Chair Trotter asks if that is a subscription software or one time cost. Response is there is a setup fee and a monthly subscription. Within 3 years is a reasonable timeline. Subscription would become part of our operations and be built into our Admin cost. Chair Trotter asks if it would then be covered by STIF funds. General Manager states it would be built into a project.

## Single Audits

General Manager states when the District was formed, we were not required to do an Audit, we were able to do a Filing in Lieu of Audit, which we did. Right about the time that we were in the process of obtaining this building, bringing me on as an employee and then followed very quickly by bringing over the Transit Drivers, that timeframe is when we when we went out for the RFP for the Auditors. By the time we completed the RFP we were well into the 2020 challenges and the start of the audit was delayed by the combination of all of those things. Then when Sheri, our Finance Manager, came on board in 2021, she helped us walk through that first audit and became very familiar with our accounting system, helped move Quick books over, that was originally started with our accountant and moved that into what we currently have today. She has been working on that with the auditors ever since. As a result, the observations with the audits are hindsight. By the time that we started into the second audit, a lot of the corrections had already been implemented, however, they still showed up in the second audit because they had not corrected prior to the completion of that year. And now we are in a position where our audit will not be completed by the end of March which is what is addressed here.

Director Rainville questions the timeline for FY23 audit, do they know when that is going to be finished? Sheri responds that they have been working on it and they have requested information and we've been sending them information but they do not anticipate it being done. General Manager states that Sheri has been very proactive and has provided the reports they need as we proceed through the year. Sheri states that the auditors said that last year they had 8 single audits and this year they have about 28. They are not waiting for anything from us.

## Response to Single Audit Findings

**Observation.** It is management's responsibility to respond timely to audit findings. Management generally provided a timely response to each finding; however, due to the number of repeat findings, the corrective actions proposed were either not implemented or not effective in remedying the audit finding.

Director Rainville states we can put this one on hold until we receive information from the audit.

General Manager states we can revisit the four findings from the previous audit and provide information to you that states how we are resolving those issues. General Manager will send to Vice Chair Thompson.

## Untimely Submittal of Grant Reimbursement Requests

**Observation.** During the last biennium, UPTD was late submitting requests for payment in all eight quarters. Timely submission of required quarterly reporting is a condition of the grant award; continued failure to meet these conditions could result in suspension of payments.

Vice Chair Thompson states that we need more information on... they state that the reports that we are submitting while are not on-time are not accurate and not drawn from the general ledger, which is concerning. The discrepancy not being identified yet is something we need to make a plan for.

General Manager states not being drawn from the general ledger comes from not having a prudent reserve. With all of the funding going into a general fund, basically since we started the District, and that is one of the findings is that funds we were drawing from each grant for reimbursement, we were doing that on an Excel spreadsheet instead of from the general ledger within Quick books. Sheri, I believe, now has that setup to where we could do that but the challenge being that reserves have been expended for the current expenses and they are not going to be completely reimbursed cause part of that, the STIF funding is paid in advance. Sheri states that in Quick books she has job codes that coincide with all of our grant numbers. The STIF plan is the only grant that we actually get our money up front where we could do draw down. Everything else is reimbursed but she can code those expenses that she knows are going to go toward those grants, we know how much those grants are. She does a P&L when we do quarterlies and she exports them from Quick books to help us do the reports. Then this feeds into the spreadsheets.

Director Rainville states he knows this will come when you get the software package, but in all reality, everything should be tracked through an accounting software and pulled from the general ledger. There shouldn't be any outside tracking. There shouldn't be anything that's outside your accounting software. If that's happening, it creates these potential issues. Don't know if there's a way to push that now with what you're using and just use the Quick books to generate these reports. If it's not in the system, it should be put into the system, that way the system is actually tracking it.

Sheri states it's already in the system. Director Rainville responds, then this can be resolved. Sheri responds, it can be resolved. It's a work around but it can be resolved. Everything is in there. I have job codes for every grant and for every fiscal year they are in place.

Jennifer states she thinks that we also need to put something in this one on how we are going to get our grant reimbursement requests done in a timely fashion. That needs to be highlighted.

Vice Chair Thompson state that was her next question.

Director Rainville states if it's all being pulled from the general ledger, you should be able at the end of the quarter to pull the report and with everything in there, it should be able to be uploaded to OPTIS. There shouldn't be a delay.

General Manager states the we were able to do the last one in a timely manner and I believe if we follow that same path of travel going forward that we will be able to get them submitted in a timely manner.

Sheri has a question for Jennifer stating if we are using only the general ledger, do we still need to submit an invoice or do we just submit the general ledger as a backup?

Jennifer states it depends on the expense. A contracted operations expense you can, however, part of her oversight is requiring you to provide one of the things that Rich and Drew have mentioned, is that she is actually going to have to get the invoices because that's going to be something that they are going to want me to lookover for each individual expense so it could be additional work on your part. For everything. That was her understanding from Rich and Drew was that she was going to have to start getting documentation.

Director Rainville asks if Quick books has note line where you can make a note on your entries. By doing that it will help you with this and you'll have it documented what transaction was for. Sheri responds she is doing that.

Vice Chair Thompson states for our report back can we put in actual...

Jennifer suggests she would list the steps you're taking, whatever you did last time to get it done in a timely fashion, that's what she would list. Also, what you would do where it said "There are substantial differences between agency and ODOT-reported balances". It sounded to her like there are some of our STIF reports from past that possibly could have the wrong numbers entered because those STIF funds are gone and if you utilized them for Operations then that needs to be noted in the reports because what ODOT is showing you should have in the bank is much different than what you have in the bank because they have what we reported. If you spent those funds on something different, then it needs to be reported in OPTIS.

Sheri asks if they have to reopen those reports for that timeframe. Jennifer confirms they have to be reopened and be done in order so if you have to modify something back to 2018, you have to open all of them and then start back tracking through time. Start with the oldest and work your way forward.

Vice Chair Thompson confirms that was something that Drew was saying he could help with. So, in the plan going forward, should ensure that Drew gets with Cheryl and Sheri and works with them to figure out when the discrepancy started and how we can correct it.

Jennifer adds and get the accurate information entered into the report.

Director Rainville states we almost need to go quarter by quarter to reconcile it.

Discussion followed regarding the submission of invoices.

## **Cash Flow Analysis**

**Observation.** An examination of cash flows (expenditures and revenues over the last 38 months) was undertaken as part of this review. Monthly cash-flow analysis is not a routine aspect of reports provided to the Board.

General Manager stated that there were 18 months of profit and loss statements that were referenced in the report, attached to their email as requested by Chair Trotter.

Chair Trotter asked if we would now be receiving the P&L Statement in their Board Packet. This statement will be provided along with the Financial statement and Sheri provided information regarding a Variance Report that was requested.

General Manager commented on the paragraph that states:

Calendar year 2023, however, was much different; the magnitude of expenditures over revenues rose to \$-86,542.05; the net result was the bank balance on 12/31/2023 was \$313,810.25. By February 29, 2024, was \$23,248.53.

This change coincides with when we implemented the increase in service to Winston and Sutherlin which triggered the ADA ParaTransit requirement. One of the recommendations is something that Randy is looking into which is to reduce that service to commuter again as opposed to the hourly fixed route which would reduce the FTA Paratransit requirement and allow us to go back to Demand Response on a space available basis instead of a guaranteed ride. This would reduce the demand on our demand response drivers and allow us to move one

of them over to medical transportation providing that we can show that medical transportation is actually making a profit.

Vice Chair Thompson asks if we are also doing a review of other routes and lines and what isn't? Confirmed by the GM.

Vice Chair Thompson states that part of our plan is that this will come to the Board within the next 3 months? General Manager responds that it probably needs to come forward with the budget which would be April 1<sup>st</sup> when we send the budget out to the committee. That puts it up for discussion within the budget meetings.

Director Rainville states for this fiscal year, I think we need to do something that will reduce it for this fiscal year. That's the budget role for next year but I think we need to look at what are we doing this year.

General Manager responds that one of those things was to reduce the overtime.

Director Rainville states and these routes need to be reviewed. GM responds that Randy is doing that now.

Vice Chair Thompson asks if we currently have anything in place right now that the Board is the approver of implementing new service or expansion?

General Manager states she does not know that there's been a process to approve it but it's been a discussion every time we've made a change to service. With the STIF plan, being able to implement this project or that project is something that we have always brought in front of the Board.

Vice Chair Thompson asks if the Board thinks that we should have something in place where we have to, before it is implemented, have a discussion and a vote on it? And have management bring us the revenue statement that supports how we are going to implement it, or expand it?

Director Rainville agrees with that.

Chair Trotter believes that would be smart.

Director Mike Baker agrees.

Director Hammerson agrees.

Vice Chair Thompson asks if GM can put together a resolution for next months Board Meeting, and asks if there is anything else anyone has feedback on. No response.

### **Review of Records and Report**

Vice Chair Thompson states she thinks we have already discussed this one. Adding the financial piece to our Board Packets, and then more timely submittal of Board Packet to Board Members.

General Manager asks clarifying question, what does that look like to you?

Chair Trotter states he's not sure if it's just Transit Districts but it's common for it to be 7 days prior to the meeting.

Vice Chair Thompson confirms that 7-10 is the general standard.

General Manager responds, with our Board Meetings being held on the second Monday, if the 1<sup>st</sup> falls on Monday, like it does for April, there are 8 days, 5 of them being working days, between the end of the month and the Board Meeting which makes it much more difficult to meet that timeline.

Director Rainville asks if there is a way to slide it to the 3<sup>rd</sup> Monday, which is a week that would provide that additional time for reporting?

General Manager responds that's something that would need to be decided in a Board Meeting.

Director Baker asks, why wouldn't you just start the packet earlier?

Finance Manager responds, there are going to be some pieces, especially the financial piece that, if the 1<sup>st</sup> falls on Monday and that's the first Monday and that's when you want everything to be due, she won't be able to reconcile the bank account and do everything until she can go online and get the bank statement.

Director Rainville states there are months and he has experienced this as well in other areas, having it the second week does create a financial reporting crunch during certain months. If we slid it one more week, that typically eliminates the financial reporting issues.

Director Mike Baker, Vice Chair Thompson, Director Hammerson and Chair Trotter agree.

Vice Chair Thompson states it's a resolution because it's in the bylaws.

General Manager will bring resolution to the next Board Meeting.

Director Hammerson asks if we can't vote to set aside the rules if we are all here?

General Manager responds, in a Special Meeting we are limited to discussing the one item.

Finance Manager clarifies, this next meeting is April 8<sup>th</sup> and you are expecting that information to be to you on the 1<sup>st</sup>?

Vice Chair Thompson advises that since we are already in this discussion, this next one will be fine and we're going to vote to move it so the following meeting is when that expectation would occur.

Director Rainville asks that it be sent by Wednesday.

Director Baker states that it should be a hard date but sometimes things pop up between when you send the agenda out to the Board but the agenda can be modified at the beginning of the

Board meeting too. A lot of Boards will just have a revised agenda that evening, not often but once in a while.

## **Liquidity Analysis**

Vice Chair Thompson states she thinks we have already discussed this as well. The only thing we didn't discuss in the earlier conversation was the summary of the net position. Inquires as to whether that is something that is readily available.

Finance Manager states it is and the P&L will/should answer that. The only thing the P&L doesn't have on it is our current bank balance. It shows what came in and what went out but doesn't show what the bank balance was but she can put something together.

Director Rainville states he usually has seen it used with a Cash on Hand report.

General Manager states that this really also speaks to the fact that virtually everything we have had on hand since we started the District has already been allocated to a project by the time it hit our bank account. This is also something that we were speaking to in the conversations about cash reserve and having a prudent reserve which we have recently discussed in our meetings.

Chair Trotter inquires, what does the word mode refer to in the Summary statement?

General Manager responds, Fixed Route, Commuter Route, Demand Response, ParaTransit.

## **Other Observations**

### **Improve Internal Communications**

Vice Chair Thompson inquires whether we have position descriptions for everybody in the agency and requests General Manager send those to her. In addition, as the Board is not involved in day-to-day oversight of operations, can GM send suggestions around this topic or ideas to implement?

General Manager states that since Becky came on as the HR Director, and relieved the HR work from my desk, it has opened us up time to be able to have regular staff meetings, which we have been doing since November. We can absolutely do them more often if staff are feeling information is not communicated but she also has an open-door policy where, if they have any questions, they can absolutely come speak to her directly as well. And yes, she will put that into writing.

### **Better Integration of Planning**

Director Rainville states that the Resolution about having the routes brought to the Board for review and having the analysis done on the profitability and sustainability of each route will help us with this one. He thinks by doing that planning and that work it will help with this.

Chair Trotter adds, it's another set of eyes.



## Action Plan

Vice Chair Thompson inquires, is the Board in Agreement with all of these actions and is there anything else that you feel we should add to it?

Chair Trotter notes possibility for fare changes is not included. GM responds that during the discussion that we had during the review, it was discussed that when you increase fares, it has a proportional effect on the number of people riding. It does increase the income initially but then tends to level out over time due to the reduction in the number of people riding the system.

Chair Trotter realizes and notes that Tri-Met increased fares last year but that took a while to approve. Continues, what about salaries and wages?

GM responds that they didn't actually say they were recommending a wage freeze that but it's probably optimal.

Vice Chair Thompson inquires, how much is in storage and is there enough room in the downtown office to store it there?

GM responds yes, it's all of the boxes and furniture that came over from Douglas County when we took over the program, before we had a building.

Director Rainville states he agrees with all of the ones here and would ask that staff present additional ideas.

Director Mike Baker asks could we surplus the stuff we're not using from Douglas County?

Finance Manager responds there's not that much furniture, it's mostly documents.

Director Mike Baker states if we have furniture, why keep moving it, just get rid of it.

GM responds, some of the additional recommendations that we had made as staff, the obvious cuts would be Christmas party, picnic, things of that nature. Things that we had typically used medical transportation funds to cover because it's not something you can expend Federal Grants for but that makes a pretty minimal dent. As we go through the budget process, we should be able to make some cuts.

Director Rainville inquires, did they list a target number that we are trying to reach?

GM Response, it is not listed but we know from recent internal Budget meetings that the number is between \$700,000 & \$900,000/year.

Finance Manager clarifies that the number is closer to \$750,000.

Director Hammerson asks for clarification, what the amount is? That's how much we need to reduce? GM responds, yes, to present a balanced budget.

Finance Manager states she recently started entering the numbers into the new budget and with the current federal awards and the STIF Plan money, using expenses in line with actuals and project it out, we're in the red.

Director Hammerson states we have to reduce our expenditures but do we have any plans to increase our revenues to sort of offset some of that? What ideas are we looking at in terms of are we consistently collecting a reasonable fare for travel, is there any ability there to create additional revenue or are creating routes that would generate revenue?

General Manager responds, none of our routes turn a profit. There is a fare revenue recovery that we look for but it is generally less than 10% per route.

Finance Manager adds that the farebox revenue is only \$145,000.

Director Hammerson asks if there are any changes that we can make to that to increase that income?

General Manager responds that the income that we have actually been looking at is the Medical Transportation volunteers. They are the piece that really increases the revenue.

Chair Trotter asks, didn't they say at the exit meeting that it's more profitable if you can get a contractor for that service, like Mercy Express used to do?

General Manager responds, yes with contract revenue. So, if we had a contract with Sunrise Enterprises to transport their developmentally disabled clients. That is generally a type of contract that would create income. But we really don't have a whole lot of opportunity for those types of contracts here.

Director Mike Baker responds that part of that would be if you had a vendor that would provide Dial A Ride services, the cost would decrease because the match goes down to 10% instead of the 40 some percent that would save us a bit of money.

Chair Trotter inquires, didn't that increase the cost last year when we lost Mercy Express? But we'd have to do an RFP for that right? And last time there were only 2 people that were interested and only one person got back to us? Was that what happened?

General Manager responds, yes there was only one qualified response.

Director Baker states that does not mean there would not be other ones.

Director Rainville states that's an option we want to look into.

Engaging with the cities again is another option that was brought up during the review. When we went into the STIF funding and created the District, the majority of the cities looked at that as opportunity to no longer provide a contribution. What the reviewers highly recommended was that we re-visit that. I know that city of Myrtle Creek has offered to enter into a contract with us and I can reach to the other cities, Roseburg, Winston, Sutherlin, Riddle and Canyonville and we can attempt to put those contracts back in place.

Chair Trotter inquires, wasn't Winston in the news last year for having pretty serious budget problems?

General Manager responds, that's entirely possible, but we can start small and work forward.

Director Rainville states that the way cities are being funded right now, especially the small cities, funds are extremely tight.

Vice Chair Thompson inquires, do we have contracts on our radio advertising? Do we enter into contracts on those?

General Manager responds that she has a meeting scheduled with the gentleman that manages our contract and the intent of that meeting is to either eliminate our advertising or severely limit the amount of our advertising.

Chair Trotter states that would be a big chunk out of \$750,000.

Chair Trotter asks if we have much fare evasion.

General Manager responds no, having one door on the buses does not allow for that. The drivers have really good control over that. The only time it was an issue was when someone was selling copies of their bus pass for \$5 apiece.

Vice Chair Thompson inquires about current tenant leases.

General Manager responds that we have reduced the amount that the folks downstairs had been paying when we took the office space they had previously utilized and used it to create the HR Director's office. The plan is to look at fair market values for the size of the space. Rent is currently \$300 which is reduced from the \$500 they were paying but that was also written into the purchase of the building. We have until October left on that agreement.

Vice Chair Thompson reminds us there are rules and laws that apply to rent increases and notices.

Director Rainville inquires regarding the foot traffic into that building.

General Manager states not sure but it's significant with the number of passes sold.

Director Rainville redirects to what's the number of people that actually enter the building? He'd like to see that tracked. Do we need to have that lease down there or can we run it out of here?

General Manager states, then we would eliminate the drivers place to use the restroom and take a break.

Director Rainville asks, downtown? Can't they do it here?

General Manager responds, their stop isn't here.

Chair Trotter states there are other Transit Agencies that have agreements with businesses and on your route, they tell you where you can use the restroom. Not sure if would be cheaper but we could look into it.

Director Mike Baker states, potentially you could provide a bus pass for there employees in exchange for use of the restroom.

Director Hammerson states, the Courthouse is down there, it's a public building.

General Manager responds that in order to meet the ADA requirements, we have to have a place, that is accessible for people to purchase their passes.

Director Rainville states they can come here. This facility.

General Manager states that would be difficult.

Director Rainville states it's an option. We have to look at the options, that's what we're trying to do here. \$750,000 is a big pill to swallow, we have to look at all of the options.

Operations Manager adds one of the things to consider is the ADA accessibility issues from the downtown connection center to the downtown office is fairly minimal but if we were to let someone off down here at Kowloons and they had to come up this hill in a mobility device, that would be a barrier to their access to Public Transportation.

Director Rainville states he thinks we have a ? over here, would they be willing to help with pass distribution? There are other avenues. City of Myrtle Creek, we would be willing to sell passes. There are other avenues.

Director Baker states at this point, we just need to explore options and then make a recommendation on how to proceed.

Director Rainville states, basically, here's a \$750,000 target. Here's your options to get us there and you either subtract out or add to, but the bottom line is we have to find \$750,000 that we have to cut.

Chair Trotter states, he thinks those are good ideas. I imagine Community Partners would be happy to help if it means the service is going to continue. They have a vested interest in this continuing.

Vice Chair Thompson inquires if there are any further comments on this topic.

Director Hammerson states, just to circle back on the fares. They haven't been updated since 2022, correct? Can we look into that? Not looking at increasing the qualified reduced fares but possibly the regular fare and how is that comparable to other systems? Is this consistent with what we would expect to pay in other places? Not in larger areas, Portland probably charges more, and Los Angeles does, she just did it when she was down there not that long ago. One dollar is fairly inexpensive.

General Manager responds, that was a target to the population that we serve when the Board made that decision.

Director Hammerson responds, right and like I am saying, the qualified reduced fare is something that we want to be really careful about, we don't want to overprice people who really do need those discounts. But, some people taking the bus maybe don't need those discounts and maybe we need to take a look at what regular fare is and make sure that is consistent with what expectations are in other places around the state. People pay for Ubers, outside of this area, they pay significantly more than one dollar for one way so those expectations may not be consistent with this fare but I go, that is very inexpensive.

Chair Trotter responds, stating some Transit Agencies have changed to blanket fare prices, but you can also do fare prices based off of geographical boundaries. So, the idea is the further you go, you might have to pay a little extra. Not sure if that would be too costly to try to implement that cause that might have a cost associated with it. But if you're just going to ride around in the city that you're in that would be one price but if you're going to go intercity that would be a higher price potentially.

Director Baker notes that you also want to look at ridership and what that does.

Chair Trotter adds that it might be expensive to even try to raise fares from the standpoint that you might have to implement surveys.

General Manager responds, yes, surveys and public involvement.

Chair Trotter so really there would be a cost associated with figuring out whether a fare change is feasible vs. keeping it just the way it is. That's a concern.

Director Hammerson states if we're bringing in \$100,000 for fares, and we increase from \$1 to \$2, what does that do to our income?

Chair Trotter: Doubles

Director Baker states he doesn't think it doubles it because his guess is that your ridership will go down.

Chair Trotter asks how long the fare had been at that price previously.

General Manager responds since 2013, possibly 2012.

Director Thompson asks, wasn't that part of a STIF project? We did that because we had it in a project to reduce fare?

General Manager responds that we do have a minimal project to reduce fares for kids. Kids Ride Free program.

Chair Trotter states it could be something to look into and have more information at the next meeting possibly?

Director Hammerson states there might be an opportunity to create special routes that are sold at a higher fare. For instance, we have a lot of local wineries. You could do a wine tour route on the weekends, targeting people who don't necessarily have a financial need but that could bring additional money. Fun sort of tours or something like that.

General Manager responds she can look into the rules surrounding those types of services.

Director Hammerson states she thinks the local businesses would appreciate us helping to support them.

Vice Chair Thompson states she believes that she has what she needs. We're going to have to take a vote on it, once it's complete. They need it by the end of the week so is that something we're allowed to do via email, or no? I think no.

Director Rainville states we can just do a quick Zoom call to do the vote. It wouldn't take but maybe 10 minutes.

Vice Chair Thompson says they need it by Friday so could we set something up for Thursday?

Chair Trotter states he really appreciates Vice Chair Thompson's knowledge on this stuff.

Discussion followed.

Chair Trotter calls for a Special Meeting on Friday, March 22, 2024 at 9:30 AM. The agenda item is to Approve the Report to ODOT. This meeting will be held with no public comment.

Vice Chair Thompson request the items discussed be sent to be included in the report.

**Meeting Adjourned – 1:24 PM**