

Regular Board of Directors Meeting
Umpqua Public Transportation District
Monday, February 12, 2024, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

AGENDA

1. Call to Order

2. Roll Call

Sarah Thompson
Janice Baker

Mike Baker
Doug Mendenhall

Tom Trotter
Michaela Hammerson

Lonnie Rainville

3. Pledge of Allegiance

4. Consent Agenda

- 4.1 January 8, 2024 Regular Meeting Minutes
- 4.2 January 2024 Preventive Maintenance Report

5. Financial Report – Sheri Bleau

- 5.1 January Financial Report

6. Public Comment for On Agenda Items Only

7. Old Business

- 7.1 Line of Credit update
- 7.2 Goals for the Agency

8. New Business

- 8.1 ODHS First Thursday Presentation – Kathryn Garland

9. Project Updates

- 9.1 Project Next Door – Grant# 35335, 5339 Capital
- 9.2 Lo-No Project – Grant# 35395
- 9.3 STIF Project Updates/Quarterly Reports

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)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

16. Adjournment

UPTD public meetings available virtually:

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

Meeting ID: 886 6079 5475 Passcode: 400004

Umpqua Public Transportation District, 3076 NE Diamond Lake Blvd, Roseburg, OR 97470 541-671-3691

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.

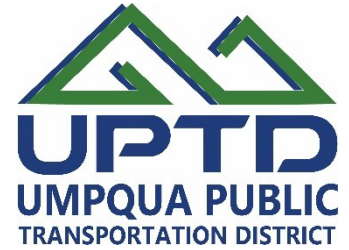
The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...]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



February 12, 2024, UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4

Agenda Item Title: Consent Agenda

Consent Agenda:

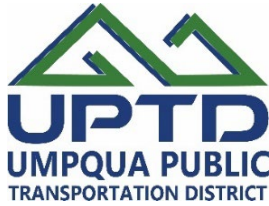
4.1 January 9th, 2024, Draft Meeting Minutes

4.2 January Preventive Maintenance Report

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: UPTD Board of Directors



Draft Minutes Regular Board Meeting

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

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

1. Meeting called to order at 5:32 by Chair, Tom Trotter

2. Roll Call taken by General Manager, Cheryl Cheas.

PRESENT: Tom Trotter, Mike Baker, Janice Baker, Lonnie Rainville, Michaela Hammerson

ABSENT: Sarah Thompson, Doug Mendenhall

3. Pledge of Allegiance recited.

4. Consent Agenda

4.1 December 11, 2023 Regular Meeting Minutes

4.2 December 2023 Preventive Maintenance Report

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

Motion carries. Vote: 4– Yay, 0 – Nay, 0 – Abstain, 3- Absent.

5. Financial Report

December Financial Report - Sheri Bleau, Finance Manager, stated we should be using 50% of our budgeted expenses. We are in line with our budget. Tom Trotter questioned Medical Transportation is at 38.77%, do you think we will hit the \$550,000 income budgeted? Discussion followed, we have taken on more drivers, so we anticipate going over the budgeted amount.

The General Manager went over the letter provided in the packet, regarding conversation with ODOT, discussion regarding concerns over not having enough money in the bank to pay for the vehicles outright. In addition, looking at STIF expenditures and the cross over between Operations and Capital Reserves.

Jennifer Boardman, Region 3 Regional Transit Coordinator, provided input regarding what led up to the meeting and ODOT's concerns as well as goals that were set for the agency and status of reimbursement requests. She recommended the Financial Training to be able to see the red flags. More discussion followed. Jennifer also stated on a good note, Cheryl put in for COVID funding and that was awarded today. UPTD will receive \$518,360 for Fixed Route and \$230,000 for Demand Response ParaTransit. Final approval came at PTAC today.

Discussion followed regarding the difference what we anticipated paying for the Capital Grants and the actual payment with the price increases. Tom requested financial reports in Excel format.

MOTION: Lonnie Rainville moved to approve the December Financial Report, Seconded by Mike Baker. No further discussion.

Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

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

7. Old Business

7.1 Line of Credit update – Letter from Bond Counsel was provided. General Manager provided information regarding the questions Umpqua Bank had regarding UPTD's adopted budget. Discussion followed regarding utilization of the line of credit. The GM indicated that there was no plan to utilize the line of credit for operations and that through the budget

process, training for staff and accurate projections a plan can be put in place to get us back on track and determine whether we have expanded beyond our means due to the increase in the price of providing service. We need to determine whether we need to cut service or where do we need to cut costs. Having the new vehicles will reduce the preventive maintenance costs. Lonnie questioned the attorney fee and then in addition, the fees and if we take any money on the line of credit there are also fees so the cost will be beyond \$12,500. What is the percentage rate on the line of credit? The response was that we don't have the terms, the attorney is the one that would be helping us put the terms together to get that amount. Discussion followed as terms were provided in the October Meeting. Lonnie indicated that he is not a fan of the line of credit has not been from the gate and especially in lieu of what has been discussed tonight. He does not like the idea of having a line of credit until our finances are squared away. Cheryl agrees and disagrees in that not having puts us in a place where we have no alternative but to use the operations dollars while we are waiting for reimbursement on capital, kind of like we are now with utilizing capital dollars while we are waiting for reimbursement of operations. Lonnie stated the way he looks at that is using your credit card to pay off your loan, not somewhere we want to go. Discussion followed regarding growing too quickly with a short history of how the District Finances started with a minimal reserve of approximately \$200,000 was shared. More discussion followed. What sources of revenue can be utilized to pay these fees needs to be determined, like fare box revenue which can't be utilized for match and medical transportation and advertising but we need to seek other revenue streams. Need a revenue plan. Possibly future legislative action or through OTA.

MOTION: Lonnie Rainville made a motion based on information shared tonight, to rescind the approval and hold off on the line of credit. Seconded by Michaela.

Motion carries. Vote: 4– Yay, 1 – Nay, 0 – Abstain, 2- Absent.

Mike Baker, clarifying interpretation provided, that we are going to continue to move forward but not sign anything until we have more information.

Lonnie – To clarify my motion – Motion is that we rescind the approval to authorize the signing of the line of the credit (with the letter) until we get additional information about the circumstances and at that point, we can make a new motion to allow for approval.

7.2 Approve Budget Timeline

Budget Timeline was presented with updates regarding delivery of the Budget to Budget Committee. Budget Timeline includes “Appoint a Budget Officer” at the January Board Meeting. Chair Trotter brought Appoint Budget Officer to the table.

Appoint Budget Officer

MOTION: Lonnie Rainville moved to appoint Sheri Bleau as Budget Officer, seconded by Michaela. Discussion followed. Mike Baker questioned why we would appoint not appoint Cheryl as ultimately responsibility for the Budget rests with the General Manager.

Lonnie rescinds his motion to appoint Sheri and makes a motion to appoint Cheryl Cheas as the Budget Officer. Michaela seconds. No further discussion. Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

Approve Budget Timeline

MOTION: Mike Baker moves to approve the Budget Timeline as presented. Seconded by Lonnie.

Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

Additional information: We have 14 confirmed Budget Committee Members.

8. New Business

8.1 Establishing a cash reserve – Information provided regarding Cash Reserve Policies. Most healthy companies have a one-year reserve. Does the Board want to make a motion to create a policy or do they want us to bring a policy back to them for approval. With current budget of 4.2 million, a 3-month operating reserve would be just over a million dollars. We would need a financial plan to achieve that. All of the funding that is coming to us for this fiscal year is already allocated so it cannot go into a reserve. However, we can put income into a reserve and in our budgeting process, look at what we could remove. Chair Trotter asks when would we utilize a reserve? Discussion followed. Reserve would be used in the event of a situation just like we are right now. In the event of increased costs or we've made a mistake or funding is reduced which is actually a possibility. 5310 funding, which we receive approximately \$900,000/biennium, may be reduced if whatever was authorized at the Federal level to increase that funding is not re-authorized. 5310 funding could be reduced by half. Chair Trotter suggests it might be a good idea to start small, like 3 months which would already be a massive improvement. Possibly use Medical Transportation to build cash reserve. Farebox is always applied to operations. Can reserve be put in a high interest CD? Key is it would have to be accessible. Jennifer Boardman shared what other agencies have run into when putting reserve into high interest accounts. Have to be careful.

Lonnie makes a motion that establish a reserve that is 25% of operational costs and debt service. Mike Baker seconds.

Discussion follows: Do we know how much that is? About \$1.1 million. Chair Trotter repeats Lonnie has made a motion that we adopt a policy to have a cash reserve of 25% of operational costs and debt services.

Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

8.2 STAC/STIF 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. Discussion followed. The timeline has not been discussed with the committee. It will be communicated once we approve the timeline. Michaela asks for clarification on how the Committee members are chosen. Briefly went over the requirements for representation for Seniors and People with Disabilities, Veterans, Pedestrians and there is a list of openings on our website. They apply through the STIF STAC Committee, the committee votes to move the selection forward for appointment by the Board. Is there a cost associated with the committee? No costs.

Motion: Janice makes a motion to approve the STIF STAC Committee meeting timeline. Lonnie seconds.

Motion carries. Vote: 5 – Yay, 0 – Nay, 0 – Abstain, 2 - Absent.

8.3 Goals for the agency – Cheryl states that in looking at goals for the agency, we need to look at the goals that were recently established in the Transit Master Plan and our Coordinated Plan. The four goals from the Transit Master plan were provided. Discussion followed. Lonnie made a motion to approve Agenda Item 8.3 Establishing Agency Goals. Tom shared his thoughts regarding the prioritization of goals and feels safety should be the number one goal. Discussion followed. Prioritization was recommended as follows:

1. Safety
2. Financial Sustainability
3. Board Training
4. Increase Ridership
5. Implementing STIF Projects
6. Applying for grants to improve facilities and shelters
7. Improve bus stop facilities
8. Staffing succession plan
9. Representing transit.

Lonnie made a motion to approve priorities as presented. Janice seconds.

Motion fails. Vote: 2 – Yay, 2 – Nay, 0 – Abstain, 3 - Absent. Tabled to next meeting for a detailed draft.

9. Project Updates

9.1 Project Next Door – Grant# 35335, 5339 Capital – NEPA moved forward to FTA but there has been no decision or response.

9.2 Lo-No Project – Grant# 35395 – Received a letter from Proterra. 1/8/2024, was the court hearing for the new ownership to be approved, Phoenix Motorcars. This was passed and approved in federal court today in Delaware, so effective by January 11, 2024, they will have new ownership and most likely a new name to go with this change.

9.3 STIF Project Updates - No new presentation provided. Going forward it is the intent of the General Manager to provide

10. General Manager Report – General Manager, Cheryl Cheas asked for questions. Comments and discussion included increase in ridership at Sunshine Park and the new website is really nice, more user friendly. Lost an Executive Assistant but we have interviewed and made an offer. Seems like Roseburg Route ridership has increased more than others. Where does the ride count if they are getting on in Roseburg and going back to Winston? Is there software available to help with data collection.

11. ODOT Update – Jennifer Boardman – The new PTD Administrator will be making a presentation to the Transportation Committee and part the information that she will be presenting are the gaps or issues that providers have had which can include inflation, COVID, people moving away from cities and other things that have increased costs. She will be presenting success stories and gaps. Looking for training opportunities as they have training dollars available. ODOT PTD is filling vacant positions. New round of funding applications will be completed in OPTIS. Read the guide for help.

12. Not on Agenda – Acronyms, could we get the document with acronyms and the first usage of an acronym in a document be spelled out.

13. Public Comment (Limit to 10 minutes total) – No public comment provided.

14. Agenda Build – Next Regular Meeting February 12, 2024 – Goals for the agency, Line of Credit, STIF Quarterly Reports, Executive Session for Review, Quick Training for New Budget Members at Budget Committee Meeting

15. Executive Session ORS 192.660(2)(): No Executive Session

16. Adjournment – Meeting adjourned at 7:29 PM.

On Time Preventive Maintenance Report
 FY 23-24 - January 2024
 Reporting 1/01/2024 through 1/31/2024

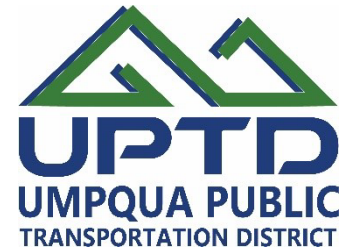
	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 23-24	88	88	100.00%	
FY 22-23	136	133	97.79%	
3 Year Running Total	302	277	91.72%	43.72%

	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%
January 2024	10	10	100%	91.72%
	302	277		

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.



February 12th, 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:

January Financial Report for detailed review and discussion with UPTD Financial Manager.

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheryl Bleau, UPTD Financial Manager

Umpqua Pulic Transportation District
Financial Statement
January 2024

	Jan 24	Jul '23 - Jan 24	Annual Budget	% of Budget YTD
Income				
BUS REPLACEMENT FUND RESOURCES				
5-00-120 5339 Funding	0.00	285,152.00	2,655,000.00	10.74%
5-00-130 5311 Funding	0.00	358,919.00	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		100.00%
Total BUS REPLACEMENT FUND RESOURCES	0.00	853,261.00	4,360,822.00	19.57%
CAPITAL PROJECTS RESOURCES				
4-00-100 5339 Funding	0.00	257,209.00	4,236,496.00	6.07%
Total CAPITAL PROJECTS RESOURCES	0.00	257,209.00	4,236,496.00	6.07%
GENERAL FUND RESOURCES				
1-00-050 Available Cash on Hand	313,810.97	1,388,861.39	1,540,000.00	90.19%
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	120,138.00	458,637.00	26.19%
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	472,543.00	1,512,509.00	2,463,802.00	61.39%
1-00-400 Miscellaneous	828.86	12,491.36	3,600.00	346.98%
1-00-405 Advertising	8,280.00	16,125.00	21,400.00	75.35%
1-00-410 Bus Fares & Contract	9,429.48	80,304.32	115,000.00	69.83%
1-00-430 Medical Transports	44,194.76	257,432.83	550,000.00	46.81%
1-00-440 Interest Income	2.22	37.80	300.00	12.60%
Total GENERAL FUND RESOURCES	849,089.29	3,541,543.70	6,431,954.00	55.06%
Total Income	849,089.29	4,652,013.70	15,029,272.00	30.95%
Gross Profit	849,089.29	4,652,013.70	15,029,272.00	30.95%
Expense				
10 ADMIN Payroll	46,081.71	264,391.36	523,350.00	50.52%
22 OPERATIONS Payroll	100,922.67	656,634.66	1,808,000.00	36.32%
23 OPERATIONS ADMIN Payroll	40,393.24	229,922.30	484,200.00	47.48%
24 PARA TRANSIT Payroll	46,024.09	320,496.39	436,700.00	73.39%
25 CALL CENTER Payroll	28,366.15	164,903.35	319,800.00	51.56%
26 DEMAND RESPONSE Payroll	28,422.80	128,272.02	421,575.00	30.43%
30 MEDICAL TRANS Payroll	20,201.72	145,842.44	318,000.00	45.86%
BUS REPLACEMENT FUND	5,390.44	1,412,946.81	4,360,822.00	32.40%
CAPITAL PROJECTS	0.00	286,874.38	4,236,496.00	6.77%
GENERAL FUND - OTHER	0.00	43,124.15	595,359.00	7.24%
MATERIALS & SERVICES				
10 · ADMIN				
1-10-200 Advertising	0.00	46,719.98	85,500.00	54.64%
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	62.00	319.25	1,000.00	31.93%
1-10-260 Board Expenses	0.00	102.89	1,000.00	10.29%
1-10-270 Bldg Maint. & Repairs	0.00	479.90	0.00	100.00%
1-10-290 Drug & Alcohol Testing	0.00	422.20	300.00	140.73%
1-10-300 Dues/Memberships/Fees	2,318.03	11,304.78	16,000.00	70.65%
1-10-310 Election Expense	0.00	0.00	15,000.00	0.00%

Umpqua Pulic Transportation District Financial Statement January 2024

	Jan 24	Jul '23 - Jan 24	Annual Budget	% of Budget YTD
1-10-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-10-330 IT Maint/Software	511.00	11,002.44	23,000.00	47.84%
1-10-350 Legal Fees	0.00	0.00	3,000.00	0.00%
1-10-380 Rent (Storage)	100.00	850.00	1,200.00	70.83%
1-10-390 Recruitment Fees	150.00	1,129.01	2,000.00	56.45%
1-10-400 Training/Conf Fee/Cert	630.00	1,393.98	5,000.00	27.88%
1-10-420 Supplies - Office	487.28	4,673.65	10,000.00	46.74%
1-10-425 Postage	13.57	185.54	700.00	26.51%
1-10-430 Telephone	834.51	2,028.87	5,600.00	36.23%
1-10-440 Tablets & Cellphone	105.90	1,230.10	1,600.00	76.88%
1-10-460 Travel - Airfare	0.00	1,161.99	2,500.00	46.48%
1-10-461 Travel - Mileage	182.09	1,990.09	2,000.00	99.50%
1-10-462 Travel - Lodging	0.00	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	400.08	2,771.49	5,000.00	55.43%
1-10-480 Vehicle & Facility Ins	21,281.00	21,281.00	21,000.00	101.34%
1-10-500 Staff Recognition	0.00	690.68	600.00	115.11%
1-10-510 Signage	0.00	21.00	0.00	100.00%
1-10-520 Safety Supplies/Svcs	0.00	0.00	500.00	0.00%
1-10-530 Uniforms	0.00	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	27,075.46	116,323.79	243,300.00	47.81%
22 · OPERATIONS				
1-22-200 Advertising	0.00	0.00	3,000.00	0.00%
1-22-210 Accident Repair	0.00	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	50.00	2,862.50	8,000.00	35.78%
1-22-280 Bus Shelter Maint	0.00	883.95	5,000.00	17.68%
1-22-290 Drug & Alcohol Testing	0.00	1,614.12	1,500.00	107.61%
1-22-300 Licenses/Fees	1,144.87	3,700.62	2,100.00	176.22%
1-22-315 Fit For Duty/Evals	0.00	1,555.00	3,000.00	51.83%
1-22-320 Fuel & Oil	16,407.65	128,726.43	338,000.00	38.08%
1-22-330 IT Maint/Software	0.00	694.28	1,500.00	46.29%
1-22-360 Preventative Maint.	25,502.33	149,644.53	195,000.00	76.74%
1-22-400 Training/Conf Fee/Cert	0.00	1,250.95	50,300.00	2.49%
1-22-420 Supplies - Bus	208.41	3,348.89	6,000.00	55.81%
1-22-440 Tablets & Cellphone	449.02	1,817.93	3,000.00	60.60%
1-22-450 Transit Contracts	0.00	38,814.79	60,000.00	64.69%
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	69,127.00	73,775.00	40,000.00	184.44%
1-22-500 Staff Recognition	0.00	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	78.00	1,452.61	5,800.00	25.05%
1-22-700 Non Capital Equip	0.00	3,817.98	3,000.00	127.27%
Total 22 · OPERATIONS	112,967.28	419,853.76	749,800.00	56.00%

Umpqua Pulic Transportation District
Financial Statement
January 2024

	<u>Jan 24</u>	<u>Jul '23 - Jan 24</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
23 · OPERATIONS ADMIN				
1-23-270 Bldg Maint & Repairs	50.00	1,882.50	3,000.00	62.75%
1-23-290 Drug & Alcohol Testing	0.00	362.20	400.00	90.55%
1-23-315 Fit For Duty/Evals	0.00	0.00	700.00	0.00%
1-23-330 IT Maint/Software	165.00	7,212.35	7,000.00	103.03%
1-23-340 Lease	1,100.00	7,700.00	13,200.00	58.33%
1-23-370 Printing & Copying	0.00	2,119.20	4,600.00	46.07%
1-23-400 Training/Conf Fee/Cert	0.00	1,378.13	4,000.00	34.45%
1-23-420 Supplies - OP Admin	0.00	3,248.89	9,000.00	36.10%
1-23-425 Postage	0.00	689.28	0.00	100.00%
1-23-430 Telephone	0.00	3,070.91	5,200.00	59.06%
1-23-440 Tablets & Cellphone	160.82	1,021.48	1,900.00	53.76%
1-23-460 Travel - Airfare	0.00	1,600.00	4,000.00	40.00%
1-23-461 Travel - Mileage	0.00	635.92	600.00	105.99%
1-23-462 Travel - Lodging	0.00	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	466.33	3,235.24	5,000.00	64.70%
1-23-520 Safety Supplies/Svcs	50.95	50.95	200.00	25.48%
1-23-530 Uniforms	323.00	577.90	400.00	144.48%
1-23-700 Non Capital Equip	0.00	1,854.41	2,500.00	74.18%
Total 23 · OPERATIONS ADMIN	2,316.10	40,098.59	67,200.00	59.67%
24 · PARA				
1-24-240 Background Checks	0.00	0.00	200.00	0.00%
1-24-290 Drug & Alcohol Testing	0.00	854.64	400.00	213.66%
1-24-300 Licenses/Fees	685.71	6,790.05	1,500.00	452.67%
1-24-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-24-320 Fuel & Oil	3,511.08	30,321.34	46,000.00	65.92%
1-24-330 IT Maint/Software	0.00	295.83	600.00	49.31%
1-24-360 Preventative Maint.	4,771.57	27,247.57	50,000.00	54.50%
1-24-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-24-420 Supplies - Vans	0.00	420.87	2,000.00	21.04%
1-24-440 Tablets & Cellphone	383.38	2,602.46	4,870.00	53.44%
1-24-520 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-24-530 Uniforms	0.00	589.57	3,000.00	19.65%
1-24-700 Non Capital Equip	0.00	0.00	500.00	0.00%
Total 24 · PARA	9,351.74	69,122.33	109,770.00	62.97%
25 · CALL CTR				
1-25-270 Bldg Maint & Repairs	0.00	63.47	0.00	
1-25-290 Drug & Alcohol Testing	0.00	344.76	300.00	114.92%
1-25-330 IT Maint/Software	0.00	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	702.84	3,040.49	3,200.00	95.02%
1-25-430 Telephone	0.00	3,070.86	5,200.00	59.06%
1-25-440 Tablets & Cellphone	52.95	323.53	550.00	58.82%
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	360.07	2,240.75	3,700.00	60.56%
1-25-530 Uniforms	0.00	77.94	400.00	19.49%
1-25-700 Non Capital Equip	0.00	1,368.73	550.00	248.86%

Umpqua Pulic Transportation District
Financial Statement
January 2024

	<u>Jan 24</u>	<u>Jul '23 - Jan 24</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
Total 25 · CALL CTR	1,115.86	37,393.59	37,100.00	100.79%
26 · DEMAND RESPONSE				
1-26-240 Background Checks	0.00	0.00	100.00	0.00%
1-26-290 Drug & Alcohol Testing	0.00	284.76	200.00	142.38%
1-26-300 Licenses/Fees	304.76	304.76	1,500.00	20.32%
1-26-315 Fit For Duty/Evals	0.00	0.00	250.00	0.00%
1-26-320 Fuel & Oil	3,521.18	24,331.69	31,000.00	78.49%
1-26-330 IT Maint/Software	0.00	295.83	2,000.00	14.79%
1-26-360 Preventative Maint.	3,414.76	18,648.26	29,000.00	64.30%
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	301.37	1,781.50	2,100.00	84.83%
1-26-520 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-26-530 Uniforms	0.00	203.92	800.00	25.49%
1-26-700 Non Capital Equip	0.00	0.00	500.00	0.00%
Total 26 · DEMAND RESPONSE	<u>7,542.07</u>	<u>46,017.90</u>	<u>68,750.00</u>	<u>66.94%</u>
30 · MEDICAL TRANSPORTATION				
1-30-240 Background Checks	0.00	0.00	100.00	0.00%
1-30-290 Drug & Alcohol Testing	0.00	427.32	400.00	106.83%
1-30-300 Licenses/Fees	230.57	230.57	1,500.00	15.37%
1-30-315 Fit For Duty/Evals	0.00	0.00	250.00	0.00%
1-30-320 Fuel & Oil	1,522.64	19,418.89	31,000.00	62.64%
1-30-330 IT Maint/Software	0.00	295.82	0.00	100.00%
1-30-360 Preventative Maint.	3,372.54	18,749.07	28,500.00	65.79%
1-30-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-30-420 Supplies	90.42	713.85	2,500.00	28.55%
1-30-440 Tablets & Cellphone	164.13	1,094.55	1,000.00	109.46%
1-30-490 Volunteer Mileage Reim	15,521.82	67,883.81	166,000.00	40.89%
1-30-495 Incentive Bonus	514.00	2,564.00	6,000.00	42.73%
1-30-520 Uniforms	0.00	152.94	800.00	19.12%
1-30-530 Safety Supplies/Svcs	0.00	0.00	200.00	0.00%
1-30-550 Events	37.00	5,267.81	10,000.00	52.68%
1-30-700 Non-Capital Equip	0.00	0.00	500.00	0.00%
Total 30 · MEDICAL TRANSPORTATION	<u>21,453.12</u>	<u>116,798.63</u>	<u>249,050.00</u>	<u>46.90%</u>
Total MATERIALS & SERVICES	<u>181,821.63</u>	<u>845,608.59</u>	<u>1,524,970.00</u>	<u>55.45%</u>
Total Expense	<u>497,624.45</u>	<u>4,499,016.45</u>	<u>15,029,272.00</u>	<u>29.94%</u>
Net Income	<u><u>351,464.84</u></u>	<u><u>152,997.25</u></u>	<u><u>0.00</u></u>	



January 31, 2024

Page: 1 of 4

Customer Service:
1-866-486-7782

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

Last statement: December 31, 2023
This statement: January 31, 2024

PUBLIC FUNDS INTEREST CHECKING

Account number	XXXXXX6397	Beginning balance	\$313,810.97
Low balance	\$127,718.97	Additions/Deposits	\$799,623.70
Average balance	\$261,947.26	Withdrawals/Subtractions	\$823,871.75
Interest paid year to date	\$2.22	Ending balance	\$289,562.92
Interest earned	\$2.22		

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
01-03	Deposit	75.00
01-03	Deposit	37.50
01-04	Deposit	1,500.00
01-04	Deposit	675.86
01-04	Deposit	669.27
01-04	Deposit	191.88
01-04	Deposit	37.50
01-05	Deposit	407.90
01-09	Deposit	505.30
01-09	Deposit	314.25
01-09	Deposit	25.00
01-09	Deposit	12.50
01-10	Deposit	8,280.00
01-10	Deposit	403.49
01-10	Deposit	21.00
01-11	Deposit	171.06
01-11	Deposit	12.50
01-12	Deposit	205.42
01-12	Deposit	12.50
01-16	Deposit	270.33
01-16	Deposit	6.25
01-17	Deposit	1,410.00
01-17	Deposit	478.22
01-17	Deposit	12.50
01-18	Deposit	243.14
01-18	Deposit	200.00
01-19	Deposit	257.70
01-23	Deposit	335.59

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
01-23	Deposit	293.67
01-24	Deposit	183.36
01-25	Deposit	327.73
01-25	Deposit	75.00
01-26	Deposit	256.95
01-26	Deposit	213.11
01-29	Deposit	547.50
01-30	Deposit	350.00
01-30	Deposit	331.68
01-31	Deposit	702.50
Total Deposits/Additions		\$20,053.16

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
01-31	Interest Credit	2.22
Total Other Deposits/ Additions		\$2.22

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
01-03	ACH DebitCelayix Fees 20240103	165.00
01-03	ACH DebitRef 0031405I Funds Transfer To Dep Xxxxxx7206 From	220.50
01-03	ACH DebitRef 0031405I Funds Transfer To Dep Xxxxxx7206 From	271.00
01-03	ACH DebitRef 0031405I Funds Transfer To Dep Xxxxxx7206 From	409.45
01-03	ACH DebitRef 0031405I Funds Transfer To Dep Xxxxxx7206 From	911.22
01-03	ACH DebitRef 0031804I Funds Transfer To Dep Xxxxxx7206 From	1,100.00
01-03	ACH DebitADP Tax ADP Tax Ka8v4 010301a01 20240103	23,730.57
01-03	ACH DebitADP Wage Pay Wage Pay 6810600381798v4 20240103	55,032.88
01-09	ACH DebitRef 0091035I Funds Transfer To Dep Xxxxxx7206 From	112.21
01-09	ACH DebitRef 0091035I Funds Transfer To Dep Xxxxxx7206 From	520.47
01-09	ACH DebitRef 0091035I Funds Transfer To Dep Xxxxxx7206 From	539.59
01-09	ACH DebitRef 0091035I Funds Transfer To Dep Xxxxxx7206 From	828.32
01-12	ACH DebitADP Payroll Fees ADP Fees 402558577809 20240112	314.71
01-12	ACH DebitRef 0121039I Funds Transfer To Dep Xxxxxx7206 From	2,250.12
01-16	ACH DebitADP Tax ADP Tax Ka8v4 3371970vv 20240116	2.26
01-16	ACH DebitRef 0161339I Funds Transfer To Dep Xxxxxx7206 From	349.66
01-16	ACH DebitRef 0161339I Funds Transfer To Dep Xxxxxx7206 From	596.18
01-16	ACH DebitRef 0161339I Funds Transfer To Dep Xxxxxx7206 From	1,331.33
01-17	ACH DebitADP Tax ADP Tax Ka8v4 011703a02 20240117	145.43
01-17	ACH DebitADP Tax ADP Tax Ka8v4 011702a01 20240117	24,652.79
01-17	ACH DebitADP Wage Pay Wage Pay 5010771579028v4 20240117	56,648.78
01-22	ACH DebitRef 0221519I Funds Transfer To Dep Xxxxxx7206 From	507.42
01-22	ACH DebitRef 0221519I Funds Transfer To Dep Xxxxxx7206 From	593.49
01-22	ACH DebitRef 0221519I Funds Transfer To Dep Xxxxxx7206 From	778.09
01-22	ACH DebitRef 0221519I Funds Transfer To Dep Xxxxxx7206 From	879.22
01-22	ACH DebitRef 0221519I Funds Transfer To Dep Xxxxxx7206 From	972.32
01-22	ACH DebitRef 0221519I Funds Transfer To Dep Xxxxxx7206 From	1,160.65
01-26	ACH DebitADP Payroll Fees ADP Fees 442571769923 20240126	417.86
01-26	ACH DebitRef 0261605I Funds Transfer To Dep Xxxxxx7206 From	3,904.70
01-29	ACH DebitRef 0291439I Funds Transfer To Dep Xxxxxx7206 From	717.39
01-29	ACH DebitRef 0291439I Funds Transfer To Dep Xxxxxx7206 From	752.60
01-29	ACH DebitRef 0291439I Funds Transfer To Dep Xxxxxx7206 From	877.58
01-29	ACH DebitRef 0291439I Funds Transfer To Dep Xxxxxx7206 From	1,049.71
01-29	ACH DebitRef 0291440I Funds Transfer To Dep Xxxxxx7206 From	1,657.42
01-30	ACH DebitADP Tax ADP Tax Ka8v4 013103a01 20240130	26,131.84

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
01-30	ACH DebitADP Wage Pay Wage Pay 6400680113798v4 20240130	59,931.04
01-31	ACH DebitADP Payroll Fees ADP Fees 697095566959 20240131	519.90
Total ACH Electronic Payments/Subtractions		\$270,983.70

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
01-03	ACH Credit Square Inc 240103p2 20240103	23.97
01-04	ACH Credit Square Inc 240104p2 20240104	11.91
01-05	ACH Credit Bay Cities Amb A/P ACH 20240105	7,635.18
01-05	ACH Credit Square Inc 240105p2 20240105	23.97
01-09	ACH Credit Square Inc 240109p2 20240109	23.97
01-10	ACH Credit Square Inc 240110p2 20240110	3.71
01-10	ACH Credit Bay Cities Amb A/P ACH 20240110	5,832.24
01-11	ACH Credit Square Inc 240111p2 20240111	23.97
01-12	ACH Credit Square Inc 240112p2 20240112	303.04
01-17	ACH Credit Square Inc 240117p2 20240117	63.63
01-18	ACH Credit Bay Cities Amb A/P ACH 20240118	6,079.04
01-18	ACH Credit Square Inc 240118p2 20240118	38.45
01-22	ACH Credit Odot Odot Pymnt 20240122	62,048.00
01-22	ACH Credit Square Inc 240122p2 20240122	47.79
01-23	ACH Credit Odot Odot Pymnt 20240123	338,108.00
01-23	ACH Credit Square Inc 240123p2 20240123	83.83
01-24	ACH Credit Square Inc 240124p2 20240124	646.74
01-24	ACH Credit Bay Cities Amb A/P ACH 20240124	11,669.18
01-25	ACH Credit Square Inc 240125p2 20240125	11.91
01-29	ACH Credit Odot Odot Pymnt 20240129	273,782.00
01-29	ACH Credit Square Inc 240129p2 20240129	55.67
01-30	ACH Credit Odot Odot Pymnt 20240130	528.86
01-30	ACH Credit Square Inc 240130p2 20240130	17.55
01-31	ACH Credit Odot Odot Pymnt 20240131	72,502.00
01-31	ACH Credit Square Inc 240131p2 20240131	3.71
Total ACH and Electronic Deposits/Additions		\$779,568.32

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
01-22	POS Purchase Terminal Sltc0oz8 Event* 2024 Sdao A Nnua Www.Cvent Va XXXXXXXXXXXX6365	630.00
01-25	POS Purchase Terminal Vbase2 Dropbox*rj8swcxfzh Xx Dropbox.C CA XXXXXXXXXXXX6365	119.88
Total Card Transactions/Withdrawals		\$749.88

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
01-02	A2A Pmt Debit Terminal 00000000 Indeed #87279688 Austin Tx XXXXXXXXXXXX6365	150.00
01-22	Maintenance Fee ACH Ccd Credits OR Iginated For 12/23	6.00
01-22	Maintenance Fee ACH PPD Credits OR Iginated For 12/23	21.00
01-26	Wire Transfer-out Bob Domestic Acct#4863896397 Northwest Bus Sale S Inc Timberland B Ank Invoice 100920 23	289,617.00
01-26	Service Charge For Outgoing Wire Fee	17.50
01-29	Wire Transfer-out Bob Domestic Acct#4863896397 Northwest Bus Sale S Inc Timberland B Ank Invoice 101120 23	130,109.00
01-29	Service Charge For Outgoing Wire Fee	17.50

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
Total Other Withdrawals/Subtractions		\$419,938.00

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12-31	313,810.97	01-11	254,994.03	01-23	524,691.28
01-02	313,660.97	01-12	252,824.32	01-24	535,442.40
01-03	230,747.24	01-16	237,844.28	01-25	535,623.17
01-04	233,811.97	01-17	127,718.97	01-26	241,793.77
01-05	241,879.02	01-18	133,687.92	01-29	380,997.74
01-09	240,680.76	01-19	131,361.61	01-30	226,217.40
01-10	254,786.50	01-22	187,809.21	01-31	289,562.92

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	31
Average balance for APY	\$261,793.94
Interest earned	\$2.22
Interest paid year to date	\$2.22
Statement period	01/01 to 01/31

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>
2970	\$44.00	01-03	*3002	\$21,671.72	01-30
*2980	\$494.70	01-16	3003	\$6,180.00	01-31
2981	\$104.15	01-12	*3006	\$2,700.00	01-30
2982	\$1,748.16	01-24	*3008	\$1,275.00	01-31
2983	\$14,170.45	01-17	*3012	\$301.00	01-31
2984	\$100.00	01-22	*3015	\$38,197.76	01-30
2985	\$150.74	01-17	*3017	\$395.00	01-30
2986	\$12,234.15	01-16	*3020	\$6,981.07	01-30
2987	\$16,241.47	01-17	*50550	\$21.69	01-04
2988	\$100.00	01-19	*50552	\$1,165.58	01-03
2989	\$33.40	01-18	50553	\$92.30	01-10
2990	\$1,300.64	01-19	50554	\$342.40	01-10
2991	\$558.28	01-18	50555	\$21.69	01-12
2992	\$66.25	01-16	50556	\$78.69	01-09
2993	\$80.00	01-17	*50558	\$92.30	01-25
2994	\$1,939.02	01-23	50559	\$342.40	01-26
2995	\$182.09	01-16	50560	\$21.69	01-25
2996	\$1,183.37	01-19	50561	\$1,306.11	01-31
*2999	\$282.90	01-31			

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

Total Checks paid: 37 for **-\$132,200.17**

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.

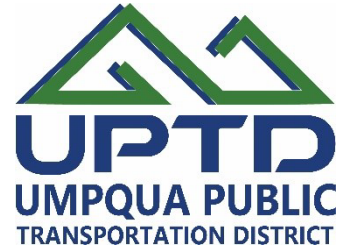
If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

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.



February 12th, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 7.1

Agenda Item Title: Update on Resolution 23-04, to authorize a line of credit for UPTD.

The General Manager is recommending a line of credit to bridge the funding gap that occurs between when payment is due and when reimbursement is received.

During the January Board meeting, information was presented regarding the recent challenges we have encountered due to not having an established prudent reserve to bridge funding gaps. The Board rescinded authorization for the General Manager to sign contracts to move forward and complete the line of credit, pending further reporting on the STIF funding utilization.

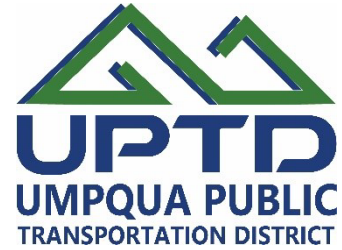
Courtney Dausz, proposed Bond Counsel, will join to answer any questions Directors may have about the fees that are associated with the opening of the line of credit, the way the line of credit would work, the fail safes built into the process that ensure the line of credit would only be utilized for the capital needs that will arise during the projects associated with the Federal 5339 Bus and Bus Facilities and Low No grants.

Requested Action: Motion to reauthorize Resolution 23-04 or a new resolution if there are any changes that need to be made in order to move forward with completion of the line of credit.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager

February 12th, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET



Agenda Item 7.2

Agenda Item Title: Establishing Agency Goals for 2024

During the January Board Meeting, goals for the agency were discussed. It was noted that the agency goals should align with adopted plans and address the most critical needs. Priorities were discussed. Chair Trotter provided input regarding safety being the number one priority and financial sustainability was discussed as well. A suggested order of prioritization was presented and discussed. The following list was prioritized with the request to table the motion and have further discussion at the February Board meeting. The General Manager has added comments/detail proposing how the District might work toward the recommended goals.

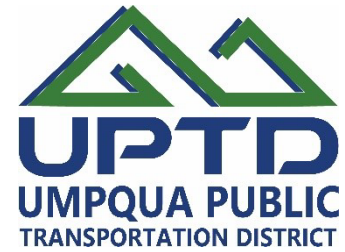
1. Safety – Build a safety culture and prioritize safety through training, incentivizing safety and establishing a safety committee. Establish a Safety Committee by April 30, 2024 with continuing monthly trainings for all employees through 2024. Incentives for days, months and/or quarters without an injury or accident can be rolled out and implemented with the Safety Committee.
2. Financial Sustainability – Proactively work to ensure financial sustainability through a combination of seeking additional grant awards as opportunities arise, increasing current income streams and assessing cost of the providing the current level of service to prepare for cuts if necessary.
3. Board Training – Training is essential to be effective in any role. Recently, HB 2805 passed which mandates Public Meeting law training for all new Board members. Opportunities for public meeting law training and a Board Retreat will be planned no later than May 31, 2024.
4. Increase Ridership – Ridership increases when our operational focus revolves around safety, schedule and service. When riders feel safe, the schedule makes riding convenient and exceptional customer service is provided, they choose to ride more often and word of mouth is one of the most powerful ways to advertise. A 10% increase in Fixed Route and overall ridership, by 7/01/2024 and sustained through the rest of the calendar year is an achievable goal.
5. Implementing STIF Projects – Staff are in the process of implementing the Lifeline connection between Douglas, Josephine and Lane counties. Staff will be applying for grants to add and replace shelters. Lifeline service will be implemented no later than 7/1/2024.
6. Applying for grants to improve facilities and shelters – Staff will be applying for grants to improve facilities and add shelters. These grants go hand in hand with implementing STIF projects. Apply for all applicable grants by 3/12/2024.
7. Improve bus stop facilities – Staff will continue to implement measures to keep bus stops clean, implement STIF shelter project when possible, apply for grant funding to purchase shelters and install seating at 10 stops without signs or seats by May 31, 2024. A seat and a trash can at Roseburg Valley Mall have a target date of May 1, 2024.

8. Staffing succession plan – Staff will work to create emergency succession plan by August 1, 2024.
9. Representing transit – The General Manager will seek opportunities to collaborate with other Transit agencies, ODOT and cities within Douglas County while continuing to represent UPTD on the OTA Board, Southwest Area Commission on Transportation, 138 Corridor Design project TAC and Umpqua Valley Care Facility work group.

Requested Action: Motion to adopt Agency Goals.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager



February 12th, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8.1

Agenda Item Title: ODHS First Thursday Presentation

Kathryn Garland with ODHS is joining us to provide information and a presentation regarding ODHS First Thursday Community Resource Events.

Requested Action: No action needed, informational only.

By: Cheryl Cheas, UPTD General Manager

Date: Oct. 31, 2023

Contact: Jake Sunderland (he/him), Jake.Sunderland@odhs.oregon.gov

Oregon Department of Human Services office in Roseburg celebrates a year of First Thursday community resource events at new location

Need to know:

- ODHS First Thursday community resource events are moving to Saint Joseph's Catholic Church in Roseburg.
- The community resource event will be on Nov. 2, from 10 a.m. to 2 p.m.

(Salem) – The Oregon Department of Human Services (ODHS) will be celebrating a year of First Thursday community resource events on Nov. 2, from 10 a.m. to 2 p.m. at a new location at the Saint Joseph's Catholic Church at 630 W Stanton Street in Roseburg.

Launched in November 2022, The First Thursday community resource events are held every first Thursday of the month from 10 a.m. to 2 p.m. and will permanently be hosted at Saint Joseph's Catholic Church at 630 W Stanton Street in Roseburg starting Nov. 2.

Now located inside the gymnasium of Saint Joseph's Catholic Church, the ODHS First Thursday community resource market will be able to support more people than ever before.

The community resource market is open to all and people are encouraged to bring their own bag or box. It is not necessary to be receiving services or benefits from ODHS and no identification is required.

There will be free food boxes, and more than 40 community organizations will be on site for people who need help with housing services, employment and job training programs, children and family services, health and wellness resources, veteran's program and services for seniors and people with disabilities.

There will also be free hot meals, showers and laundry on site.

About the Oregon Department of Human Services

The mission of ODHS is to help Oregonians in their own communities achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity.

###

**over 30
community
agencies
on site**

Housing & Homeless
services

Employment &
Training programs

Children & Family
services

Health & Wellness
resources

Veteran's programs

Senior & Disability
services

FIRST THURSDAY DAY

**A free community resource event on the first
Thursday of each month**

**food boxes
showers
laundry
clothing**

**FEB 1
10AM -
1PM***

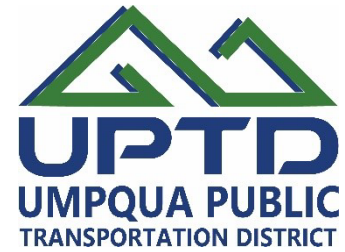
**** Please note
updated ending time****

SAINT JOSEPH'S CATHOLIC CHURCH GYMNASIUM

630 W Stanton St
Roseburg OR 97471

**free
community
meal**

FOR MORE INFORMATION, CONTACT:
COMMUNITY.OUTREACHD06@ODHS.OREGON.GOV



February 12, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.1

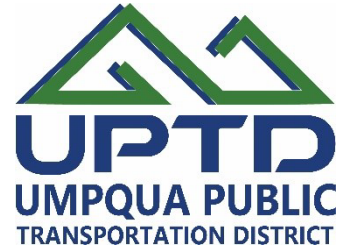
Agenda Item Title: Update - Project Next Door – Grant #35335, 5339 Capital

Summary background and description of need for agenda item:

Next step is NEPA approval. At the time the packet is going out to the Board, we have not yet received decision from FTA.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, UPTD General Manager



February 12, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.2

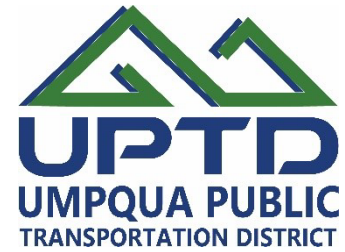
Agenda Item Title: Update – Low-No Grant #35395

Summary background and description of need for agenda item:

On January 8, 2024, the purchase of Proterra by Phoenix Motor was approved in court. We received notification of the public comment period. Once the public comment period is complete, we should be able to complete our order.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager



February 12, 2024

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.

A spreadsheet has been provided with the attached summary of the STIF projects financial utilization of the funding by biennium.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager

Number	Provider Name		STIF Total	Expended 2019-									
	Project Title	Status		21	Carry Forward	Q2 2019-20	Q3 2019-20	Q4 2019-20	Q1 2020-21	Q2 2020-21	Q3 2020-21	Q4 2020-21	
33868-P-1		Complete	\$120,000.00	\$20,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
Umpqua Public Transportation District Project 1 UPTD Master Plan and Coordinated Plans													
33868-P-2		Complete	\$233,730.00	\$233,730.00	\$0.00	\$61,748.00	\$56,881.00	\$26,776.00	\$88,325.00	\$0.00	\$0.00	\$0.00	\$233,730.00
Umpqua Public Transportation District Project 2 Purchase of Transit Facility and Equipment													
33868-P-3		Complete	\$401,349.00	\$401,349.00	\$0.00	\$0.00	\$114,962.00	\$34,694.00	\$52,712.00	\$48,343.00	\$64,145.00	\$86,493.00	\$401,349.00
Umpqua Public Transportation District Project 3 General Manager & Project Admin/Operations Staff													
33868-P-4		Complete	\$250,001.00	\$0.00	\$250,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Umpqua Public Transportation District Project 4 Vehicle Match													
33868-P-5		Complete	\$218,055.00	\$218,055.00	\$0.00	\$0.00	\$65,331.00	\$0.00	\$47,648.00	\$57,745.00	\$45,531.00	\$1,800.00	\$218,055.00
Umpqua Public Transportation District Project 5 Recruitment and Retention Project													
33868-P-6		Complete	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Umpqua Public Transportation District Project 6 Route Match Software Licenses													
33868-P-7		Complete	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$13,601.00	\$1,735.00	\$13,245.00	\$12,783.00	\$14,693.00	\$18,943.00	\$75,000.00
Umpqua Public Transportation District Project 7 Health Insurance for Dial A Ride Dispatchers													
33868-P-8		Complete	\$105,150.00	\$61,827.00	\$43,323.00	\$0.00	\$0.00	\$7,001.00	\$10,701.00	\$3,675.00	\$19,350.00	\$21,100.00	\$61,827.00
Umpqua Public Transportation District Project 8 IT Support Position													
33868-P-9		Complete	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Umpqua Public Transportation District Project 9 Capital Operations Reserve													
33868-P-10		Complete	\$348,581.00	\$165,560.00	\$183,021.00	\$0.00	\$0.00	\$25,597.00	\$4,859.00	\$0.00	\$76,148.00	\$58,956.00	\$165,560.00
Umpqua Public Transportation District Project 10 Demand Response Dial A Ride Projects													
33868-P-11		Complete	\$185,000.00	\$0.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Umpqua Public Transportation District Project 11 Lifeline Service connecting to Lane and Josephine													
33868-P-12		Complete	\$149,462.00	\$0.00	\$149,462.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Umpqua Public Transportation District Project 12 Increase frequency of Winston - Sutherlin Commuter													

*Need to adjust report

*Need to adjust report

Number	Provider Name	Status	STIF Total	Expended 2019-21	Carry Forward	Q2 2019-20	Q3 2019-20	Q4 2019-20	Q1 2020-21	Q2 2020-21	Q3 2020-21	Q4 2020-21	
33868-P-13		Complete	\$105,509.00	\$0.00	\$105,509.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 13 Additional Operations Costs, Projects 10, 11, & 12													
*Need to adjust report													
33868-P-14		Complete	\$548,254.00	\$0.00	\$548,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 14 Collector Route to YMCA, Social Security and VA													
33868-P-15		Complete	\$150,000.00	\$47,600.00	\$102,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,989.00	\$29,611.00	\$47,600.00
Umpqua Public Transportation District Project 15 Roseburg Saturday Service													
33868-P-16		Complete	\$611,998.00	\$57,014.00	\$554,984.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,506.00	\$24,508.00	\$57,014.00
Umpqua Public Transportation District Project 16 Increased Frequency of Roseburg Routes													
33868-P-17		Complete	\$328,254.00	\$0.00	\$328,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 17 Overage of Projects 14, 15 and 16													
33868-P-18		Complete	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 18 Shelter for South River Medical Stop													
33868-P-19		Complete	\$16,686.00	\$0.00	\$16,686.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 19 Roseburg Route Saturday Service Expansion for 2019													
33868-P-20		Complete	\$85,453.00	\$0.00	\$85,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 20 Saturday service to Winston and Sutherlin													
33868-P-21		Complete	\$189,619.00	\$0.00	\$189,619.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umpqua Public Transportation District Project 21 Deviated Fixed Route to Wolf Creek & Cottage Grove													
33868-P-22		Complete		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Umpqua Public Transportation District Service Preservation			2018-21 STIF Total	19-21 Expended	Balance							
			\$4,136,601.00	\$1,281,135.00	\$2,855,466.00							
State Transportation Improvement	Projected	\$4,136,600.00	Paid to UPTD	\$3,557,568.00		\$3,557,568.00						Difference between Projected and Paid
												\$579,032.00

Invoice Date	Actual Payments Received
	10/10/2019 \$1,271,407.00
	1/8/2020 \$357,507.00
	4/8/2020 \$359,079.00
	7/9/2020 \$415,656.00
	10/2/2020 \$375,829.00
	1/5/2021 \$365,160.00
	3/31/2021 \$412,930.00
	\$3,557,568.00
	\$2,276,434.00 Actual Carry Forward

State of Oregon
EXECUTIVE SESSION CHECKLIST

Prior to the meeting:

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

At the meeting:

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

Statutory Provisions for Executive Session

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

