

**Regular Board of Directors Meeting**  
**Umpqua Public Transportation District**  
Monday, April 8, 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 March 11, 2024 Regular Meeting Minutes
- 4.2 March 18, 2024 Special Meeting Minutes
- 4.3 March 22, 2024 Special Meeting Minutes
- 4.4 March 2024 Preventive Maintenance Report

**5. Financial Report – Sheri Bleau**

- 5.1 February Financial Report

**6. Public Comment for On Agenda Items Only**

**7. Old Business**

- 7.1 Goals for the Agency
- 7.2 STIF STAC Application Update

**8. New Business**

- 8.1 Discussion RE: Letter of Intent to apply for 5339(b) Bus and Bus Facilities Grant
- 8.2 UPTD Action Plan Update and Resolution 24-01 to Adopt
- 8.3 Resolution 24-02 Resolving Change in Direction for Capital Grant 34248
- 8.4 Resolution 24-03 Resolving Change in Direction for Capital Grant 35326
- 8.5 Resolution 24-04 Policy for Board Approval to Implement Service Enhancements or Expansions
- 8.6 Resolution 24-05 Update Bylaws to move monthly Board Meetings to the 3<sup>rd</sup> Monday of each Month
- 8.7 Resolution 24-06 Instituting a Policy for Board to Approve RTAP Funded Travel

**9. Project Updates**

- 9.1 STIF Project Updates

**10. General Manager Report – Cheryl Cheas**

**11. ODOT Update – Jennifer Boardman**

**12. Not on Agenda**

**13. Public Comment (Limit to 10 minutes total)**

**14. Agenda Build – Next Regular Meeting May 20, 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

## **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.

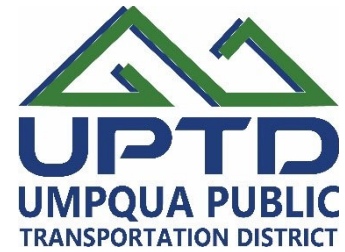
**The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law.** "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment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



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 4**

**Agenda Item Title:** Consent Agenda

**Consent Agenda:**

- 4.1 March 11, 2024**, Draft Regular Meeting Minutes
- 4.2 March 18, 2024**, Draft Special Meeting Minutes
- 4.3 March 22, 2024**, Draft Special Meeting Minutes
- 4.4 March 2024** Preventive Maintenance Report

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

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

**By:** UPTD Board of Directors

**On Time Preventive Maintenance Report**  
**FY 23-24 - March 2024**  
**Reporting 3/01/2024 through 3/31/2024**

	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 23-24	113	110	97.35%	
FY 22-23	136	133	97.79%	
3 Year Running Total	327	299	91.44%	43.44%

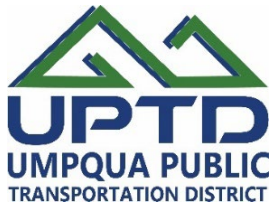
	PM Service	Within Guidelines	Percent On Time	Progress Toward Goal
July-November 2021	27	13	48%	
December	4	4	100%	54.84%
January	6	6	100%	62.12%
February	7	6	86%	65.91%
March	10	6	60%	64.81%
April	9	7	78%	66.67%
May	7	6	86%	68.57%
June	8	8	100%	71.79%
<b>July 2022</b>	13	13	100%	75.82%
August	11	11	100%	78.43%
September	9	9	100%	81.98%
October	9	9	100%	83.33%
November	9	9	100%	84.50%
December 2022	11	11	100%	84.96%
January 2023	15	13	97.40%	85.80%
February 2023	9	8	96.51%	85.97%
March 2023	11	11	100%	86.86%
April 2023	16	16	100%	86.91%
May 2023	13	13	100%	87.75%
June 2023	10	10	100%	88.32%
<b>July 2023</b>	16	16	100%	89.13%
August 2023	22	22	100%	90.08%
September 2023	12	12	100%	90.53%
October 2023	7	7	100%	90.77%
November 2023	10	10	100%	91.10%
December 2023	11	11	100%	91.44%
January 2024	10	10	100%	91.72%
February 2024	13	12	92%	91.75%
March 2024	12	10	83%	91.44%
	327	299		

Of the 2 missed, one vehicle was 160 miles early, one was 150 late.

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.



## Regular Board of Directors Meeting

### Umpqua Public Transportation District

Monday, March 11, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

## Draft 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 - P

Michaela Hammerson - P

Pledge of Allegiance was recited.

Consent Agenda

**4.1** February 8, 2024 Regular Meeting Minutes

**4.2** February 2024 Preventive Maintenance Report

**MOTION:** Sarah Thompson motioned to approve the consent agenda. Lonnie Rainville seconded, no further discussion.

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

February Financial Report – Sheri Bleau

Currently we should be using 67% of the budget. Payroll is at 51%, material and services is 63%. General fund income is at 64.79%. The quarterly reports, financial statement includes the reimbursement we should be getting for Q2. We've received half of them but we are still expecting another \$291,000. Hopefully they will be in tomorrow or the next day. They were pushed through on the 26<sup>th</sup>. Chair Trotter asks which line item. It's 5311 CARES funding. It's been accrued but we have not yet received. Director Rainville asks where we put our excess funds when we have it. As a District we might qualify for the State pool, currently getting 5.5% interest.

**MOTION:** Lonnie motioned to approve the Financial Report. Sarah Thompson seconded, no further discussion.

Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

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

Old Business

**7.1** Line of Credit update – This has been on the agenda since January. There have been a number of discussions. Last meeting the question was regarding whether interest payments could be covered by grants. General Manager researched and found that our grant agreements do not reference loans or fees or any language that refers to borrowing money. Information regarding eligible costs was provided. Discussion followed. Tabled until next time.

**7.2** Goals for the Agency – General Manager went through goals, made them SMART, but representing transit is difficult to make measurable because it is what we do. Discussion followed. Being involved in the community plans with the different cities, the counties, connections, communication with associations and organizations. Entering into IGA's with Emergency Services. Looking at first mile, last mile projects. Mike Baker pointed out that there might be some goals that come out of the audit. Tabled until next time.

## New Business

**8.1 STIF/STAC Committee Update** – Meeting was held on February 27<sup>th</sup>. There was one application for one vacant position and the committee made a motion to move that application forward. Chair Trotter questioned whether this needed a motion. Sarah Thompson made a motion. Michaela stated she had a question. Asks how this was advertised. It's on our website and word of mouth. Michaela states she is concerned that maybe not a lot of people knew there was a position available. There have been a lot of vacancies for awhile now. Discussion followed. Lonnie stated he would second. Michaela asks if we can ask what qualifications the applicant has for the position. What is the timeline for filling the position. Second motion is made by Doug to table until we find out what the qualifications. Seconded by Michaela.

Discussion followed. Request role the applicant is applying for be added to the application.

**MOTION:** Doug motioned to table to bring back after qualifications are determined and the position is advertised. Michaela seconded, no further discussion.

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

**8.2 Drug and Alcohol Policy update** – FTA updated the language for Drug and Alcohol Policies in July. Language addresses the oral swab as a way to test.

**MOTION:** Sarah Thompson motioned to adopt the Drug and Alcohol Policy. Michaela seconded, no further discussion.

Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

## Project Updates – General Manager Report

**9.1 Project Next Door** – Grant# 35335, 5339 Capital – We had two meetings with ODOT and FTA for NEPA to over application, answer questions and provide direction. As a result of this meeting, we know next steps are a Phase One Environmental Site Assessment, a Cultural Resource Study that has to be performed by a qualified professional archaeologist, a Noise Vibration study, a Biologist report on the impact to endangered species and critical habitat and an Air Quality Study for the impacts during construction and after construction is complete. We started with the endangered species and found there are six found in this area but they should not have an impact on the project area. There is a whole lot of work still to be done. Chair Trotter queries whether there is a cost associated with these studies.

**9.2 Lo-No Project** – Grant# 35395 – Spoke with Mark Hollenbeck from Proterra. The purchase by Phoenix Motorcar is complete. The project team has reached out and we will meet on Friday to pick up where we left off in June to discuss the contract. Director Hammerson inquires as to whether this is normal for it to take 2 years to receive a bus. Discussion followed with history of Proterra Chapter 11, separating the company into 3 parts, other manufacturer timelines for building buses as well as information about paying for the buses.

**9.3 STIF Project Updates** – Information was provided regarding the 21-23 STIF plan, the allocations, expenditures, difference between current STIF and unspent from the prior plan. Information was provided for each project with history and explanation. Discussion took place throughout the update. Discussion included the reserve that should be in the bank according to the STIF plan which does not match the bank account. The assumption is that the reserve was utilized to cover current expenses pending reimbursement. Discussion involved the process of receiving the report, ensuring it is provided to the Board, the possibility of calling a Special Board meeting.

**ODOT Update** – Jennifer Boardman – Introduced Vanessa Vissar, the new Operations Manager. The RTC's, the Point and the Training Coordinator report to Vanessa. Vanessa shared a short work history. Jennifer provided employment updates within ODOT, Letter of Intent for 5339 was due and 3 grant applications due tomorrow for the mid-cycle solicitation. FTA is utilizing another division to help process NEPA applications as they are so far behind. The next biennial solicitation will be happening sooner this year. We can look for information at the end of August. There is an emergency rule change for STIF plans that is being pushed through that will allow providers to modify their plans to access funding they might not be able to access until next biennium. She referenced possible rule and statute changes that might happen at some point in the future. Some trainings are coming. CTAA is coming up in West Palm Beach. WSTA conference is coming in Washington State in August. ODOT has filled all of the RTC positions. ODOT still has job openings. OPTC is coming up in Seaside in Oregon. Jennifer will remain and participate in the review. Reminds us that RLS is here to help. It is not punitive, it is technical assistance. A overview of the review process was provided.

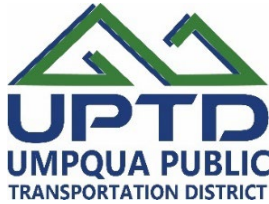
**Not on Agenda** – General Manager introduced Becky Stafford, HR Director was introduced as the point of contact in General Manager's absence, entered into OPTIS as the alternate approver for reports and we have walked her through what it looks like to enter a report.

**Public Comment – No public comment**

**Agenda Build** – Next Regular Meeting April 8, 2024 – Line of Credit update, Goals for the Agency, STIF/STAC update advertising the position, application update, list of expiration dates for grants, Executive Session

**Executive Session ORS 192.660(2)(i) ORS 192.660 (8):** Tabled and added to next Board Meeting.

**Meeting Adjourned – 7:14 PM**



**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

**Draft 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?

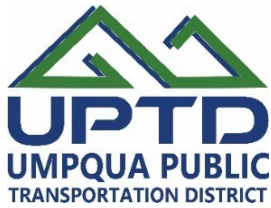
Chair Trotter states he really appreciates Vice Chair Thompson's knowledge on this stuff.

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**



## Special Board of Directors Meeting

Umpqua Public Transportation District

Friday, March 22, 2024, 9:30 a.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

### Draft Meeting Minutes

**Meeting was call to order at 9:31 AM by Chair Trotter.**

**Roll Call was 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

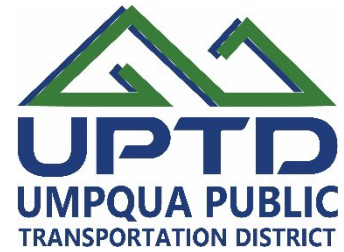
**Pledge of Allegiance was recited.**

**The report to ODOT was reviewed.** UPTD Staff were given the opportunity to provide input.

**MOTION:** Lonnie Rainville motioned to approve the UPTD report to ODOT. Mike Baker seconded, no further discussion.

Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

**Meeting Adjourned at 9:53 AM**



**April 8, 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:**

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

Today's Bank Balance:

Checking	As of 04/08/2024
Business - 6397	\$146,405.07

- March 2024 Balance Sheet
- Current Profit & Loss for UPTD
- FY 23-24 P&L
- March 2024 P&L
- March 2024 Variance Sheet
- March 2024 Bank Statement

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

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

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

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

Mar 31, 24

ASSETS

Current Assets

Checking/Savings 156,036.19

Accounts Receivable 3,430.00

Other Current Assets 6,242.00

Total Current Assets 165,708.19

TOTAL ASSETS **165,708.19**

LIABILITIES & EQUITY

Liabilities 73,601.56

Equity

1-00-040 Fund Balance 1,444,777.24

Net Income -1,352,670.61

Total Equity 92,106.63

TOTAL LIABILITIES & EQUITY **165,708.19**



**Umpqua Pulic Transportation District  
 Profit & Loss**

**All Transactions**

Apr 3, 24

<b>Income</b>	
BUS REPLACEMENT FUND RESOURCES	841,661.00
CAPITAL PROJECTS RESOURCES	1,380,197.60
GENERAL FUND RESOURCES	16,798,719.91
1-0-100 · Local	243,224.83
1-0-400 · Miscellaneous	24,294.77
<b>Total Income</b>	<u>19,288,098.11</u>
<b>Gross Profit</b>	19,288,098.11
<b>Expense</b>	
10 ADMIN Payroll	1,401,794.38
22 OPERATIONS Payroll	4,251,477.51
23 OPERATIONS ADMIN Payroll	965,962.87
24 PARA TRANSIT Payroll	801,874.23
25 CALL CENTER Payroll	816,279.86
26 DEMAND RESPONSE Payroll	774,564.13
30 MEDICAL TRANS Payroll	267,466.89
BUS REPLACEMENT FUND	2,318,937.32
CAPITAL PROJECTS	1,460,769.76
GENERAL FUND - OTHER	196,455.98
Material and Services	1,699,142.17
<b>MATERIALS &amp; SERVICES</b>	
10 · ADMIN	621,302.31
22 · OPERATIONS	2,705,862.26
23 · OPERATIONS ADMIN	166,668.47
24 · PARA	187,736.14
25 · CALL CTR	145,472.20
26 · DEMAND RESPONSE	264,534.61
30 · MEDICAL TRANSPORTATION	642,710.00
<b>Total MATERIALS &amp; SERVICES</b>	<u>4,734,285.99</u>
Personnel Services - Admin	41,909.64
4-400 · Loan Proceeds	-544,000.00
<b>Total Expense</b>	<u>19,186,920.73</u>
<b>Net Income</b>	<u><u>101,177.38</u></u>

# Umpqua Pulic Transportation District Profit & Loss

July 2023 through March 2024

Jul '23 - Mar 24

Income

**BUS REPLACEMENT FUND RESOURCES**

5-00-120 5339 Funding	255,000.00
5-00-130 5311 Funding	358,919.00
5-00-140 STIF Discretionary	208,000.00
5-00-600 Sale of Asset	1,190.00

<b>Total BUS REPLACEMENT FUND RESOURCES</b>	<b>823,109.00</b>
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**CAPITAL PROJECTS RESOURCES**

4-00-100 5339 Funding	257,609.00
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<b>Total CAPITAL PROJECTS RESOURCES</b>	<b>257,609.00</b>
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**GENERAL FUND RESOURCES**

1-00-100 5311 Funding	304,972.00
1-00-105 5311 CARES	284,992.00
1-00-110 5310 Funding	214,517.00
1-00-125 5339 Funding	30,152.00
1-00-210 STIF	1,512,509.00
1-00-400 Miscellaneous	13,146.21
1-00-405 Advertising	20,335.00
<b>1-00-410 Bus Fares &amp; Contract</b>	
1-00-411 Fixed Route Fare	26,311.81
1-00-412 Fixed Rt Organization	5,357.00
1-00-413 Office Fixed Rt Fare	13,948.26
1-00-414 Commuter Fare	6,237.94
1-00-416 Office Commuter Fare	1,504.59
1-00-417 Para Fare	22,126.30
1-00-418 Para -Organization	5,031.25
1-00-419 Office Para Fare	3,182.86
1-00-421 DR/DAR - Organization	10.00
1-00-424 Donations	2,420.33
1-00-428 Contract Revenue	15,000.00
<b>Total 1-00-410 Bus Fares &amp; Contract</b>	<b>101,130.34</b>
1-00-430 Medical Transports	368,618.39
1-00-440 Interest Income	41.23

<b>Total GENERAL FUND RESOURCES</b>	<b>2,850,413.17</b>
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<b>Total Income</b>	<b>3,931,131.17</b>
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<b>Gross Profit</b>	<b>3,931,131.17</b>
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Expense

**10 ADMIN Payroll**

1-10-105 Wages General Mgr	91,209.80
1-10-110 Wages Finance Mgr	73,536.93
1-10-115 Wages HR Coordinator	30,715.38
1-10-116 Executive Assistant	18,989.25
1-10-120 Wages Program Asst	32,434.39
1-10-140 Wages Over Time	368.31
1-10-150 Payroll Taxes	21,488.14

## Umpqua Pulic Transportation District Profit & Loss

July 2023 through March 2024

	Jul '23 - Mar 24
1-10-160 Fringe Benefits	49,923.14
1-10-170 Retirement	24,047.19
1-10-180 Workers' Comp	188.28
<b>Total 10 ADMIN Payroll</b>	<b>342,900.81</b>
<b>22 OPERATIONS Payroll</b>	
1-22-130 Wages Bus Drivers	506,802.43
1-22-135 Maintenance Manager	1,923.20
1-22-140 Wages OT	21,890.37
1-22-150 Payroll Taxes	52,041.08
1-22-160 Fringe Benefits	214,051.30
1-22-170 Retirement	51,466.35
1-22-180 Worker's Comp	14,323.59
<b>Total 22 OPERATIONS Payroll</b>	<b>862,498.32</b>
<b>23 OPERATIONS ADMIN Payroll</b>	
1-23-116 Wages Operations Mgr	72,873.00
1-23-117 Wages Transit Supv	83,851.88
1-23-118 Office Manager	34,832.00
1-23-120 Wages - Program Assit	15,961.49
1-23-140 Wages OT	5,636.79
1-23-150 Payroll Taxes	15,238.37
1-23-160 Fringe Benefits	49,873.48
1-23-170 Retirement	20,125.05
1-23-180 Worker's Comp	356.81
<b>Total 23 OPERATIONS ADMIN Payroll</b>	<b>298,748.87</b>
<b>24 PARA TRANSIT Payroll</b>	
1-24-125 Wages Para Transit	212,061.67
1-24-140 Wages OT	36,891.66
1-24-150 Payroll Taxes	23,884.46
1-24-160 Fringe Benegits	95,619.15
1-24-170 Retirement	24,205.70
1-24-180 Workers' Comp	7,990.39
<b>Total 24 PARA TRANSIT Payroll</b>	<b>400,653.03</b>
<b>25 CALL CENTER Payroll</b>	
1-25-135 Wages Call Ctr Supv	33,785.49
1-25-136 Wages Call Center	85,085.78
1-25-140 Wages - OT	1,820.36
1-25-150 Payroll Taxes	10,724.95
1-25-160 Fringe Benefits	75,357.10
1-25-170 Retirement	13,823.91
1-25-180 Worker's Comp	205.24
<b>Total 25 CALL CENTER Payroll</b>	<b>220,802.83</b>
<b>26 DEMAND RESPONSE Payroll</b>	
1-26-126 Wages Demand Response	87,716.69
1-26-140 Wages OT	20,488.57
1-26-150 Payroll Taxes	10,445.04

## Umpqua Pulic Transportation District Profit & Loss

July 2023 through March 2024

	Jul '23 - Mar 24
1-26-160 Fringe Benefits	43,530.37
1-26-170 Retirement	12,257.94
1-26-180 Worker's Comp	955.76
<b>Total 26 DEMAND RESPONSE Payroll</b>	<b>175,394.37</b>
<b>30 MEDICAL TRANS Payroll</b>	
1-30-127 Wages Med Tran Drivers	82,230.60
1-30-135 Wages Call Ctr Supv	14,810.17
1-30-140 Wages OT	24,710.49
1-30-150 Payroll Taxes	12,168.93
1-30-160 Fringe Benefits	32,974.00
1-30-170 Retirement	10,866.77
1-30-180 Worker's Comp	3,406.24
<b>Total 30 MEDICAL TRANS Payroll</b>	<b>181,167.20</b>
<b>BUS REPLACEMENT FUND</b>	
5-00-700 Capital Projects	1,371,865.75
<b>Total BUS REPLACEMENT FUND</b>	<b>1,371,865.75</b>
<b>CAPITAL PROJECTS</b>	
4-00-700 Capital Projects	286,874.38
<b>Total CAPITAL PROJECTS</b>	<b>286,874.38</b>
<b>GENERAL FUND - OTHER</b>	
1-00-505 Bldg Payment Interest	7,918.08
1-00-510 Bldg Payment Principal	30,991.84
1-00-700 Capital Projects	53,506.60
<b>Total GENERAL FUND - OTHER</b>	<b>92,416.52</b>
<b>MATERIALS &amp; SERVICES</b>	
<b>10 · ADMIN</b>	
1-10-200 Advertising	58,814.11
1-10-240 Background Checks	58.00
1-10-250 Bank Service Charges	411.75
1-10-260 Board Expenses	1,132.29
1-10-270 Bldg Maint. & Repairs	612.43
1-10-290 Drug & Alcohol Testing	422.20
1-10-300 Dues/Memberships/Fees	12,818.14
1-10-330 IT Maint/Software	16,107.22
1-10-380 Rent (Storage)	1,050.00
1-10-390 Recruitment Fees	1,429.01
1-10-400 Training/Conf Fee/Cert	1,444.98
1-10-420 Supplies - Office	6,606.22
1-10-425 Postage	348.21
1-10-430 Telephone	3,950.81
1-10-440 Tablets & Cellphone	1,472.89
1-10-460 Travel - Airfare	1,161.99
1-10-461 Travel - Mileage	2,511.19
1-10-462 Travel - Lodging	5,304.84
1-10-463 Travel - Perdiem	725.00

## Umpqua Pulic Transportation District Profit & Loss

July 2023 through March 2024

	Jul '23 - Mar 24
1-10-470 Utilities	3,589.87
1-10-480 Vehicle & Facility Ins	21,281.00
1-10-500 Staff Recognition	690.68
1-10-510 Signage	21.00
1-10-520 Safety Supplies/Svcs	24.00
1-10-530 Uniforms	228.92
1-10-700 Non Capital Equip	632.66
<b>Total 10 · ADMIN</b>	<b>142,849.41</b>
<b>22 · OPERATIONS</b>	
1-22-210 Accident Repair	2,114.30
1-22-240 Background Checks	87.00
1-22-270 Bldg Maint & Repairs	4,871.45
1-22-280 Bus Shelter Maint	883.95
1-22-290 Drug & Alcohol Testing	1,779.12
1-22-300 Licenses/Fees	5,588.58
1-22-315 Fit For Duty/Evals	1,850.00
1-22-320 Fuel & Oil	161,641.48
1-22-330 IT Maint/Software	694.28
1-22-360 Preventative Maint.	190,653.86
1-22-380 Rent (Storage)	200.00
1-22-400 Training/Conf Fee/Cert	1,380.95
1-22-420 Supplies - Bus	6,577.38
1-22-440 Tablets & Cellphone	2,289.66
1-22-450 Transit Contracts	38,814.79
1-22-460 Travel - Airfare	60.00
1-22-461 Travel - Mileage	478.59
1-22-462 Travel - Lodging	1,018.36
1-22-463 Travel - Perdiem	296.00
1-22-480 Vehicle & Facility Ins	73,775.00
1-22-500 Staff Recognition	3,528.93
1-22-520 Safety Supplies/Svcs	476.50
1-22-530 Uniforms	1,414.61
1-22-700 Non Capital Equip	3,817.98
<b>Total 22 · OPERATIONS</b>	<b>504,292.77</b>
<b>23 · OPERATIONS ADMIN</b>	
1-23-270 Bldg Maint & Repairs	2,552.50
1-23-290 Drug & Alcohol Testing	362.20
1-23-330 IT Maint/Software	9,939.40
1-23-340 Lease	9,900.00
1-23-370 Printing & Copying	3,118.08
1-23-400 Training/Conf Fee/Cert	1,378.13
1-23-420 Supplies - OP Admin	4,447.55
1-23-425 Postage	966.32
1-23-430 Telephone	5,727.44
1-23-440 Tablets & Cellphone	1,343.32

## Umpqua Pulic Transportation District Profit & Loss

July 2023 through March 2024

	Jul '23 - Mar 24
1-23-460 Travel - Airfare	1,600.00
1-23-461 Travel - Mileage	871.76
1-23-462 Travel - Lodging	2,903.23
1-23-463 Travel - Perdiem	556.00
1-23-470 Utilities	4,206.12
1-23-520 Safety Supplies/Svcs	177.45
1-23-530 Uniforms	577.90
1-23-700 Non Capital Equip	1,854.41
1-23-24 · 1-23-240 Background Check	29.00
<b>Total 23 · OPERATIONS ADMIN</b>	<b>52,510.81</b>
<b>24 · PARA</b>	
1-24-290 Drug & Alcohol Testing	854.64
1-24-300 Licenses/Fees	8,119.19
1-24-320 Fuel & Oil	38,219.91
1-24-330 IT Maint/Software	295.83
1-24-360 Preventative Maint.	31,661.85
1-24-420 Supplies - Vans	807.82
1-24-440 Tablets & Cellphone	3,666.34
1-24-510 Signage	1,806.50
1-24-520 Safety Supplies/Svcs	68.00
1-24-530 Uniforms	627.57
<b>Total 24 · PARA</b>	<b>86,127.65</b>
<b>25 · CALL CTR</b>	
1-25-270 Bldg Maint & Repairs	63.47
1-25-290 Drug & Alcohol Testing	344.76
1-25-330 IT Maint/Software	29,533.13
1-25-420 Supplies - Call Ctr	4,322.07
1-25-430 Telephone	5,727.31
1-25-440 Tablets & Cellphone	429.43
1-25-461 Travel - Mileage	178.16
1-25-463 Travel - Perdiem	28.00
1-25-470 Utilities	2,900.49
1-25-530 Uniforms	150.28
1-25-700 Non Capital Equip	1,368.73
<b>Total 25 · CALL CTR</b>	<b>45,045.83</b>
<b>26 · DEMAND RESPONSE</b>	
1-26-290 Drug & Alcohol Testing	284.76
1-26-300 Licenses/Fees	675.92
1-26-320 Fuel & Oil	31,940.96
1-26-330 IT Maint/Software	295.83
1-26-360 Preventative Maint.	22,478.06
1-26-420 Supplies - Vans	475.76
1-26-440 Tablets & Cellphone	2,384.24
1-26-520 Safety Supplies/Svcs	24.00
1-26-530 Uniforms	203.92

# Umpqua Pulic Transportation District Profit & Loss

July 2023 through March 2024

Jul '23 - Mar 24

Total 26 · DEMAND RESPONSE	58,763.45
30 · MEDICAL TRANSPORTATION	
1-30-240 Background Checks	29.00
1-30-290 Drug & Alcohol Testing	606.32
1-30-300 Licenses/Fees	604.19
1-30-315 Fit For Duty/Evals	185.00
1-30-320 Fuel & Oil	23,430.07
1-30-330 IT Maint/Software	295.82
1-30-360 Preventative Maint.	20,372.53
1-30-420 Supplies - Vehicles	970.67
1-30-440 Tablets & Cellphone	1,422.81
1-30-490 Volunteer Mileage Reim	104,118.63
1-30-495 Incentive Bonus	3,323.00
1-30-520 Safety Supplies/Svcs	18.00
1-30-530 Uniforms	152.94
1-30-550 Events	5,360.80
Total 30 · MEDICAL TRANSPORTATION	160,889.78
Total MATERIALS & SERVICES	1,050,479.70
Total Expense	5,283,801.78
Net Income	<u><u>-1,352,670.61</u></u>

# Umpqua Pulic Transportation District Profit & Loss

March 2024

Mar 24

<b>Income</b>	
<b>CAPITAL PROJECTS RESOURCES</b>	
4-00-100 5339 Funding	0.00
<b>Total CAPITAL PROJECTS RESOURCES</b>	<b>0.00</b>
<b>GENERAL FUND RESOURCES</b>	
1-00-100 5311 Funding	0.00
1-00-105 5311 CARES	0.00
1-00-110 5310 Funding	0.00
1-00-400 Miscellaneous	354.85
1-00-405 Advertising	1,230.00
<b>1-00-410 Bus Fares &amp; Contract</b>	
1-00-411 Fixed Route Fare	2,984.21
1-00-412 Fixed Rt Organization	475.00
1-00-413 Office Fixed Rt Fare	1,562.97
1-00-414 Commuter Fare	665.95
1-00-416 Office Commuter Fare	165.43
1-00-417 Para Fare	2,391.56
1-00-418 Para -Organization	600.00
1-00-419 Office Para Fare	115.35
1-00-424 Donations	237.97
<b>Total 1-00-410 Bus Fares &amp; Contract</b>	<b>9,198.44</b>
1-00-430 Medical Transports	56,658.78
1-00-440 Interest Income	1.72
<b>Total GENERAL FUND RESOURCES</b>	<b>67,443.79</b>
<b>Total Income</b>	<b>67,443.79</b>
<b>Gross Profit</b>	<b>67,443.79</b>
<b>Expense</b>	
<b>10 ADMIN Payroll</b>	
1-10-105 Wages General Mgr	9,110.98
1-10-110 Wages Finance Mgr	7,361.22
1-10-115 Wages HR Coordinator	6,538.46
1-10-116 Executive Assistant	0.00
1-10-120 Wages Program Asst	2,467.87
1-10-140 Wages Over Time	0.00
1-10-150 Payroll Taxes	2,418.00
1-10-160 Fringe Benefits	5,418.21
1-10-170 Retirement	2,547.86
1-10-180 Workers' Comp	52.92
<b>Total 10 ADMIN Payroll</b>	<b>35,915.52</b>
<b>22 OPERATIONS Payroll</b>	
1-22-130 Wages Bus Drivers	55,828.31
1-22-140 Wages OT	2,459.77
1-22-150 Payroll Taxes	5,605.09
1-22-160 Fringe Benefits	23,737.12
1-22-170 Retirement	5,643.09



# Umpqua Pulic Transportation District Profit & Loss

March 2024

Mar 24

1-22-180 Worker's Comp	583.46
<b>Total 22 OPERATIONS Payroll</b>	<b>93,856.84</b>
<b>23 OPERATIONS ADMIN Payroll</b>	
1-23-116 Wages Operations Mgr	7,277.30
1-23-117 Wages Transit Supv	17,798.91
1-23-118 Office Manager	3,656.00
1-23-120 Wages - Program Assit	0.00
1-23-140 Wages OT	774.62
1-23-150 Payroll Taxes	-1,890.55
1-23-160 Fringe Benefits	5,873.83
1-23-170 Retirement	1,959.26
1-23-180 Worker's Comp	289.13
<b>Total 23 OPERATIONS ADMIN Payroll</b>	<b>35,738.50</b>
<b>24 PARA TRANSIT Payroll</b>	
1-24-125 Wages Para Transit	19,107.03
1-24-140 Wages OT	3,845.09
1-24-150 Payroll Taxes	2,199.11
1-24-160 Fringe Benegits	9,215.95
1-24-170 Retirement	2,295.21
1-24-180 Workers' Comp	748.32
<b>Total 24 PARA TRANSIT Payroll</b>	<b>37,410.71</b>
<b>25 CALL CENTER Payroll</b>	
1-25-135 Wages Call Ctr Supv	3,402.80
1-25-136 Wages Call Center	10,964.49
1-25-140 Wages - OT	170.84
1-25-150 Payroll Taxes	1,339.58
1-25-160 Fringe Benefits	8,118.66
1-25-170 Retirement	1,599.65
1-25-180 Worker's Comp	52.92
<b>Total 25 CALL CENTER Payroll</b>	<b>25,648.94</b>
<b>26 DEMAND RESPONSE Payroll</b>	
1-26-126 Wages Demand Response	11,207.59
1-26-140 Wages OT	2,765.62
1-26-150 Payroll Taxes	1,352.67
1-26-160 Fringe Benefits	4,245.30
1-26-170 Retirement	1,397.33
1-26-180 Worker's Comp	498.88
<b>Total 26 DEMAND RESPONSE Payroll</b>	<b>21,467.39</b>
<b>30 MEDICAL TRANS Payroll</b>	
1-30-127 Wages Med Tran Drivers	5,838.50
1-30-135 Wages Call Ctr Supv	1,458.34
1-30-140 Wages OT	2,421.65
1-30-150 Payroll Taxes	943.16
1-30-160 Fringe Benefits	3,382.09
1-30-170 Retirement	1,193.19

# Umpqua Pulic Transportation District Profit & Loss

March 2024

Mar 24

1-30-180 Worker's Comp	374.16
<b>Total 30 MEDICAL TRANS Payroll</b>	15,611.09
<b>BUS REPLACEMENT FUND</b>	
5-00-700 Capital Projects	8,211.31
<b>Total BUS REPLACEMENT FUND</b>	8,211.31
<b>MATERIALS &amp; SERVICES</b>	
<b>10 · ADMIN</b>	
1-10-200 Advertising	5,400.00
1-10-250 Bank Service Charges	37.50
1-10-260 Board Expenses	816.77
1-10-300 Dues/Memberships/Fees	811.54
1-10-330 IT Maint/Software	758.50
1-10-380 Rent (Storage)	100.00
1-10-390 Recruitment Fees	150.00
1-10-400 Training/Conf Fee/Cert	140.00
1-10-420 Supplies - Office	862.16
1-10-425 Postage	17.94
1-10-430 Telephone	763.42
1-10-440 Tablets & Cellphone	136.89
1-10-470 Utilities	378.98
<b>Total 10 · ADMIN</b>	10,373.70
<b>22 · OPERATIONS</b>	
1-22-270 Bldg Maint & Repairs	1,215.50
1-22-300 Licenses/Fees	782.24
1-22-320 Fuel & Oil	17,128.79
1-22-360 Preventative Maint.	20,150.23
1-22-420 Supplies - Bus	674.95
1-22-440 Tablets & Cellphone	235.95
<b>Total 22 · OPERATIONS</b>	40,187.66
<b>23 · OPERATIONS ADMIN</b>	
1-23-270 Bldg Maint & Repairs	225.00
1-23-330 IT Maint/Software	165.00
1-23-340 Lease	1,100.00
1-23-420 Supplies - OP Admin	1,046.36
1-23-425 Postage	277.04
1-23-430 Telephone	730.32
1-23-440 Tablets & Cellphone	160.92
1-23-461 Travel - Mileage	235.84
1-23-470 Utilities	455.23
1-23-520 Safety Supplies/Svcs	102.50
<b>Total 23 · OPERATIONS ADMIN</b>	4,498.21
<b>24 · PARA</b>	
1-24-300 Licenses/Fees	381.00
1-24-320 Fuel & Oil	4,248.32
1-24-360 Preventative Maint.	2,051.82

# Umpqua Pulic Transportation District Profit & Loss

March 2024

Mar 24

1-24-420 Supplies - Vans	150.00
1-24-440 Tablets & Cellphone	355.77
<b>Total 24 · PARA</b>	<b>7,186.91</b>
<b>25 · CALL CTR</b>	
1-25-420 Supplies - Call Ctr	374.00
1-25-430 Telephone	730.30
1-25-440 Tablets & Cellphone	52.95
1-25-470 Utilities	338.98
1-25-530 Uniforms	72.34
<b>Total 25 · CALL CTR</b>	<b>1,568.57</b>
<b>26 · DEMAND RESPONSE</b>	
1-26-300 Licenses/Fees	76.20
1-26-320 Fuel & Oil	4,149.93
1-26-360 Preventative Maint.	2,860.80
1-26-420 Supplies - Vans	159.58
1-26-440 Tablets & Cellphone	301.37
<b>Total 26 · DEMAND RESPONSE</b>	<b>7,547.88</b>
<b>30 · MEDICAL TRANSPORTATION</b>	
1-30-300 Licenses/Fees	152.40
1-30-320 Fuel & Oil	2,066.63
1-30-360 Preventative Maint.	1,151.46
1-30-420 Supplies - Vehicles	153.87
1-30-440 Tablets & Cellphone	164.13
1-30-490 Volunteer Mileage Reim	16,849.73
1-30-495 Incentive Bonus	134.00
1-30-550 Events	54.99
<b>Total 30 · MEDICAL TRANSPORTATION</b>	<b>20,727.21</b>
<b>Total MATERIALS &amp; SERVICES</b>	<b>92,090.14</b>
<b>Total Expense</b>	<b>365,950.44</b>
<b>Net Income</b>	<b>-298,506.65</b>

Umpqua Public Transportation District  
Financial Statement  
February 2024

	Mar 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Mar 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
<b>Income</b>									
<b>BUS REPLACEMENT FUND RESOURCES</b>									
5-00-120 5339 Funding	0.00	0.00	0.00		255,000.00	1,991,250.00	-1,736,250.00	2,655,000.00	Includes Reimbursements for: 1) Grant 34227 (4 Vans), the vans were delivered and all funds expended; 2) Grant 35395 (3 Electric buses), the electric buses are on hold at this time.
5-00-130 5311 Funding	0.00	0.00	0.00		358,919.00	1,125,616.50	-766,697.50	1,500,822.00	Includes Reimbursements for: 1) Grant 34248 (3 Hybrid Vans, 2 Hybrid 30 ft Buses and 1 Hybrid <30 ft Bus), the 3 Hybrid Vans and 1 Hybrid <30ft Bus were delivered and all funds expended. The 2 30ft Hybrid buses will most likely not be completed before the Grant expires on 12/31/24; 2) Grant 35326 (5 Vans & 1 < 30 ft Bus), the Vans are on order at this time, the bus has not been ordered.
5-00-140 STIF Discretionary	0.00	0.00	0.00		208,000.00	153,750.00	54,250.00	205,000.00	Includes the STIF Discretionary Grant 35088 (2 Hybrid <30 ft buses). The buses were delivered and all funds expended. In addition, the YTD budgeted number of \$205,000 was incorrect. The Grant was actually for \$208,000.
5-00-600 Sale of Asset	0.00				1,190.00		1,190.00		Includes funds received for the auction sale of bus 18-19-05.
<b>Total BUS REPLACEMENT FUND RESOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>823,109.00</b>	<b>3,270,616.50</b>	<b>-2,447,507.50</b>	<b>4,360,822.00</b>	
<b>CAPITAL PROJECTS RESOURCES</b>									
4-00-100 5339 Funding	0.00	1,059,124.00	-1,059,124.00	Income was budgeted over each quarter. The land purchase is currently waiting on NEPA approval	257,609.00	3,177,372.00	-2,919,763.00	4,236,496.00	Includes: 1) Grant 35335 (Maintenance Facility), some project planning (title search/wetlands delineation, etc.) have been done for the purchase of land but the project is currently waiting on NEPA approval; 2) Grant 35395 (Maint. Facility/Yard/Electric chargers/project planning/training), the electric charges have been delivered with \$33,758 remaining on this section of the grant.
<b>Total CAPITAL PROJECTS RESOURCES</b>	<b>0.00</b>	<b>1,059,124.00</b>	<b>-1,059,124.00</b>		<b>257,609.00</b>	<b>3,177,372.00</b>	<b>-2,919,763.00</b>	<b>4,236,496.00</b>	
<b>GENERAL FUND RESOURCES</b>									
1-00-050 Available Cash on Hand	399,684.03	128,333.40	271,350.63	The current bank balance at month end is \$134,836.36	1,453,847.99	1,154,999.80	298,848.19	1,540,000.00	The current bank balance at month end is \$134,836.36
1-00-100 5311 Funding	0.00	153,644.50	-153,644.50	Income was budgeted for the last month of the quarter but received in the second quarter.	304,972.00	460,933.50	-155,961.50	614,578.00	Q2 Reimbursements were slightly less for this grant due to having access to the CARES funding. We utilized some of the CARES funding for some of the admin and operations expenses.
1-00-105 5311 CARES	0.00	82,371.25	-82,371.25	Income was budgeted for the last month of the quarter but received in the second quarter.	284,992.00	247,113.75	37,878.25	329,485.00	Includes funds received for Grant 35646 (COVID Funds) for the 2nd Qtr. This grant became available in February and will help to carry us through the end of FY 24.
1-00-110 5310 Funding	0.00	114,659.25	-114,659.25	Income was budgeted for the last month of the quarter but received in the second quarter.	214,517.00	343,977.75	-129,460.75	458,637.00	Includes funds received for Grant 35502 (MM/PM/CS). Reimbursements are slightly less for this grant due to having access to the CARES funding. We utilized some of the CARES funding for some of the Call Center expenses.
1-00-115 5310 Discretionary	0.00	20,000.00	-20,000.00	Grant 35375 was budgeted here but all funds were expended by 6/30/2023.	0.00	60,000.00	-60,000.00	80,000.00	Grant 35375 was budgeted here but all funds were expended by 6/30/2023.
1-00-125 5339 Funding	0.00	63,788.00	-63,788.00	Income was budgeted in the last month of each quarter. The funds for Grant 34227 Comm. Systems have been fully expended and the new land projects is waiting on the NEPA approval.	30,152.00	191,364.00	-161,212.00	255,152.00	Includes funds received for: 1) Grant 34227 (Comm Systems), the communication systems have been purchased and installed in all vehicles, all funds were expended; 2) Grant 35395 (Project planning/training). The new land project is waiting on the NEPA approval.
1-00-210 STIF	0.00	0.00	0.00		1,512,509.00	1,847,851.50	-335,342.50	2,463,802.00	We have received less than anticipated STIF funds YTD than budgeted.
1-00-400 Miscellaneous	354.85	300.00	54.85		13,146.21	2,700.00	10,446.21	3,600.00	This includes monthly rent of \$300 from the business that leases from us downstairs. In addition we have received some ODOT scholarship reimbursements, a SAIF dividend check and a couple of SAIF reimbursements on claims.

**Umpqua Public Transportation District  
Financial Statement  
February 2024**

	Mar 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Mar 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
1-00-405 Advertising	1,230.00	1,783.34	-553.34	We currently have 2 companies advertising on our vehicles.	20,335.00	16,049.98	4,285.02	21,400.00	
1-00-410 Bus Fares & Contract	9,198.44	9,583.34	-384.90		101,130.34	86,249.98	14,880.36	115,000.00	We are collecting more farebox revenue than anticipated
1-00-430 Medical Transports	56,658.78	45,833.34	10,825.44	We are making more money monthly for NEMT than originally anticipated. We added 4 new volunteer drivers since January 2024.	368,618.39	412,499.98	-43,881.59	550,000.00	We were not making as much money as originally anticipated. We added 4 new volunteer drivers since January 2024 and have increased the wheelchair pick up rate from \$20 to \$22. The wheelchair rate will be increased to \$25 in April.
1-00-440 Interest Income	1.72	25.00	-23.28		41.23	225.00	-183.77	300.00	
<b>Total GENERAL FUND RESOURCES</b>	467,127.82	620,321.42	-153,193.60		4,304,261.16	4,823,965.24	-519,704.08	6,431,954.00	
<b>Total Income</b>	467,127.82	1,679,445.42	-1,212,317.60		5,384,979.16	11,271,953.74	-5,886,974.58	15,029,272.00	
<b>Gross Profit</b>	467,127.82	1,679,445.42	-1,212,317.60		5,384,979.16	11,271,953.74	-5,886,974.58	15,029,272.00	
<b>Expense</b>									
10 ADMIN Payroll	35,915.52	43,612.48	-7,696.96	We currently have an open Executive Assistant Position. A hiring freeze is in place at this time.	342,900.81	392,512.56	-49,611.75	523,350.00	The HR Director position was budgeted for the entire year but the position was filled in November. In addition the Executive Assistant Position has been vacant since mid December 2023.
22 OPERATIONS Payroll	93,856.84	150,666.70	-56,809.86	Includes 1 full time driver being on LOA and another out on Worker's Comp. In addition, the Facility Tech and Fleet Manager positions were budgeted but are on hold.	862,498.32	1,355,999.90	-493,501.58	1,808,000.00	Includes 1 full time driver being on LOA and another out on Worker's Comp. In addition, the Facility Tech and Fleet Manager positions were budgeted but are on hold.
23 OPERATIONS ADMIN Payroll	35,738.50	40,350.02	-4,611.52	Includes the Admin Asst on LOA. She is due to return on 4/1/24.	298,748.87	363,149.94	-64,401.07	484,200.00	Includes the Admin Asst on LOA for a couple of months. In addition, the 2nd Transit Supv position was not filled until August.
24 PARA TRANSIT Payroll	37,410.71	36,391.69	1,019.02	Para and DR have drivers that flex between the 2 modes. Currently we are under budget \$12,644.86 combining the 2 modes.	400,653.03	327,524.93	73,128.10	436,700.00	Para and DR have drivers that flex between the 2 modes. YTD we are under budget \$67,658.72 combining the 2 modes.
25 CALL CENTER Payroll	25,648.94	26,650.02	-1,001.08	The budget was created splitting the Dispatch Supv 50/50 with Medical Transport. Actuals have been split 70/30. We are currently underbudget \$11,890.01 combing the two departments for the Dispatch Supv.	220,802.83	239,849.94	-19,047.11	319,800.00	The budget was created splitting the Dispatch Supv 50/50 with Medical Transport. Actuals have been split 70/30. We are currently underbudget \$76,379.85 combing the two departments for the Dispatch Supv.
26 DEMAND RESPONSE Payroll	21,467.39	35,131.27	-13,663.88	Para and DR have drivers that flex between the 2 modes. Currently we are under budget \$12,644.86 combining the 2 modes.	175,394.37	316,181.19	-140,786.82	421,575.00	Para and DR have drivers that flex between the 2 modes. YTD we are under budget \$67,658.72 combining the 2 modes.
30 MEDICAL TRANS Payroll	15,611.09	26,500.02	-10,888.93	The budget was created splitting the Dispatch Supv 50/50 with Medical Transport. Actuals have been split 70/30. We are currently underbudget \$11,890.01 combing the two departments for the Dispatch Supv. In addition, YTD we have collected \$368,618.39 in Medical Transportation funds.	181,167.20	238,499.94	-57,332.74	318,000.00	The budget was created splitting the Dispatch Supv 50/50 with Medical Transport. Actuals have been split 70/30. We are currently underbudget \$76,379.85 combing the two departments for the Dispatch Supv. In addition, we have collected \$368,618.39 in Medical Transportation Funds.
BUS REPLACEMENT FUND	8,211.31	0.00	8,211.31	Reflects late fees on three invoices from Northwest Bus.	1,371,865.75	3,270,616.50	-1,898,750.75	4,360,822.00	6 Hybrid Vans & 3 Gas Vans were delivered, in addition, 3 Hybrid <30 ft buses were delivered. The electric buses are on hold at this time.
CAPITAL PROJECTS	0.00	0.00	0.00		286,874.38	3,177,372.00	-2,890,497.62	4,236,496.00	3 electric charging stations have been delivered. The new land purchase is waiting on the NEPA approval.
GENERAL FUND - OTHER MATERIALS & SERVICES	0.00	43,239.84	-43,239.84	Contingency & unappropriated expenses were budgeted for this period. No expenses were recorded.	92,416.52	450,682.48	-358,265.96	595,359.00	Bldg interested was budgeted in June but paid in December 2023. The first building payment was paid in December 2023 and the second payment will be paid in June 2024. Includes the installation of 2 data ports in the Admin office downstairs. In addition new furniture and a computer were purchased for the HR office. All communications systems have been purchased and installed in all vehicles.

**Umpqua Public Transportation District  
Financial Statement  
February 2024**

	Mar 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Mar 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
10 · ADMIN	10,373.70	11,615.76	-1,242.06	The variance is primarily due to having less advertising expenses for this period.	142,849.41	189,652.75	-46,803.34	243,300.00	The variance is primarily due to: 1) Audit fees were budgeted but the audit has not been completed yet; 2) Conference/training fees have been less than anticipated and are currently on hold; 3) Non Capital Equip purchases have been less than anticipated; 4) Legal Fees have not been needed.
22 · OPERATIONS	40,187.66	47,153.81	-6,966.15	The variance is primarily due to Fuel & Oil being less than anticipated for this period.	504,292.77	575,413.57	-71,120.80	749,800.00	The variance is primarily due to: 1) Fuel & Oil have been much less than anticipated for the year, however, fuel costs are on the rise again.
23 · OPERATIONS ADMIN	4,498.21	4,108.37	389.84		52,510.81	50,449.89	2,060.92	67,200.00	
24 · PARA	7,186.91	8,656.10	-1,469.19	The variance is primarily due to the Preventative Maintenance coming in lower since the purchase of the new vans.	86,127.65	82,376.70	3,750.95	109,770.00	
25 · CALL CTR	1,568.57	1,354.40	214.17		45,045.83	32,674.30	12,371.53	37,100.00	The variance is primarily due to 1) IT/Software - the Routematch annual license was much higher than anticipated; 2) Supplies - headsets were purchased for 4 dispatchers; 3) Telephones - migration from Mitel to Ring Central has incurred additional costs.
26 · DEMAND RESPONSE	7,547.88	5,408.50	2,139.38	The variance is primarily due the Fuel & Oil coming in higher than anticipated. Para and DR have drivers that flex between the 2 modes.	58,763.45	51,612.00	7,151.45	68,750.00	The variance is primarily due the Fuel & Oil coming in higher than anticipated. Para and DR have drivers that flex between the 2 modes.
30 · MEDICAL TRANSPORTATION	20,727.21	19,583.60	1,143.61	The variance is primarily due to the addition of 4 new NEMT drivers, we are paying more volunteer mileage than budgeted.	160,889.78	189,336.70	-28,446.92	249,050.00	The variance was primarily due to the lack of NEMT drivers, however an additional 4 new drivers were added in January & February. This is expected to be more in line with the budgeted expectations by year end.
<b>Total MATERIALS &amp; SERVICES</b>	<b>92,090.14</b>	<b>97,880.54</b>	<b>-5,790.40</b>		<b>1,050,479.70</b>	<b>1,171,515.91</b>	<b>-121,036.21</b>	<b>1,524,970.00</b>	
<b>Total Expense</b>	<b>365,950.44</b>	<b>500,422.58</b>	<b>-134,472.14</b>		<b>5,283,801.78</b>	<b>11,303,905.29</b>	<b>-6,020,103.51</b>	<b>15,029,272.00</b>	
<b>Net Income</b>	<b>101,177.38</b>	<b>1,179,022.84</b>	<b>-1,077,845.46</b>		<b>101,177.38</b>	<b>-31,951.55</b>	<b>133,128.93</b>	<b>0.00</b>	



March 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: February 29, 2024  
This statement: March 31, 2024

**PUBLIC FUNDS INTEREST CHECKING**

Account number	XXXXXX6397	Beginning balance	\$23,248.50
Low balance	\$23,499.42	Additions/Deposits	\$600,037.79
Average balance	\$202,710.41	Withdrawals/Subtractions	\$488,449.93
Interest paid year to date	\$5.65	Ending balance	\$134,836.36
Interest earned	\$1.72		

**Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
03-01	Deposit	317.98
03-01	Deposit	35.00
03-04	Deposit	50.00
03-05	Deposit	685.27
03-05	Deposit	354.85
03-05	Deposit	293.58
03-05	Deposit	112.50
03-06	Deposit	356.60
03-06	Deposit	12.50
03-07	Deposit	367.45
03-11	Deposit	388.60
03-11	Deposit	280.92
03-11	Deposit	225.00
03-12	Deposit	20.00
03-13	Deposit	321.96
03-13	Deposit	312.50
03-13	Deposit	2.00
03-14	Deposit	287.73
03-14	Deposit	210.96
03-15	Deposit	550.00
03-15	Deposit	4.00
03-18	Deposit	248.22
03-18	Deposit	205.06
03-18	Deposit	12.50
03-19	Deposit	351.75
03-19	Deposit	12.50
03-19	Deposit	.50
03-20	Deposit	227.55

**Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
03-20	Deposit	4.00
03-22	Deposit	290.47
03-22	Deposit	251.95
03-22	Deposit	75.00
03-25	Deposit	189.86
03-26	Deposit	239.11
03-27	Deposit	925.00
03-27	Deposit	109.46
03-28	Deposit	12.50
03-29	Deposit	231.63
03-29	Deposit	223.58
03-29	Deposit	12.50
<b>Total Deposits/Additions</b>		<b>\$8,812.54</b>

**Other Deposits/ Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
03-31	Interest Credit	1.72
<b>Total Other Deposits/ Additions</b>		<b>\$1.72</b>

**ACH Electronic Payments/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-04	ACH DebitRef 0641636I Funds Transfer To Dep Xxxxxx7206 From	324.23
03-04	ACH DebitRef 0641636I Funds Transfer To Dep Xxxxxx7206 From	368.32
03-04	ACH DebitRef 0641637I Funds Transfer To Dep Xxxxxx7206 From	1,022.58
03-04	ACH DebitRef 0641637I Funds Transfer To Dep Xxxxxx7206 From	1,033.27
03-04	ACH DebitRef 0641636I Funds Transfer To Dep Xxxxxx7206 From	1,100.00
03-04	ACH DebitRef 0641636I Funds Transfer To Dep Xxxxxx7206 From	1,138.63
03-05	ACH DebitRef 0651811I Funds Transfer To Dep Xxxxxx7206 From	547.08
03-05	ACH DebitSaif Epay Saif Corp Sfcvol001044694 20240305	12,783.09
03-06	ACH DebitRef 0661216I Funds Transfer To Dep Xxxxxx7206 From	607.23
03-06	ACH DebitThe Hartford Prem Pymt 017102520001 243919847826	3,433.74
03-06	ACH DebitThe Hartford Prem Pymt 017102520002 585214366610	5,889.76
03-07	ACH DebitHra Veba Withdrawal Ya20355 20240307	10,500.00
03-08	ACH DebitADP Payroll Fees ADP Fees 930732204108 20240308	325.07
03-12	ACH DebitCelayix Fees 20240312	165.00
03-12	ACH DebitADP Tax ADP Tax Ka8v4 031306a01 20240312	25,980.77
03-12	ACH DebitADP Wage Pay Wage Pay 9354309735748v4 20240312	59,353.19
03-13	ACH DebitHarland Clarke Chk Order 20240313	173.16
03-13	ACH DebitHarland Clarke Chk Order 20240313	272.01
03-13	ACH DebitRef 0731053I Funds Transfer To Dep Xxxxxx7206 From	385.25
03-13	ACH DebitRef 0731246I Funds Transfer To Dep Xxxxxx7206 From	385.25
03-13	ACH DebitRef 0731053I Funds Transfer To Dep Xxxxxx7206 From	751.07
03-13	ACH DebitRef 0731052I Funds Transfer To Dep Xxxxxx7206 From	782.56
03-13	ACH DebitRef 0731053I Funds Transfer To Dep Xxxxxx7206 From	1,250.22
03-13	ACH DebitRef 0731053I Funds Transfer To Dep Xxxxxx7206 From	1,499.46
03-13	ACH DebitRef 0731740I Funds Transfer To Dep Xxxxxx7206 From	2,773.65
03-19	ACH DebitRef 0791749I Funds Transfer To Dep Xxxxxx7206 From	952.74
03-19	ACH DebitRef 0791749I Funds Transfer To Dep Xxxxxx7206 From	996.96
03-19	ACH DebitRef 0791749I Funds Transfer To Dep Xxxxxx7206 From	1,082.05
03-19	ACH DebitRef 0791749I Funds Transfer To Dep Xxxxxx7206 From	1,208.01
03-22	ACH DebitADP Payroll Fees ADP Fees 768091647360 20240322	326.57
03-26	ACH DebitRef 0861810I Funds Transfer To Dep Xxxxxx7206 From Xachpl	33.50
03-26	ACH DebitRef 0861810I Funds Transfer To Dep Xxxxxx7206 From Xachpl	131.32
03-26	ACH DebitRef 0861810I Funds Transfer To Dep Xxxxxx7206 From Xachpl	887.08



**ACH Electronic Payments/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-26	ACH DebitRef 0861838I Funds Transfer To Dep Xxxxxx7206 From Xachpl	889.76
03-26	ACH DebitRef 0861838I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,254.24
03-26	ACH DebitADP Tax ADP Tax Ka8v4 032707a01 20240326	25,704.55
03-26	ACH DebitADP Wage Pay Wage Pay 9425301604058v4 20240326	59,428.02
<b>Total ACH Electronic Payments/Subtractions</b>		<b>\$225,739.39</b>

**ACH and Electronic Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
03-01	ACH Credit Square Inc 240301p2 20240301	47.94
03-04	ACH Credit Odot Odot Pymnt 20240304	245,707.00
03-04	ACH Credit Square Inc 240304p2 20240304	146.24
03-05	ACH Credit Square Inc 240305p2 20240305	287.34
03-06	ACH Credit Square Inc 240306p2 20240306	225.70
03-06	ACH Credit Bay Cities Amb A/P ACH 20240306	14,610.94
03-07	ACH Credit Odot Odot Pymnt 20240307	400.00
03-07	ACH Credit Square Inc 240307p2 20240307	71.76
03-08	ACH Credit Hra Veba Adjustment Ya20355 20240308	2,000.00
03-11	ACH Credit Square Inc 240311p2 20240311	110.52
03-12	ACH Credit Square Inc 240312p2 20240312	143.82
03-13	ACH Credit Square Inc 240313p2 20240313	35.88
03-13	ACH Credit Bay Cities Amb A/P ACH 20240313	16,295.36
03-14	ACH Credit Odot Odot Pymnt 20240314	284,992.00
03-15	ACH Credit Square Inc 240315p2 20240315	81.72
03-19	ACH Credit Square Inc 240319p2 20240319	23.30
03-20	ACH Credit Square Inc 240320p2 20240320	132.08
03-20	ACH Credit Bay Cities Amb A/P ACH 20240320	14,435.34
03-21	ACH Credit Square Inc 240321p2 20240321	23.97
03-22	ACH Credit Square Inc 240322p2 20240322	38.45
03-25	ACH Credit Square Inc 240325p2 20240325	23.97
03-27	ACH Credit Square Inc 240327p2 20240327	33.32
03-27	ACH Credit Bay Cities Amb A/P ACH 20240327	11,317.14
03-28	ACH Credit Square Inc 240328p2 20240328	39.74
<b>Total ACH and Electronic Deposits/Additions</b>		<b>\$591,223.53</b>

**Other Withdrawals/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-01	A2A Pmt Debit Terminal 00000000 Indeed #89810203 Austin Tx XXXXXXXXXXXX6365	150.00
03-20	Maintenance Fee ACH PPD Credits OR Iginated For 02/24	37.50
<b>Total Other Withdrawals/Subtractions</b>		<b>\$187.50</b>

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
02-29	23,248.50	03-12	47,534.31	03-22	218,517.24
03-01	23,499.42	03-13	54,336.52	03-25	218,459.47
03-04	264,415.63	03-14	337,141.04	03-26	129,553.34
03-05	252,819.00	03-15	335,418.74	03-27	140,597.82
03-06	257,031.68	03-18	306,197.99	03-28	140,650.06
03-07	234,908.59	03-19	269,861.15	03-29	134,834.64
03-08	236,251.19	03-20	278,639.90	03-31	134,836.36
03-11	234,390.50	03-21	271,922.11		

**Interest Information**

Annual percentage yield earned	.01%
Interest-bearing days	31
Average balance for APY	\$202,664.06
Interest earned	\$1.72
Interest paid year to date	\$5.65
Statement period	03/01 to 03/31

**Overdraft Fee Summary**

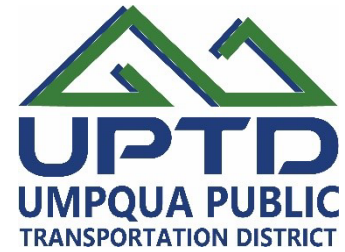
	Total For This Period	Total Year-to-Date
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

**Checks**

Check #	Amount	Date	Check #	Amount	Date
2979	\$6,283.13	03-29	3077	\$169.10	03-25
*3045	\$12,370.00	03-07	3078	\$462.17	03-22
*3047	\$100.00	03-18	3079	\$12,170.38	03-19
3048	\$15,544.71	03-12	3080	\$33.41	03-27
3049	\$829.78	03-18	*3082	\$1,389.84	03-19
3050	\$26,150.54	03-12	*3084	\$1,294.13	03-20
3051	\$16,625.68	03-18	3085	\$14.00	03-22
3052	\$100.00	03-18	3086	\$186.00	03-22
3053	\$348.45	03-12	3087	\$2,241.61	03-21
3054	\$648.94	03-12	3088	\$76.25	03-18
3055	\$1,482.12	03-14	3089	\$80.00	03-20
3056	\$1,126.60	03-14	3090	\$52,054.05	03-22
3057	\$14.00	03-08	3091	\$143.87	03-22
3058	\$110.00	03-15	3092	\$3,344.89	03-19
3059	\$500.17	03-11	3093	\$497.00	03-21
3060	\$24.00	03-14	3094	\$395.00	03-19
3061	\$76.25	03-08	3095	\$4,586.90	03-20
3062	\$80.00	03-11	3096	\$4,003.15	03-21
3063	\$53,911.75	03-12	3097	\$102.50	03-25
3064	\$53.45	03-14	3098	\$816.77	03-26
3065	\$2,285.56	03-11	*50566	\$520.32	03-06
3066	\$395.00	03-12	*50571	\$520.32	03-06
3067	\$4,521.66	03-12	50572	\$92.30	03-07
3068	\$877.40	03-15	50573	\$242.08	03-08
3069	\$634.50	03-18	50574	\$21.69	03-06
3070	\$1,370.62	03-15	50575	\$1,297.86	03-13
3071	\$595.00	03-13	50576	\$520.32	03-18
*3073	\$874.08	03-22	50577	\$92.30	03-19
3074	\$14,935.50	03-19	50578	\$21.69	03-20
3075	\$10,800.00	03-18	50579	\$1,307.03	03-27
3076	\$157.22	03-19			

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

Total Checks paid: 61 for **-\$262,523.04**



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 7**

**Agenda Item Title: Old Business**

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

**7.1 Goals for the Agency**

**Requested Action:** Review and discussion. If satisfied, motion to approve Goals for the Agency.

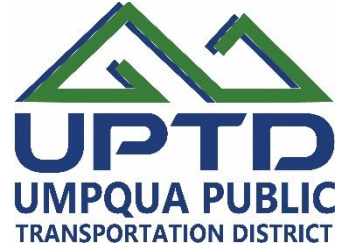
In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

**7.2 STIF Application Update**

**Requested Action:** Review and discussion. If satisfied, motion to appoint applicant to STIF/STAC Committee.

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

**April 8, 2024**  
**UPTD Regular Board Meeting**  
**AGENDA ITEM COVERSHEET**



**Agenda Item 7.1**

**Agenda Item Title:** Establishing Agency Goals for 2024

During the February Board Meeting, goals for the agency were discussed. Proposed goals should be for the Fiscal Year 2024. All goals specific, measurable, achievable, relevant and time-bound. Include goals around reporting, possible IGA's with our communities to be informed about projects that would impact transit.

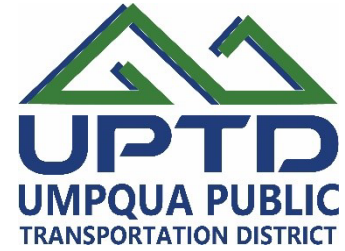
Discussion continued during March 11, 2024 Regular Board Meeting with repeated direction to include IGA's with local agencies for Emergency Services.

In addition, there may be additional goals to include as a result of the RLS Site Review.

**Requested Action:** Motion to adopt Agency Goals.

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

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

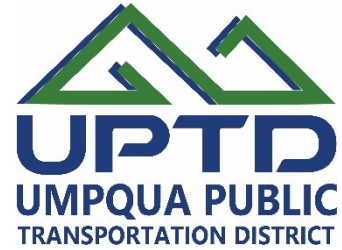


## UPTD 2024 Goals

1. Safety – Build a safety culture and prioritize safety through training, incentivizing safety and establishing a safety committee.
  - a. Leading into FY2024, establish a Safety Committee
    - i. Committee will meet monthly throughout FY2024 and engage in safety orientated trainings.
    - ii. Committee will establish incentives by 7/31/2024, for days, months and/or quarters without an injury or accident.
    - iii. Meeting minutes will be available to all employees no later than 2 weeks following the monthly meeting.
    - iv. Committee activities and accomplishments will be reported to the Board monthly as part of the consent agenda.
  - b. Conduct quarterly safety training for all employees through 2024.
2. Financial Sustainability and Fiscal Responsibility – Proactively work to ensure financial sustainability.
  - a. Timely Reporting and Reimbursement Requests
    - i. Ensure quarterly APR and SPR reports are complete for review at least 5 working days prior to deadline for submission.
    - ii. Schedule time on the calendar to review, resolve issues and make corrections.
    - iii. Submit reports and corresponding reimbursement requests within 45 days following the end of each quarter.
  - b. Increase Income
    - i. Submit discretionary grant applications. Timing is bound to the NOFA (Notice of Funding Announcement). These opportunities generally present in the September to March timeframe.
    - ii. Recruit 5 additional volunteer medical drivers by 12/31/2024 and maintain 10 volunteer drivers when recruitment is successfully completed.
  - c. Assess Costs of the providing the current level of service
    - i. Management team will meet quarterly, after reports are complete to review costs per mode and per route. Recommendations will be made to prepare for cuts if necessary.
  - d. Develop an internal “at-a-glance” report that provides status of fund accounting. Incorporate this report into the monthly Financial Report to the Board.

3. Board Training
  - a. Information will be provided as soon as authorized training is available for HB 2805 mandated Public Meeting law training for all new Board members.
  - b. A Board Retreat will be planned and provided by November 30, 2024.
4. Increase Ridership
  - a. Increase Fixed Route ridership by 10% over the final FY 2023-24 ridership, as reported 6/30/2024, by 6/30/2025.
  - b. Increase Demand Response ridership by 10% over the final FY 2023-24 ridership, as reported 6/30/2024, by 6/30/2025.
    - i. Work with partner agencies to implement services that target the needs of our riders.
5. Implement STIF Projects
  - a. Staff will apply for grants to add and replace shelters. Shelter replacement is tied to receipt of a grant and will commence when a grant is executed.
  - b. Lifeline service will be implemented no later than 7/1/2024.
6. Improve bus stop facilities
  - a. Staff will continue to implement measures to keep bus stops clean with monthly review of needs to improve. Board will be updated after each review.
  - b. Install seating at 10 stops without signs or seats by August 31, 2024.
7. Create Staffing Succession Plan
  - a. Staff will work to create emergency succession plan by August 1, 2024.
  - b. Plan will be brought to the Board for approval during the August Board meeting.
8. Represent Transit
  - a. Staff will establish IGA for Emergency Services with Douglas County prior to end of FY 2024-25.
  - b. Staff will present Transit performance metrics, including ridership and system improvements, to six municipalities within the District and determine next steps to enter into service contracts with the cities UPTD serves.
  - c. Staff will work with the local agencies serving seniors and people with disabilities and establish a minimum of 2 Emergency Service agreements relating to evacuation.

April 8, 2024  
UPTD Regular Board Meeting  
AGENDA ITEM COVERSHEET



**Agenda Item 7.2**

**Agenda Item Title:** STIF STAC Application Update

During the February Board Meeting, an application was submitted to the Board from the STIF STAC Committee. The recommendation was to appoint Kat Stone as the Environmental representative.

After discussion, direction was provided to advertise the position on Next Door and revise the application to list the positions available on the Committee.

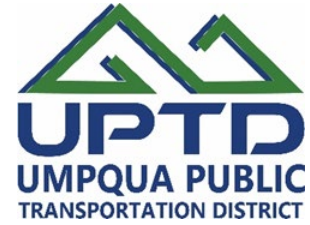
**Requested Action:** Review updated UPTD STIF STAC Application.

If satisfied, motion to appoint Kat Stone as the Environmental Representative.

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

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

**STIF/STAC Committee Application**  
Term: Two Years Upon Appointment



Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a resident of our District? \_\_\_\_\_ Are you a registered voter? \_\_\_\_\_

- Are you seeking a position representing:  Seniors  People with Disabilities  Service Provider  
 Bike/Ped  Low Income  Veterans  Transit User  Dependent Transit User  
 Environmental Advocate  Educational Institutions  Public Health  
 Interested Party Transit Background ***Please see website for vacant positions***

Why do you want to serve on the Umpqua Public Transportation District STIF/STAC Committee?

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Describe past experiences or positions held that would assist you as a STIF/STAC Committee member.

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Outline strengths, abilities and talents that you would bring to the STIF/STAC Committee.

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

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In your opinion, what is the most important role of a STIF/STAC Committee member?

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What do you feel qualifies you to serve in the position to which you have applied to be appointed?

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

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





**Umpqua Public Transportation District** ✓

General Manager / CEO Cheryl Cheas • 13 Mar



Are you interested in volunteering on an advisory committee? UPTD is seeking qualified applicants for vacant Statewide Transportation Improvement Fund Special Transportation Advisory Committee. More information can be found on our website at <https://www.umpquatransit.com/stif-stac> If you are interested in one of the vacant positions, please complete an application.

## Vacant Committee Positions

Position	Representing
4	Service Provider
6	Low Income
7	Veterans
10	Transit User
11	Dependent Transit User
12	Environmental Advocate
13	Educational Institutions
14	Public Health

**STIF/STAC**

[umpquatransit.com](https://www.umpquatransit.com)

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



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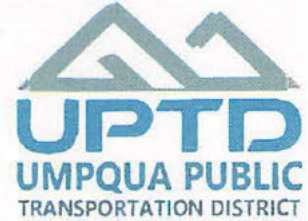
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**STIF/STAC Committee Application**

Term: Upon Appointment through June 2022

Applicant Name: KATHERIN Stone Date: 2/06/24

Address: [Redacted] Roseburg Zip Code: 97471

Phone Number: 541-[Redacted] Email Address: [Redacted]@live.com

Are you a resident of our District? yes Are you a registered voter? yes

Why do you want to serve on the Umpqua Public Transportation District STIF/STAC Committee?  
Because I care about the District and the people it serves as well as those it does not serve. I care about the growth and diversity of services and revenue.

Describe past experiences or positions held that would assist you as a STIF/STAC Committee member.  
District Board Director #1

Outline strengths, abilities and talents that you would bring to the STIF/STAC Committee.  
Knowledge and Experience of District function and finances

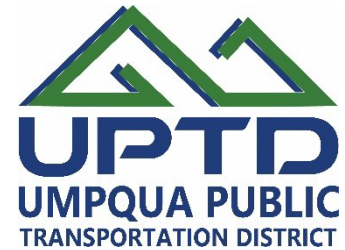
Describe your knowledge of Public Transportation rules, regulations and funding sources.  
I had a bit of time reviewing and training on these subjects during formation and functioning of the transportation District

In your opinion, what is the most important role of a STIF/STAC Committee member?  
Paying attention to the folks with the knowledge of the opportunities, advisors, directors and general manager and STATE ODOT folks (I know some)

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

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

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



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8**

**Agenda Item Title: New Business**

**8.1** Discussion RE: Letter of Intent to apply for 5339(b) Bus and Bus Facilities Grant

**8.2** UPTD Action Plan Update and Resolution 24-01 to Adopt

**8.3** Resolution 24-02 Resolving Change in Direction for Capital Grant 34248

**8.4** Resolution 24-03 Resolving Change in Direction for Capital Grant 35326

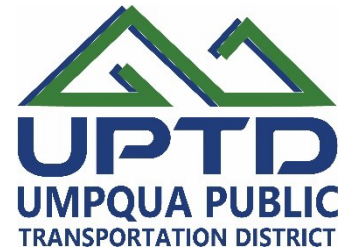
**8.5** Resolution 24-04 Policy for Board Approval to Implement Service Enhancements or Expansions

**8.6** Resolution 24-05 Update Bylaws to move monthly Board Meetings to the 3<sup>rd</sup> Monday of each Month

**8.7** Resolution 24-06 Instituting a Policy for Board to Approve RTAP Funded Travel

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

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



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.1**

**New Business**

**8.1 Discussion RE: Letter of Intent to apply for 5339(b) Bus and Bus Facilities Grant**

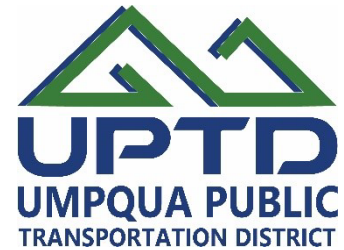
Prior to the conclusion of the RLS Site Review, the General Manager submitted a letter of intent to seek 5339(b) grant funding for Bus Shelters and a Service Vehicle to utilize in the maintenance of shelters.

As a result of the direction provided during the site review and to align with the Action Plan the Board has adopted, the General Manager is requesting to withdraw the letter of intent to apply for grant funding for shelters.

**Requested Action:** If satisfied, motion to direct the General Manager to withdraw the Letter of Intent for this grant opportunity.

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

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



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.2**

**New Business**

**8.2 UPTD Action Plan Update and Resolution 24-01 to Adopt**

Following the UPTD Financial Site Review, the UPTD Board met in a Special Board meeting to review and discuss the observations and recommendations that resulted from the site review. The Board Chair and Vice Chair worked together to create an Action Plan to address the findings of the review.

The UPTD Board held a second Special Meeting. UPTD Staff were invited to provide input on the proposed Action Plan. The UPTD Board voted unanimously to submit the Action Plan to ODOT.

**Requested Action:** If satisfied, motion to approve Resolution 24-01, adopting the UPTD Action Plan with Updates.

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

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

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

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

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

**1. Organizational Structure**

<b>Finding/Observation:</b>	The District was not sufficiently staffed in its initial operations. The organizational structure as presented during this review appeared consistent with peer organizations of comparable size.
<b>Corrective Action:</b>	Attached with this report is the Organization Chart. The Board requests the General Manager to update the chart, effective 3/22/2024, to reflect that the Board of Directors oversees the General Manager.  UPTD will institute a 12-month freeze in hiring for all but necessary vehicle operator positions, effective 3/22/2024. In the event that a supervisory or management role becomes vacant, that is critical to the operations of the district, the Board will entertain a request to fill that position.
<b>Due Date:</b>	3/22/24
<b>Status:</b>	Complete
<b>Amount Saved:</b>	\$542,112
<b>Comments:</b>	By eliminating 6 positions from the projected compensation and reducing a possible COLA from 5% to 2%, the savings is as stated above. 2 of these positions had already been filled while the employees were out on leave. 3 were projected for future hire. The Executive Assistant Position has been a RFT position for 5 years but was not filled by the time of the review.

**2. Internal Controls**

<b>Finding/Observation:</b>	<p>ODOT uses a series of internal control standards that should be implemented by every subrecipient transit agency. These controls include elements such as sufficient segregation of duties to ensure a system of supervision and approvals for agency expenditures.</p>
<b>Corrective Action:</b>	<p>Attached with this plan is the current internal control policy for UPTD. The Board recommends updating this policy now that there are more staff, to ensure adequate separation of duties.</p> <p>Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director, with feedback from others as needed, by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position. Position Descriptions will be provided to the Board by the HR Director at the May 2024 meeting for review and approval.</p> <p>Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.</p> <p>All policies and procedures and business practices will be reviewed by the HR Director, updated and put in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>
<b>Due Date:</b>	9/16/2024
<b>Status:</b>	In progress
<b>Amount Saved:</b>	N/A
<b>Comments:</b>	

### 3. Financial Management Systems

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



**4. Single Audits**

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

**5. Response to Single Audit Findings**

<b>Finding/Observation:</b>	<p>It is management’s responsibility to respond timely to audit findings. Management generally provided a timely response to each finding; however, due to the number of repeat findings, the corrective actions proposed were either not implemented or not effective in remedying the audit finding.</p> <ul style="list-style-type: none"> <li>• <i>For the period ended June 30, 2020 – due March 31, 2021, the audit was completed on September 17, 2021. 8 findings.</i></li> <li>• <i>For the period ended June 30, 2021 – due March 31, 2022, the audit completed March 20, 2023. 14 findings, all 14 findings represent repeat findings from the previous audit period.</i></li> <li>• <i>For the period ended June 30, 2022 – due March 31, 2023, the audit completed June 30, 2023. 4 findings, all 4 findings represent repeat findings from the previous audit period.</i></li> </ul>
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**Corrective Action:**

Attached with this report are the UPTD Corrective Action Plans from FY 2020-2021 and FY 2021-2022 as well as the internal tracking mechanism utilized to ensure all findings were remedied. For the FY2022-2023 audit that is underway, there are four audit findings so far. The response from the Finance Manager is as follows:

- Finding 2022-01: Source documentation, strengthen controls over financial reporting:
  - All monthly Financial Statements, bank statements and all other required documents and reports for the FY 22-23 were uploaded in a timely manner to the Auditor’s drop box after the year end of 6/30/2023. The auditors have been working diligently on the audit and have not requested any more documentation from UPTD. Upon completion of the FY 22-23 Audit, UPTD and the Board of Directors will receive a copy. The auditor has recently stated that the audit will not be completed by 3/31/2024 due to the lack of auditors in the state of Oregon. This is an ongoing issue for Oregon.
  
- Finding 2022-2 Fiscal Management System, Ensure Compliance with Federal Regulations Over Accounting Systems:
  - The Finance Manager records income and expenses on a daily basis. A Chart of Accounts has been created for each area of the business (i.e. – Admin, Ops, Para, DR, Med. Transportation), in addition Job Codes have been created for all Federal and State Grants, this is as a work around in QuickBooks to help code income and expenses to the correct Grants which aids in completing ODOT quarterly reports and Single Audits. The General Ledger reflects the Chart of Account and Job Code for all entries made in QuickBooks.
  
- Finding 2022-03 - Source Documentation:
  - UPTD has a current Fiscal Policy. The reports for expenditures are generated from the GL at the end of each quarter and are utilized to create the Reimbursement Requests. The income and expenses in the GL have been coded with a Job Code that coincides with each Federal and State Grant.
  
- Finding 2022-04 – Fiscal Management System:

	<ul style="list-style-type: none"> <li>○ The Finance Manager records income and expenses on a daily basis. A Chart of Accounts has been created for each area of the business (I.E. – Admin, Ops, Para, DR, Med. Transportation), in addition Job Codes have been created for all Federal and State Grants, this is as a work around in QuickBooks to help code income and expenses to the correct Grants which aids in completing ODOT quarterly reports and Single Audits. The General Ledger reflects the Chart of Account and Job Code for all entries made in QuickBooks at the time of entry.</li> </ul>
<b>Due Date:</b>	3/22/24
<b>Status:</b>	In process
<b>Amount Saved:</b>	
<b>Comments:</b>	

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

<b>Finding/Observation:</b>	<p>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.</p>
<b>Corrective Action:</b>	<p>Job codes have been added in QuickBooks to correspond to each grant and accounting will continue forward this way to ensure that expenditures line up with each funding source.</p> <p>Effective 3/22/2024, all UPTD expenses will be tracked through QuickBooks and no longer through an Excel Spreadsheet, until a grant management financial system can be implemented.</p> <p>Reimbursements will be timely; attached to this plan is a quarterly report process that was utilized during the last quarter to submit an on-time report. This will be the process going forward with the General Manager and the Finance Manager. Additionally, it is written in the Finance Manager Position Description duties to include grants management and administration. Quarterly reports should be submitted by the Finance Manager. General Manager and Finance Manager will need to reach out to ODOT to get Finance Manager access and correct permissions for submission of quarterly reports, effective 3/22/2024.</p> <p>HR Director has access to approve quarterly reports and should do so in the absence of the General Manager.</p>

	<p>Effective this quarter, it is the request of the Board that all quarterly reports be submitted at least 5 business days before the deadline. (40 days after the end of the quarter)</p> <p>It is understood that invoices may be required to be submitted with OPTIS reports going forward and UPTD is prepared to comply with that requirement.</p> <p>In regard to the discrepancy in reporting, the General Manager and Finance Manager will reach out to Drew Orr by 3/31/2024 to seek help in reconciling all of the UPTD quarterly reports in OPTIS to find the discrepancy and clean up the reports, so they are accurate going forward.</p> <p>If work has begun on this reconciliation, beginning with the May 2024 meeting, the Finance Manager will give an update to the Board on the status of the reconciliation each month.</p> <p>Finance Manager will provide grant reimbursement request reports at each meeting following the month of submittal for Board review</p>
<b>Due Date:</b>	3/22/24
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A
<b>Comments:</b>	The Finance Manager has access to submit reports and has been entering reports for 2 years.

## 7. Cash Flow Analysis

<b>Finding/Observation:</b>	<p>An examination of cash flows (expenditures and revenues over the last 38 months) was undertaken as part of this review. Monthly cash-flow analysis is not a routine aspect of reports provided to the Board.</p> <p>Since January 2022, expenditures exceeded revenue collections in 18 of 26 months. At calendar year end in 2022, despite 8 months where expenditures exceeded revenues, the agency still had \$1.3 million in the bank.</p> <p>Calendar year 2023, however, was much different; the magnitude of expenditures over revenues rose to \$-86,542.05; the net result was the bank balance on 12/31/2023 was \$313,810.25. By February 29, 2024, was \$23,248.53.</p>
<b>Corrective Action:</b>	Effective 4/8/2024, profit and loss statements and trending variance reports will be added to the monthly Board packets. If there is over

	<p>\$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>Winston/Sutherlin service was recently converted to a fixed route from a commuter route. This correspondingly triggered the requirement to provide complementary paratransit over a vast service area. This service will be converted back to a commuter route by 7/1/2024.</p> <p>Operations Manager will review all current routes and services and provide a recommendation to the Board at the 04/08/2024 meeting on other routes/services that could be reduced.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting that will require Board approval to implement service enhancements or expansions. There will be a requirement in place for UPTD staff to provide a finance and staffing plan for each implementation or enhancement requested.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting to update the Board bylaws to move monthly Board meetings to the 3<sup>rd</sup> Monday of each month to ensure the Finance Manager has sufficient time to gather all financial reports necessary to complete the Board packet.</p> <p>Effective with the May 2024 regular Board meeting, the General Manager will furnish meeting packets to the Board at least seven calendar days prior to each meeting to allow sufficient time for Board review prior to the meetings.</p>
<b>Due Date:</b>	4/8/24
<b>Status:</b>	In process
<b>Amount Saved:</b>	<p>Winston/Sutherlin Annual Reduction- \$262,925</p> <p>Remove Overtime Annual - \$68,000</p> <p>Transferring 2 Drivers Para to NEMT Annual Savings -\$487,805</p> <p>Combined Annual Savings - \$784,730</p> <p>Plus \$30,000 income</p> <p>Immediate savings by reducing ParaTransit Hours– \$81,567</p>
<b>Comments:</b>	<p>The Operations Manager has been working on the revision for the Winston and Sutherlin routes to bring them back to Commuter Routes. This results in a 4 hour/day reduction in revenue service hours for</p>

	<p>Sutherlin and 7 hours/day for Winston with a 40 mile/day reduction for Sutherlin and 110 miles/day for Winston.</p> <p>Lifting the ParaTransit requirement for these areas will result in reduction in overtime which ran at \$34,000 for the first 2 quarters of this year. 2 drivers moving to medical transportation, will result in a reduction of 16 hours/day for 305 service days/year. The hours related cost for this service with the recent level of overtime is \$99.96. Just this hours related cost result in \$487,805 savings.</p> <p><b>Implementing the change to the ParaTransit service area on May 1, 2024 results in reducing 816 ParaTransit revenue service hours over 51 service days, resulting in a savings of \$81,567.</b></p> <p>The transition to NEMT, which is now generating enough to pay for the full cost of operating plus profit, will allow our drivers to remain employed, reduce the burden on Federal and STIF dollars and generate income. This number is projected, at current rates, approximately \$2,500/month.</p>
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**8. Review of Records and Report**

<p><b>Finding/Observation:</b></p>	<p>This topic examined reports submitted to the Board of Directors, single audit reports (addressed above), and expenditure details.</p> <ul style="list-style-type: none"> <li>• Board reports – Board members were generally supportive of the documentation provided by management but there were recommendations for improvements: <ul style="list-style-type: none"> <li>○ Context to printed financial report – what do the reports say?</li> <li>○ Timelier submittal of transmittal to board members</li> </ul> </li> <li>• Source documentation – a review of randomly selected expenditures reveals miscellaneous, minor issues, but documentation meets federal standards.</li> <li>• Accounts Payable Cycles – While anecdotal evidence was provided that the District more recently was exceeding acceptable payment cycles, this review did not substantiate that late payments were a problem.</li> </ul>
<p><b>Corrective Action:</b></p>	<p>Finance Manager will provide profit and loss statements and trending variance reports Board packets beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting to update the Board bylaws to move monthly Board meetings to the 3<sup>rd</sup> Monday of each month to ensure the Finance Manager has</p>

	<p>sufficient time to gather all financial reports necessary to complete the Board packet.</p> <p>Effective with the 05/2024 regular Board meeting, the General Manager will furnish meeting packets to the Board at least seven calendar days prior to each meeting to allow sufficient time for Board review prior to the meetings.</p>
<b>Due Date:</b>	4/8/24
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A – Compliance related
<b>Comments:</b>	

### 9. Liquidity Analysis

<b>Finding/Observation:</b>	<p>Various metrics used to evaluate the financial health of the transit agency will be provided in the review report. As noted above, grant awards are designed for specific purposes; there are generally no “block grants” that provide local discretion on how funds are spent. Federal grants are all on a cost reimbursement basis; UPTD must incur the expense, bill ODOT for the expense, and then await payment. During this time, UPTD bears the cash-flow burden while awaiting payment. State STIF funds are provided in advance. This works to improve cash flow; however, it appears to have presented a false sense of the true financial position of the organization, leading both Board members and staff to assume monies were available when, in fact, they were not.</p> <p>Based on existing data as of February 29, 2024, UPTD has virtually no liquid or unrestricted assets available to meet future obligations.</p>
<b>Corrective Action:</b>	<p>Finance Manager will provide profit and loss statements and trending variance reports with the monthly Board packets, beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>The Finance Manager will provide a net position report at the 04/08/2024 Board meeting for the Board to review for sufficiency.</p> <p>UPTD is currently working on the annual budget. Budget discussions have been ongoing, will be an agenda item at the 4/8/2024 meeting and the budget committee meeting on 4/15/24. The cash reserve, once identified by UPTD staff and the Board, will be implemented with the adoption of the FY2024/2025 budget in May 2024.</p>

	<p>Effective 3/18/2024, UPTD Management has been tasked to identify non-essential expenditures in their remaining FY 2024 budget and reduce expenditures in the upcoming FY 2025 budget process. It has been identified that \$750,000 will need to be cut from next year’s budget. Information for these cuts will be given to the Board at each meeting from now until the budget is adopted in May 2024.</p> <p>Effective 3/18/2024 Operations management are to reduce approximate current overtime payments (\$28,000/quarter).</p> <p>General Manager is to meet with radio advertisement contractor to substantially reduce or eliminate service by 4/30/2024</p> <p>Effective 3/18/2024, no staff travel is allowed except for Board approved RTAP-funded travel. General Manager will draft a resolution for vote at the 4/8/2024 meeting to institute a policy where the Board must approve all RTAP-funded travel.</p> <p>General Manager will cancel storage unit and remove all contents by 4/30/2024</p> <p>General Manager will assess current fair market rents by 4/8/2024 and provide the Board with the updated analysis at the April meeting for discussion on raising the space lease in the building. Rent increase will be served by the General Manager by 05/01/2024 and raised in compliance with current Oregon Commercial Landlord Tenant Laws.</p> <p>General Manager will request foot traffic data for the downtown office and reach out to other local businesses to determine if it is feasible to utilize restrooms and/or sell bus passes from an alternate location and report to the Board at the May 2024 meeting.</p>
<b>Due Date:</b>	May 2024
<b>Status:</b>	In process
<b>Amount Saved:</b>	\$50,000 for advertising. Others to be determined
<b>Comments:</b>	<p>Finance Manager is now providing the P&amp;L Statement, Variance Report and Net Position Report for the beginning with the 4/8/24 meeting.</p> <p>The General Manager will work with Finance Manager to ensure we are maintaining and building the cash reserve once established. We will monitor Medical Transportation income and expenditures and report monthly.</p> <p>A summary of changes to the Budget will be provided to the Board prior to the Budget Committee meeting. At this time, over \$750,000 worth of reductions have been made and we are prepared to provide a balance budget to the Board.</p>



	<p>Contact has been made with Brook Communications and the advertising budget has been cut to not exceed \$5,000/year. Meeting was postponed and rescheduled for 4/9/24.</p> <p>Resolution for Board Approval of Travel will be included in 4/8 Board Packet.</p> <p>The process of clearing the storage unit has begun. The unit will be empty and cancelled prior to 5/1/2024.</p> <p>Still working on the lease information.</p> <p>Downtown Office Manager has been tasked with tracking office foot traffic though the month of May. At a glance we know there are a minimum of 12 drivers that frequent the office as their rest stop, lunch, computer to clock in and out for lunch on a daily basis. Drivers also drop in to replenish tickets and passes for sale on their vehicles. On the average we process a minimum of 20 ADA applications/month. Many of those applicants come to the office for assistance to complete their applications. Cindy will track to get an accurate sample.</p>
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**10. Improve Internal Communications**

<b>Finding/Observation:</b>	<p>There are necessary improvements needed to improve the efficiency of the organization. Interviews with staff indicate the lack of communication or consistent communication of critical information to management could be improved.</p>
<b>Corrective Action:</b>	<p>Board recommends continued manager meetings at least weekly to discuss items related to the management of the District.</p> <p>Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position.</p> <p>Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.</p> <p>All policies and procedures and business practices will be reviewed by the HR Director, updated and in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>
<b>Due Date:</b>	September 2024

<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A Compliance
<b>Comments:</b>	

### 11. Stay on Message

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

### 12. Better Integration of Planning

<b>Finding/Observation:</b>	Management decisions are being made without adequate information and planning in an effort to address goals established in the Human Service Public Transportation Coordination Plan and the UMPTA Transit District Master Plan 2022 actions to increase service without proper consideration of financial and staffing implications to the organization.
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<b>Corrective Action:</b>	General Manager will draft a resolution for vote at the 04/08/2024 meeting requiring Board approval to implement service enhancements or expansions. There will be a requirement in place for UPTD staff to provide a financial and staffing plan for each implementation or enhancement requested.
<b>Due Date:</b>	4/8/24
<b>Status:</b>	In process
<b>Amount Saved:</b>	N/A
<b>Comments:</b>	Resolution will be presented at the 4/8/2024 meeting

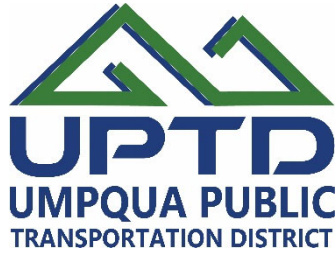
**Additional Board Requests of all UPTD Management Staff - Ongoing**

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

All tasks listed in this action plan have dates for completion. The Board is committed to requesting information from the Management Team and following up to ensure the above actions have or are taking place.

The Board of Directors is working with PTD staff to resolve current cash flow issues and more information will be coming forth after a meeting with Jennifer Boardman and Drew Orr.

Please direct any questions or concerns with this report to Cheryl Cheas [ccheas@umpquatransit.org](mailto:ccheas@umpquatransit.org), Tom Trotter, [ttrotter@umpquatransit.org](mailto:ttrotter@umpquatransit.org) , or Sarah Thompson, [sthompson@umpquatransit.org](mailto:sthompson@umpquatransit.org)



**RESOLUTION NO. 24-01**

**A RESOLUTION ADOPTING THE UPTD ACTION PLAN**

**WHEREAS**, on March 12, 2024 through March 14, 2024, Umpqua Public Transportation District entered into an onsite ODOT Financial Compliance Site Review, conducted by RLS and Associates, acting as oversight for ODOT PTD and,

**WHEREAS**, RLS reviewed the Umpqua Public Transportation District (UPTD) policies, procedures and financial reports and provided feedback for the Board to take under consideration to improve the overall financial and operational health of the agency and,

**WHEREAS**, the Umpqua Public Transportation District Board of Directors held a special meeting on 3/18/2024 at 12:00 p.m. to review the draft exit conference notes and recommendations from the auditors and,

**WHEREAS**, the Board has prepared a response to the recommendations, including additional items requested by ODOT, and will be implementing the “Umpqua Public Transportation District Board of Directors Action Plan”,

**NOW, THEREFORE**, the Board of Directors of the District resolves to adopt the Umpqua Public Transportation District Board of Directors Action Plan.

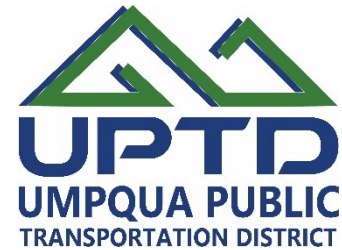
**APPROVED AND ADOPTED** on this 8th day of April, 2024.

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chair, Tom Trotter**

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

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

Recording Secretary:  
Cheryl Cheas, UPTD General Manager, CCTM



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.3**

**New Business**

**8.3 Resolution 24-02 Resolving Change in Direction for Capital Grant 34248**

Grant 34248 has been extended multiple times. Supply chain issues have repeatedly delayed the expected delivery date. In addition, on 9/12/2022 at the Regular Board Meeting, the Board was presented with the price increase that would raise UPTD's out of pocket expense from \$35,919 to \$141,291. In February, Schetky NW advised UPTD that the buses on order, funded by Grant 34248, will not be delivered by the expiration of the grant, June 30, 2024.

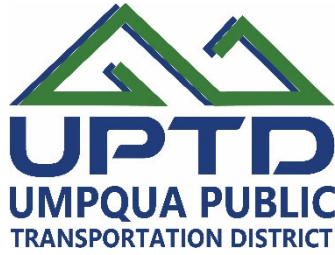
On 3/22/2024, UPTD's General Manager met with ODOT to discuss options for grant 34248, expiring 6/30/2024, and requested to allow Grant 34248 to expire and notify Schetky NW that UPTD will be canceling the order due to the expiration of the Grant Funding.

The General Manager is recommending Resolution 24-02 as the optimal solution for this grant.

**Requested Action:** If satisfied, motion to approve Resolution 24-02, Resolving Change in Direction for Capital Grant 34248.

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

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



## **RESOLUTION NO. 24-02**

### **A RESOLUTION RESOLVING A CHANGE IN DIRECTION FOR CAPITAL GRANT 34248**

**WHEREAS**, the Umpqua Public Transportation District (UPTD) entered into grant agreement 34248 with ODOT, executed 8/13/2020 and,

**WHEREAS**, Grant 34248 included \$332,001 grant funding with \$37,999 in required local match for the purchase of 2 transit vehicles with a useful life - 7 years or 200,000 miles and,

**WHEREAS**, on 8/30/2021 UPTD submitted PO 1007 in the amount of \$349,742 to ODOT with a match requirement of \$35,919 and an expected delivery date of 8/2022 and,

**WHEREAS**, on 8/30/2022 Schetky NW communicated that for all unscheduled chassis, they would be repricing the orders with the 2023 chassis price increase, and,

**WHEREAS**, on 9/12/2022 at the Regular Board Meeting, the Board was presented with the price increase that would raise UPTD's out of pocket expense from \$35,919 to \$141,291 and the General Manager was authorized to proceed, and,

**WHEREAS**, on 12/01/2022 UPTD received a reprice notification from Schetky NW, advising that the price of the vehicles would increase by \$61,775 apiece for a total increase of \$123,550 and,

**WHEREAS**, on 12/12/2023, ODOT extended Grant 34248 to accommodate the supply chain delays, and

**WHEREAS**, on 2/26/2024 Schetky NW informed UPTD that the vehicles would not be delivered by 6/30/2024 and,

**WHEREAS**, on March 12, 2024 through March 14, 2024, Umpqua Public Transportation District entered into an onsite ODOT Financial Compliance Site Review, conducted by RLS and Associates, acting as oversight for ODOT PTD and,

**WHEREAS**, RLS reviewed the UPTD’s policies, procedures and financial reports and provided feedback for the Board to take under consideration to improve the overall financial and operational health of the agency and,

**WHEREAS**, it would not be fiscally responsible at this time to accept another price increase in order to accept the 2 Class C vehicles ordered on Grant 34248, and

**WHEREAS**, on 3/22/2024, UPTD’s General Manager met with ODOT to discuss options for grant 34248, expiring 6/30/2024, and requested to allow Grant 34248 to expire and notify Schetky NW that UPTD will be canceling the order due to the expiration of the Grant Funding, and

**WHEREAS**, ODOT requires a Board Resolution to change the direction UPTD prefers to take regarding this order for 2 Class C vehicles on Grant 34248, and

**NOW, THEREFORE**, the Board of Directors of the District resolves to change direction on Grant 34248, requesting ODOT to allow the Grant to expire and the General Manager notify Schetky NW that UPTD is cancelling the order placed 8/30/2021 on PO 1007.

**APPROVED AND ADOPTED** on this 8th day of April, 2024.

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

**Chair, Tom Trotter**

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

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

Recording Secretary:

Cheryl Cheas, UPTD General Manager, CCTM



## ***August 2022 General Manager's Report***

### **Vehicle Update – Schetky NW**

- CTAA: Bus Purchasing Crisis DOT Survey
- Email from Schetky giving preliminary situational update
- Letter from Ford to Forest River
- Letter from Forest River to Schetky
- ODOT Purchase Order for UPTD's purchase of 2 vehicles from Schetky
- Email from Schetky updating pricing
- Grant 34248 Allocation Page

Grant 34248 - \$370,000 available for this purchase – New Price \$236,646/vehicle for a total of \$473,292.

Original Purchase Order was for \$349,742 - UPTD Match was \$35,919.

If we move forward, UPTD share becomes \$141,291 and there is no guarantee order will be complete in 2023.

The effect the delay prevents us from being able to implement the new Roseburg Collector which will serve the YMCA, Social Security Office, Evergreen, etc. and the South County Collector which would provide better service in the South County areas of Myrtle Creek, Tri-City, Riddle and Canyonville.

### **Vehicle Update – NW Bus**

- No change of price yet
- Ford has not updated build list

### **Completed:**

- Travel Training Video
- ODOT Technology Assessment
- Won the Low-No Grant award for development of the property and 3 Battery Electric Buses
- OTA Backgrounder for State Legislature
- Attended Quarterly Transit Manager's Meeting in Coos Bay
- Driver interviews for both Fixed Route Bus and Demand Response
- Final Coordinated Plan Check In
- Met with Jeanne Wright and Kathy Schaffer from Douglas County Senior Services

# CTAA Analysis: The Bus Purchasing Crisis

In August 2022, CTAA surveyed its 54 state partners to learn more about the bus purchasing crisis. We received 46 responses. The survey asked eight questions and the full data set can be found [here](#).

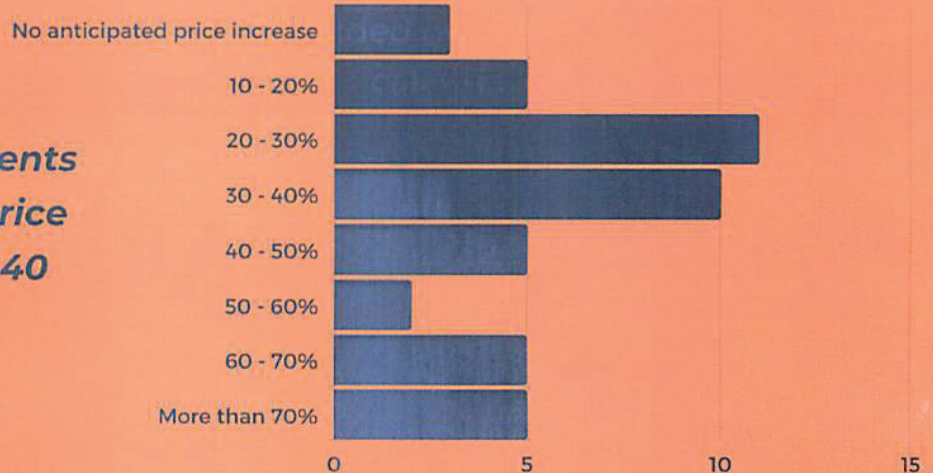
## 46%

of respondents indicated the expected delivery wait time is 24 to 60 months

## 52%

of respondents had a bus contract, purchase or agreement voided or terminated in the calendar year 2022

**37 percent of the respondents are expecting small bus price increases of greater than 40 percent.**



## 80%

of the respondents are feeling an unprecedented concern or are very concerned regarding standard vehicle replacements.

## 74%

of the respondents are feeling an unprecedented concern or are very concerned with meeting the state of good repair.

## 18

# months

is the average statewide small bus backlog.



## Cheryl Cheas

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**From:** Mark Zollner <markz@schetkynw.com>  
**Sent:** Monday, August 29, 2022 2:40 PM  
**To:** Cheryl Cheas  
**Subject:** RE: Any Status Update?  
**Attachments:** FW\_ \_\_\_FLEET FLASH\_\_\_ FORD 2021 & 2022 PRODUCTION THROUGH APRIL.pdf; FR\_COMMUNICATION.pdf; Defender-Ford-550-Brochure.pdf

Hello Cheryl,

Last year, Forest River (a Berkshire Hathaway Company) purchased Eldorado and Champion Bus. Since then, the production for all Forest River brands has been moved to Elkhart, Indiana to streamline production. While the microchip shortage has continued to limit chassis production (see attached), and Ford has prioritized F-150 trucks and transit vans, we are continuing to see delays in bus production.

Forest River has recently decided to halt production on everything other than the steel cage cutaway buses so that they can keep the production line efficient with the limited chassis they are receiving. This means they are not currently building the Aero series or the Low Floor series. We recently received the attached Forest River communication, and I have been working with them to reprice the buses we have on order for you (as well as our entire backlog of orders). What we can offer for production will be a steel cage bus (Champion Defender) that will meet the specifications outlined in your RFQ. The last year has seen many unforeseen changes and the information we have been receiving seems to change quickly.

Unfortunately, all our backlog of orders will need to be repriced for the factory to schedule production. I realize this is not great news, but with prices of steel and other commodities continuing to rise, this is the only way Forest River will be able to produce units moving forward. We have spoken to Brent Lutz with the state regarding options for us and our customers. You are not obligated to accept the new pricing and move forward with the production, but it is the only way to get the units built and save your place in the production queue.

Forest River and Ford are working with state entities to secure chassis for production. This will require a new PO from all governmental agencies. Ford will then secure and reserve a chassis for production. We have been working on this process for the last few weeks and should have updated pricing this week.

This situation is not specific to Schetky or Forest River Bus but is industry wide. Many of our manufacturers are not even quoting pricing until buses go into production, and future prices are impossible to predict. Fortunately, Forest River has committed to holding current pricing through next calendar year.

Please call me when you have a few minutes, and we can discuss the current situation and options.

Thank you,

Mark

Mark Zollner  
Oregon Bus Sales  
Schetky Bus & Van Sales  
America's Bus Dealer®



Nathan Oscarson  
Commercial and Government Sales

16800 Executive Plaza Dr  
Dearborn, MI 48126

Dear Valued Government Partner:

First, I'd like to thank you for your continued support over the years as we have worked together to provide for the vehicle needs of our communities. We have always tried to place our government partners first in all our decision making.

As you know, this past year has presented an extremely challenging environment for the global automotive industry due to the continuing global microchip shortage, major disruptions in the supply chain due to the war in Eastern Europe and other factors and the lingering impact of Covid. This unprecedented combination of events has contributed to logistical challenges and unpredictable manufacturing plant downtime. Given the high order submissions and unforeseen plant downtime, we will not be able to build all the unscheduled 2022 MY vehicles currently in the Government order bank. We will be prioritizing all 2022 MY vehicles that have been Purchase Order verified and re-submitted as a 2023 MY. Please work with your dealership contact to verify which orders will need to be carried over from one year to the next.

Compounding matters, we are experiencing record inflation, greater than at any time in the last forty years. Inflation, as well as significant impacts on raw material costs are affecting new vehicle pricing. Given these circumstances, we will not guarantee price protection on unscheduled 2022 MY orders that are re-entered into the 2023 MY order bank. We appreciate your understanding as we work through these challenging times, and you can be assured that we are closely monitoring such global events and will communicate any implications beyond the 2023 MY at the appropriate time.

Please contact your dealership representative for complete details. Thank you again for your loyalty and support of the Ford brand.

Sincerely,

*Nathan Oscarson*

National Government Sales Manager





## Forest River, Inc.

55470 County Road 1, P.O. Box 3030, Elkhart, Indiana 46515-3030 • 574-389-4600 • Fax 574-296-7558

Dear Valued Forest River Dealer:

Our industry has been subject to an unprecedented number of economic challenges over the past two years beginning with the Covid pandemic in March 2020. We have seen an unrelenting and extended period of economic and financial conditions including skyrocketing material, labor, and transportation costs due to the highest rates of inflation in nearly 40 years. In addition, our supply chain continues to be as challenging as ever as we try to procure raw goods and materials on a consistent basis. We have seen lead times on some common parts balloon from 2-3 weeks to 26 weeks.

Perhaps the most devastating challenge our industry faces is related to chassis availability. The worldwide semiconductor chip shortage that our partners at Ford and General Motors face, has reduced our chassis allocation by more than 70% in the last 18 months. Although some predicted it would improve as we moved into 2022, it has continued to deteriorate significantly. Continued supply chain shortages at these OEM plants have resulted in delayed, reduced, and canceled chassis orders that total thousands of units. The reduction in the number of chassis we have and will receive, has forced us to close plants, eliminate brands, and significantly reduce our workforce.

As a result of the most recent reduction in chassis allocation, we are now scheduled well into 2023. Therefore, any orders that are not currently scheduled to be built, must move to 2023 pricing. We know this presents a significant challenge to you, our valued dealer, and your customers, but it is not economically feasible to absorb 30%, 50% and in some cases 100% increases in our material costs.

Over the next few weeks, your sales representative will contact you with a list of unscheduled orders in our backlog to begin working through converting each to 2023 pricing. During this time, we also recommend contacting your releasing Ford or General Motors dealer as chassis pricing, model year, commodity surcharges, and reductions in incentives will affect your ultimate chassis cost.

We stand ready to work with you as best we can to mitigate the disruption and stress the current economic conditions present. Thank you again for your continued business in these unprecedented times and we look forward to an eventual return to "business as usual."

Sincerely,

David Wright  
President



# Oregon Department of Transportation

## Vehicle Purchase Order

### General Info

**Email Address for Confirmation**

ccheas@umpquatransit.org

**Purchase Order #**

1007

*Show this number on all papers and shipments pertaining to this order.*

**Ordering Agency Name**

Umpqua Public Transportation District

**Purchase Order  
Date**

8/30/2021

**Delivery Date (est.)**

8/30/2022

**Purchase Method**

State Price Agreement

### Vendor Information

**Vendor Name**

Schetky Northwest Sales, Inc

**Vendor Contract  
Number**

9463

**Vendor Address**8430 NE Killingsworth St  
Portland, OR 97220**Vendor Contact Name**

Mark Zollner

**Vendor Contact Phone**Office: (503) 382-3119  
Cell: (503) 607-3143

### Agency Information

**Bill To Name and Address**Umpqua Public Transportation  
District  
3076 NE Diamond Lake Blvd  
Roseburg, Oregon 97470**Agency Contact Name**

Cheryl Cheas, CCTM

**Agency Contact Phone**

(541) 671-0753

**Ship To**Umpqua Public Transportation District  
3076 NE Diamond Lake Blvd  
Roseburg, Oregon 97470**ODOT/RPTD Grant Agreement  
Number**

34248

**Comments**

## Vehicle Information

### Vehicle Information

Category	Description (Make, Model, Fuel Type, and Length)	Total Seats, Total ADA Stations	Total Seats w/ADA deployed	Quantity	Base Price	Vehicle Options	Total Cost
C	32' Eldorado Aero Elite 320 F-550 XLT	24, 3 20, 2 eg	14	2	\$109,551.00	\$65,320.00	\$349,742.00
				2	\$109,551.00	\$65,320.00	<b>Grand Total: \$349,742.00</b>

## Match Information

### Vehicle 1

Vehicle Match Amount

\$35,919.00

Match Source

STIF

Total Match Amount

\$35,919.00

### 2.7.3 Mandatory purchase order language

This purchase is submitted pursuant to State of Oregon Solicitation no. **DASPS-2234-19** and price agreement no. **9463**. The price agreement including contract terms and conditions contained in the price agreement are hereby incorporated by reference and shall apply to this purchase and shall take precedence over all other conflicting terms and conditions, expressed or implied.

Visit <https://www.oregon.gov/das/Procurement/Pages/ORPIN.aspx> to access ORPIN.

## Purchase Authorization

Agency 1

By electronically signing below, you acknowledge that you are the agent authorized to complete the purchase order form.

**Authorized Agent  
Printed Name**

Cheryl Cheas

**Authorized Agent Signature**

A handwritten signature in black ink that reads "Cheryl Cheas". The signature is written in a cursive style with a large initial 'C'.

**Signature Date**

8/30/2021

**ODOT Authorization (For ODOT use only)**

**Authorized Signatory**

**Authorized Signatory Signature**

**Signature Date**



## Cheryl Cheas

---

**From:** Mark Zollner <markz@schetkynw.com>  
**Sent:** Monday, September 12, 2022 1:59 PM  
**To:** Cheryl Cheas  
**Subject:** RE: Any Status Update?

Hello Cheryl,

I just received updated pricing back from Forest River and the increase is significant. I know this is a tough situation, but this is the case for all agencies in Oregon and Washington. The total price per bus including all taxes and delivery has increased from \$174,871.00 to \$236,646.00. As I mentioned previously, you are not obligated to move forward with the purchase, however these prices (and increases) are being applied to all orders for all manufacturers.

Please let me know if you would like to discuss the situation and options. I know you are meeting with the board tonight, so I wanted to get you the updated pricing as soon as possible.

Thank you,

Mark

**Mark Zollner**  
Sales Manager  
Schetky Bus & Van Sales  
America's Bus Dealer®  
Est. 1942

Office 503.607.3143  
Cell 971.990.7018  
[markz@schetkynw.com](mailto:markz@schetkynw.com)  
[www.schetkynw.com](http://www.schetkynw.com)



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**From:** Cheryl Cheas <ccheas@umpquatransit.org>  
**Sent:** Friday, September 9, 2022 2:33 PM  
**To:** Mark Zollner <markz@schetkynw.com>  
**Subject:** RE: Any Status Update?

**EXHIBIT A**

**Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: STP Umpqua Public Transportation District 34248</b>				
<i>Vehicle Replacement</i>				
<b>Item #1: Vans</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$255,000.00	\$228,811.00	\$26,189.00	State Funds
<b>Item #1: Bus 30ft</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$370,000.00	\$332,001.00	\$37,999.00	State Funds
<b>Item #1: Bus &lt; 30ft</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$145,000.00	\$130,109.00	\$14,891.00	State Funds
<b>Sub Total</b>	<b>\$770,000.00</b>	<b>\$690,921.00</b>	<b>\$79,079.00</b>	
<b>Grand Total</b>	<b>\$770,000.00</b>	<b>\$690,921.00</b>	<b>\$79,079.00</b>	

**1. PROJECT DESCRIPTION**

*Purchase 3 transit vehicles as follows: useful life - 4 years or 100,000 miles; approximate length - 20 to 22 feet; estimated number of seats - 3 to 14; estimated number of ADA securement stations - 1 to 2; fuel type - hybrid gasoline.*

*Purchase 2 transit vehicles as follows: useful life - 7 years or 200,000 miles; approximate length - 25 to 30 feet; estimated number of seats - 16 to 30; estimated number of ADA securement stations - 1 to 2; fuel type - hybrid gasoline.*

*Purchase 1 transit vehicle as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 22 feet; estimated number of seats - 12 to 16; estimated number of ADA securement stations - 1 to 2; fuel type - hybrid gasoline.*

*Purchase includes all equipment and supplies necessary to put and keep the vehicles into service.*

*The following vehicle have been approved for replacement in this Agreement:*

1. OPTIS No. V001038; 2011 Ford E350 Vans; 1FBNE3BL1BDA42306.
2. OPTIS No. V000941; 2011 Ford E350 Vans; 1FBNE3BL7BDA42309.
3. OPTIS No. V000979; 2010 Ford New England Wheels Vans; 1FTSS3EL3AD62817.
4. OPTIS No. V001039; 2011 Ford E350 Vans; 1FBNE3BL1BDA42307
5. OPTIS No. V000120; 2003 Ford Eldorado; 1FDXE45F33HA90413
6. OPTIS No. V000939; 2009 Chevy Defender Bus; 1GBG5U1968F414577.

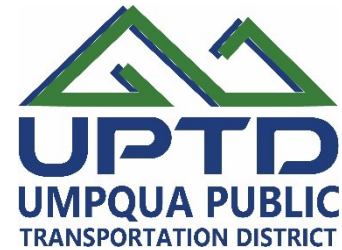
**2. PROJECT DELIVERABLES, SCHEDULE and USE**

*All purchases and installations must be completed prior to the expiration date of this Agreement.*

*Expected order date: September 3, 2020.*

*Expected delivery date: January 1, 2021.*

*For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to*



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.4**

**New Business**

**8.4 Resolution 24-03 Resolving Change in Direction for Capital Grant 35326**

UPTD entered into Grant 35326 with the intent of replacing 5 Demand Response vans and 1 Class C, 23 passenger bus with the intent of expanding the Dial A Ride service area and keeping our fleet in a state of good repair.

As a result of the Financial Site Review and the subsequent adoption of an UPTD Action Plan, the plans to expand the Dial A Ride service area have been put temporarily on hold. At this time UPTD would not be able to utilize the vans that have been ordered, however; UPTD is in desperate need of the replacement bus.

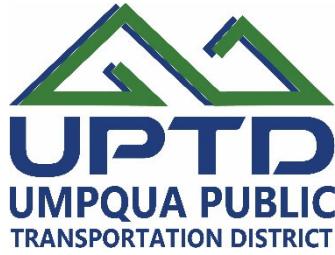
On 3/22/2024, UPTD's General Manager met with ODOT to discuss options for grant 35326. Resolution 24-03 is the recommendation of the General Manager as the optimal solution for grant 35326.

**Requested Action:** If satisfied, motion to approve Resolution 24-03, Resolving Change in Direction for Capital Grant 35326.

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

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





## **RESOLUTION NO. 24-03**

### **A RESOLUTION RESOLVING A CHANGE IN DIRECTION FOR CAPITAL GRANT 35326**

**WHEREAS**, the Umpqua Public Transportation District (UPTD) entered into grant agreement 35326 with ODOT, executed 9/14/2022 and,

**WHEREAS**, on 5/24/2023, Grant 35326 was amended by ODOT to reduce funding for vans and increase funding for the bus to align the funding with the current market prices and,

**WHEREAS**, Grant 35326 includes \$809,903 grant funding with \$92,697 in required local match for the purchase of 5 Demand Response vans and 1 transit bus with a useful life - 7 years or 200,000 miles and,

**WHEREAS**, on 6/20/2023 UPTD submitted PO 1008 in the amount of \$267,714 to ODOT with a match requirement of \$27,494 for 1 Class C 24 passenger vehicle with an expected delivery date of 3/2024 and,

**WHEREAS**, on 6/20/2023 UPTD submitted PO 1009 in the amount of \$543,864 to ODOT with a match requirement of \$55,855 for 5 Ford Transit vans with an expected delivery date of 3/2024 and,

**WHEREAS**, on March 12, 2024 through March 14, 2024, Umpqua Public Transportation District entered into an onsite ODOT Financial Compliance Site Review, conducted by RLS and Associates, acting as oversight for ODOT PTD and,

**WHEREAS**, RLS reviewed the UPTD's policies, procedures and financial reports and provided feedback for the Board to take under consideration to improve the overall financial and operational health of the agency and,

**WHEREAS**, UPTD has delayed expansion plans, and would not be able to put the 5 vans, ordered on PO 1009, Grant 35326, into service, and

**WHEREAS**, on 3/22/2024, UPTD's General Manager met with ODOT to discuss the disposition of grant 35326, and requested to walk the purchase through to delivery for the benefit of providers waiting for vehicles and allow the 5 vans ordered

on PO 1009 to be placed with other Oregon providers who are waiting for vehicles, and

**WHEREAS**, UPTD requires the replacement bus ordered on PO 1008, and

**WHEREAS**, during the meeting with ODOT, UPTD’s General Manager expressed a desire to solidify the match required to receive delivery of the 1 Class C vehicle ordered on PO 1008, Grant 35326 and,

**WHEREAS**, ODOT requires a Board Resolution to change the direction UPTD prefers to take regarding these two orders funded by Grant 35326, and

**NOW, THEREFORE**, the Board of Directors of the District resolves to change direction on Grant 35326, requesting ODOT to allow UPTD to walk the orders through to delivery, relinquishing the order for 5 vans to ODOT and working diligently to ensure match is available as originally intended for the Class C Bus purchase.

**APPROVED AND ADOPTED** on this 8th day of April, 2024.

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

**Chair, Tom Trotter**

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

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

Recording Secretary:

Cheryl Cheas, UPTD General Manager, CCTM



# Vehicle Purchase Order

## General Info

**Email Address for Confirmation**

ccheas@umpquatransit.org

**Purchase Order #**

1008

**Ordering Agency Name**

Umpqua Public Transportation District

**Purchase Order**

**Date**

6/20/2023

**Delivery Date (est.)**

3/10/2024

**Purchase Method**

State Price Agreement

## Vendor Information

**Vendor Name**

Schetky Northwest Sales, Inc

**Vendor Contract Number**

9463

**Vendor Address**

8430 NE Killingsworth St  
Portland, OR 97220

**Vendor Contact Name**

Kevin Mansfield

**Vendor Contact Phone**

Office: (503) 382-3119  
Cell: (503) 607-3143

**Agency Information**

**Bill To Name and Address**

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

**Agency Contact Name**

Cheryl Cheas

**Agency Contact Phone**

(541) 671-0753

**Ship To**

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

**ODOT/RPTD Grant Agreement Number**

35326

**Comments**

**Vehicle Information**

**Vehicle Information**

Category	Description (Make, Model, Fuel Type, and Length)	Total Seats, Total ADA Stations	Total Seats w/ADA deployed	Quantity	Base Price	Vehicle Options	Total Cost
C	2023 Champion Defender, Diesel, 32'	24, 3	14	1	\$150,637.00	\$117,077.44	\$267,714.44
				1	\$150,637.00	\$117,077.44	<b>Grand Total:</b> \$267,714.44

**Match Information**

**Match Source**

STIF

**Vehicle Match Amount**

\$27,494.27

**Total Match Amount**

\$27,494.27

### 2.7.3 Mandatory purchase order language

This purchase is submitted pursuant to State of Oregon Solicitation no. **DASPS-2234-19** and price agreement no. **9463**. The price agreement including contract terms and conditions contained in the price agreement are hereby incorporated by reference and shall apply to this purchase and shall take precedence over all other conflicting terms and conditions, expressed or implied. Visit <https://oregonbuys.gov/bsol/> to access OregonBuys.

## Untitled

### Purchase Authorization

#### Agency 1

By electronically signing below, you acknowledge that you are the agent authorized to complete the purchase order form.

**Authorized Agent  
Printed Name**

Cheryl Cheas

**Authorized Agent Signature**

**Signature Date**

6/30/2023



### ODOT Authorization (For ODOT use only)

**Authorized Signatory**

Jennifer Boardman

**Authorized Signatory Signature**



**Signature Date**

7/3/2023





# Vehicle Purchase Order

## General Info

**Email Address for Confirmation**

ccheas@umpquatransit.org

**Purchase Order #**

1009

**Ordering Agency Name**

Umpqua Public Transportation District

**Purchase Order**

**Date**

6/20/2023

**Delivery Date (est.)**

3/11/2024

**Purchase Method**

State Price Agreement

## Vendor Information

**Vendor Name**

Schetky Northwest Sales, Inc

**Vendor Contract Number**

9463

**Vendor Address**

8430 NE Killingsworth St  
Portland, OR 97220

**Vendor Contact Name**

Kevin Mansfield

**Vendor Contact Phone**

Office: (503) 382-3119  
Cell: (503) 607-3143

### Agency Information

**Bill To Name and Address**

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

**Agency Contact Name**

Cheryl Cheas

**Agency Contact Phone**

(541) 671-0753

**Ship To**

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

**ODOT/RPTD Grant Agreement Number**

35326

**Comments**

### Vehicle Information

**Vehicle Information**

Category	Description (Make, Model, Fuel Type, and Length)	Total Seats, Total ADA Stations	Total Seats w/ADA deployed	Quantity	Base Price	Vehicle Options	Total Cost
E-1	2023/2024 Ford Transit/Drive rge, gas, 22'	9, 2	3	5	\$71,688.00	\$37,084.92	\$543,864.60
				5	\$71,688.00	\$37,084.92	<b>Grand Total:</b> \$543,864.60

### Match Information

**Match Source**

STIF

**Vehicle Match Amount**

\$55,855.00

**Total Match Amount**

\$55,855.00

**2.7.3 Mandatory purchase order language**

This purchase is submitted pursuant to State of Oregon Solicitation no. **DASPS-2234-19** and price agreement no. **9463**. The price agreement including contract terms and conditions contained in the price agreement are hereby incorporated by reference and shall apply to this purchase and shall take precedence over all other conflicting terms and conditions, expressed or implied. Visit <https://oregonbuys.gov/bsol/> to access OregonBuys.

**Untitled**

**Purchase Authorization**

**Agency 1**

By electronically signing below, you acknowledge that you are the agent authorized to complete the purchase order form.

**Authorized Agent  
Printed Name**

Cheryl Cheas

**Authorized Agent Signature**

**Signature Date**

6/20/2023

*Cheryl L Cheas*

**ODOT Authorization (For ODOT use only)**

**Authorized Signatory**

Jennifer Boardman

**Authorized Signatory Signature**

**Signature Date**

7/3/2023

*Jennifer Boardman*

**Revised Exhibit A**  
**Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: STBG Umpqua Public Transportation District 35326</b>				
<i>Demand Response Vehicle Replacement</i>				
<b>P-21-1849-01 Item #1: Vans</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$626,500.00	\$562,158.00	\$64,342.00	State
<b>P-21-1849-01 Item #3: Bus &lt; 30ft</b>				
	\$276,100.00	\$247,745.00	\$28,355.00	State
<b>Sub Total</b>	\$902,600.00	\$809,903.00	\$92,697.00	
<b>Grand Total</b>	<b>\$902,600.00</b>	<b>\$809,903.00</b>	<b>\$92,697.00</b>	

**1. PROJECT DESCRIPTION**

*This Agreement provides funding to purchase (6) Six passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicle to another agency without the permission of State.*

*Funding under this Agreement is for the purchase of 5 (Five) transit vehicles 11.12.15 Vans and 1 (One) transit vehicle 11.12.04 bus as follows:*

*Useful life - 4 years or 100,000 miles; approximate length - 20-22 feet; estimated number of seats -8-10; estimated number of ADA securement stations 2-4; fuel type gasoline.  
 Useful life - 7 years or 200,000 miles; approximate length - 25-30 feet; estimated number of seats 16-30; estimated number of ADA securement stations 2-4; fuel type diesel.*

*Purchase includes all equipment and supplies necessary to put the vehicles into service.*

*The following vehicles have been approved for replacement in this Agreement:*

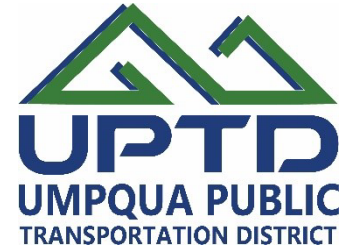
- a. V001240; 2011 Ford Econoline; 1FTSS3ELXBDB36834.*
- b. V001245; 2011 Ford Econoline; 1FTSS3EL5BDB13879.*
- c. V001470; 2014 Ford Econoline; 1FTDS3EL2EDA22355.*
- d. V001472; 2014 Ford Econoline; 1FTDS3EL8EDA22361.*
- e. V001705; 2016 Ford Transit Van; 1FDVU4XG4GKA57414.*
- f. V001969; 2016 Ford E450; 1FD4E4FS6GDC33147.*

**2. PROJECT DELIVERABLES, TASKS and SCHEDULE**

*All purchases and installations must be completed prior to the expiration date of this Agreement.*

*Expected order date: July 1, 2022.  
 Expected delivery date: July 1, 2025.*

*For federally-funded vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to vendors. State is responsible for submitting vehicle purchase orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, requests for quotes to procure the vehicles must be reviewed by State prior to submitting for bid.*



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.5**

**Agenda Item Title: New Business**

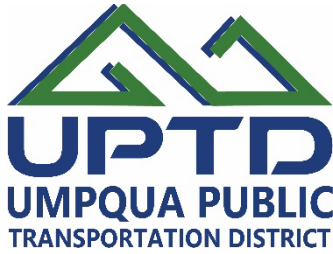
**8.5 Resolution 24-04 Policy for Board Approval to Implement Service Enhancements or Expansions**

Resolution 24-04, is recommended as a tool for the Board to exercise stricter oversight over the process of implementing Service Enhancements or Expansions.

**Requested Action:** If satisfied, motion to approve Resolution 24-04, approving a policy for Board Approval to Implement Service Enhancements or Expansions.

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

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



**RESOLUTION NO. 24-04**

**A RESOLUTION IMPLEMENTING POLICY FOR  
BOARD APPROVAL TO IMPLEMENT SERVICE IMPROVEMENTS  
OR EXPANSIONS**

**WHEREAS**, on March 12, 2024 through March 14, 2024, Umpqua Public Transportation District entered into an onsite ODOT Financial Compliance Site Review, conducted by RLS and Associates, acting as oversight for ODOT PTD and,

**WHEREAS**, RLS reviewed the UPTD’s policies, procedures and financial reports and provided feedback for the Board to take under consideration to improve the overall financial and operational health of the agency and,

**WHEREAS**, the UPTD Board of Directors desires to increase the level of oversight when implementing service improvements or expansions,

**NOW, THEREFORE**, the Board of Directors of the District resolves to implement a policy requiring Board approval to implement service improvements or expansions.

**APPROVED AND ADOPTED** on this 8th day of April, 2024.

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

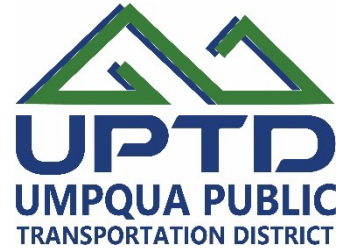
**Chair, Tom Trotter**

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

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

Recording Secretary:

Cheryl Cheas, UPTD General Manager, CCTM



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.6**

**New Business**

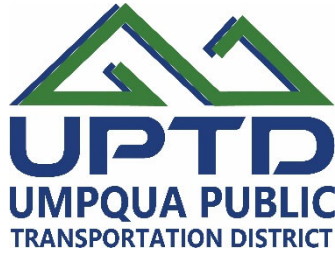
**8.6 Resolution 24-05 Update Bylaws to move monthly Board Meetings to the 3<sup>rd</sup> Monday of each Month**

The UPTD Board of Directors desires to receive Board Packets a minimum of 7 days prior to each Regular Monthly Board Meeting and following discussion the Board acknowledges that having Board meetings on the second Monday can create a time crunch when creating financial reports and UPTD staff require more time to be thorough, accurate and meet the deadline to provide information to the Board.

**Requested Action:** If satisfied, motion to update the Board Bylaws to move monthly Board Meetings to the 3<sup>rd</sup> Monday of each Month beginning 5/20/2024.

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

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



**RESOLUTION NO. 24-05**

**A RESOLUTION RESOVING TO UPDATE BYLAWS TO MOVE  
MONTHLY BOARD MEETINGS TO THE  
THIRD MONDAY OF EACH MONTH**

**WHEREAS**, on March 12, 2024 through March 14, 2024, Umpqua Public Transportation District entered into an onsite ODOT Financial Compliance Site Review, conducted by RLS and Associates, acting as oversight for ODOT PTD and,

**WHEREAS**, RLS reviewed the UPTD’s policies, procedures and financial reports and provided feedback for the Board to take under consideration to improve the overall financial and operational health of the agency and,

**WHEREAS**, the UPTD Board of Directors desires to receive Board Packets a minimum of 7 days prior to each Regular Monthly Board Meeting and,

**WHEREAS**, the UPTD Board of Directors acknowledges having Board meetings on the second Monday can create a time crunch when creating financial reports and UPTD staff require more time to be thorough, accurate and meet the deadline to provide information to the Board,

**NOW, THEREFORE**, the Board of Directors of the District resolves to update the UPTD Board Bylaws to move the Regular UPTD Board Meetings to be held on the third Monday each month, at 5:30 PM at 3076 NE Diamond Lake Blvd.

**APPROVED AND ADOPTED** on this 8th day of April, 2024.

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

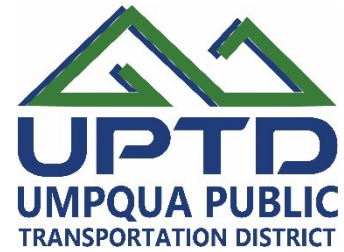
**Chair, Tom Trotter**

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

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



Recording Secretary:  
Cheryl Cheas, UPTD General Manager, CCTM



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 8.7**

**New Business**

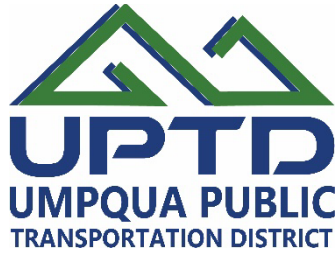
**8.7** Resolution 24-06 Instituting a Policy for Board to Approve RTAP Funded Travel

Resolution 24-06, is recommended as a tool for the Board to exercise stricter oversight and financial control over travel associated with employee training.

**Requested Action:** If satisfied, motion to approve Resolution 24-06, Instituting a Policy for Board to Approve RTAP Funded Travel.

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

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



**RESOLUTION NO. 24-06**

**A RESOLUTION INSTITUTING A POLICY REQUIRING BOARD APPROVAL FOR RTAP FUNDED TRAVEL**

**WHEREAS**, the UPTD Board of Directors has adopted an Action Plan to improve the overall financial and operational health of the District and,

**WHEREAS**, National RTAP funded training is reimbursed at 80%, and,

**WHEREAS**, the UPTD Board of Directors desires to ensure there is adequate funding to travel for training without jeopardizing the health of the District,

**NOW, THEREFORE**, the Board of Directors of the District resolves to institute a policy requiring Board approval for RTAP funded travel.

**APPROVED AND ADOPTED** on this 8th day of April, 2024.

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

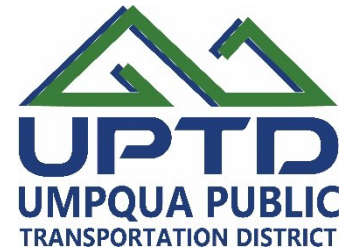
**Chair, Tom Trotter**

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

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

Recording Secretary:

Cheryl Cheas, UPTD General Manager, CCTM



**April 8, 2024**

**UPTD Regular Board Meeting**

**AGENDA ITEM COVERSHEET**

**Agenda Item 9.3**

**Agenda Item Title:** STIF Project Updates

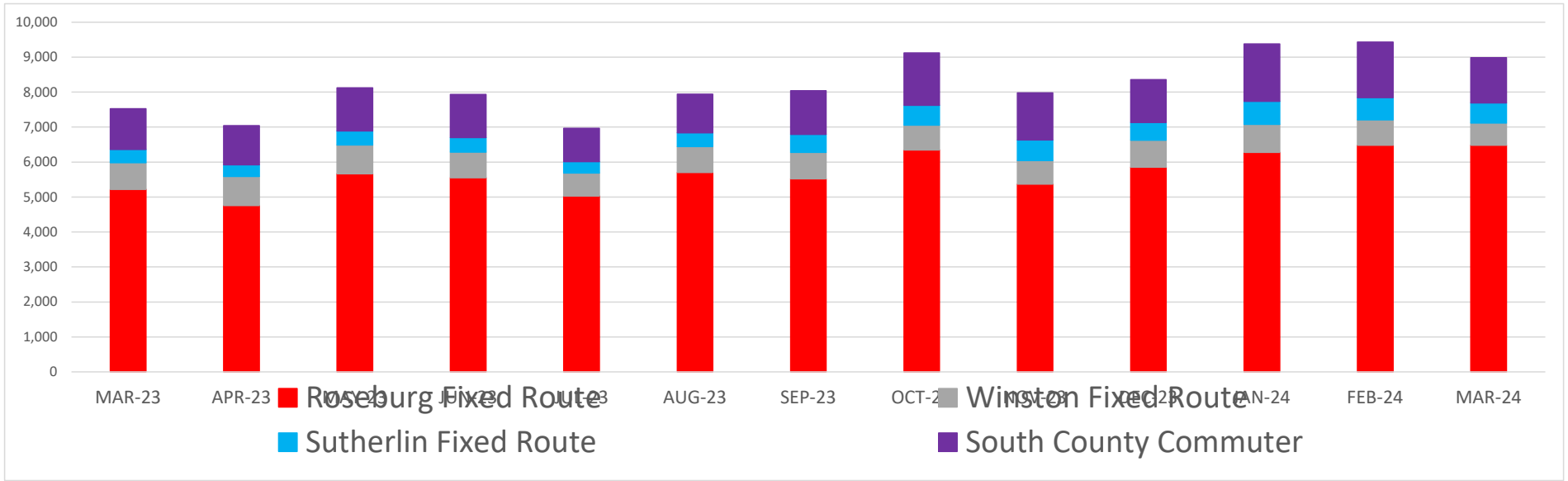
**Summary background and description of need for agenda item:**

Requesting to remove this item from the agenda today.

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

**By:** Cheryl Cheas, General Manager

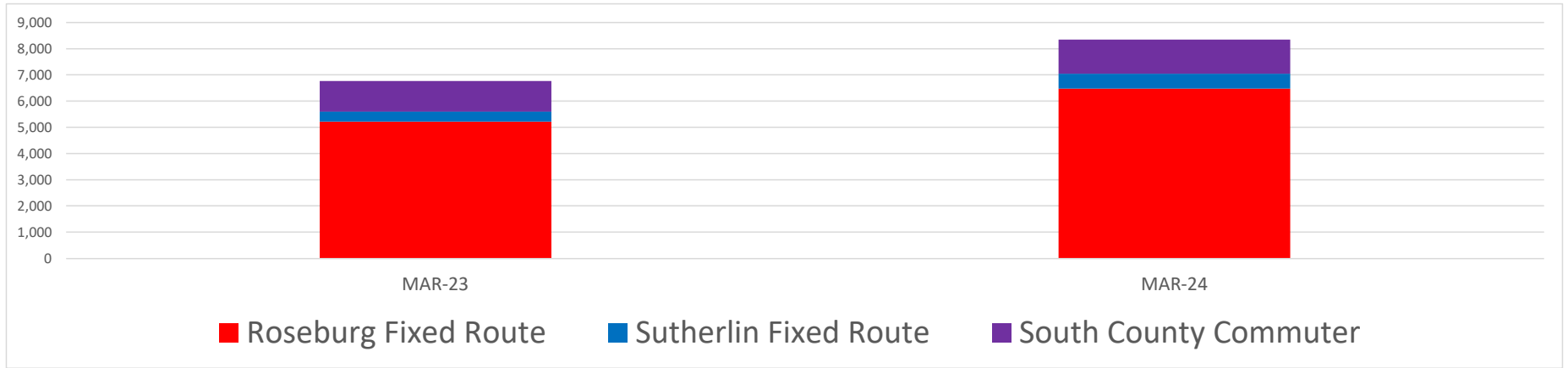
**13 Month Rolling Ridership (March 2023 thru March 2024)**  
**UPTD Yearly Ridership by Month**



	QTR 3		QTR 4			QTR 1			QTR 2			QTR 3		Apr 23 - Mar 24
	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	12 Months
<b>Roseburg Fixed Route</b>	5,217	4,758	5,665	5,551	5,027	5,701	5,517	6,342	5,372	5,854	6,274	6,484	6,481	69,026
<b>Winston Fixed Route</b>	762	829	822	736	660	746	761	713	667	769	801	720	639	8,863
<b>Sutherlin Fixed Route</b>	380	336	405	414	323	390	512	568	593	512	664	636	568	5,921
<b>South County Commuter</b>	1,165	1,121	1,234	1,235	953	1,102	1,250	1,499	1,349	1,222	1,642	1,593	1,300	15,500
<b>Total RiderShip</b>	7,524	7,044	8,126	7,936	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	99,310
<b>Total Revenue Service Hours</b>	1,795.11	1,629.80	1,774.56	1,787.49	1,648.38	1,850.86	1,635.70	1,787.51	1,689.44	1,649.66	1,787.83	1,702.85	1,727.85	20,671.93
<b>Total Revenue Service Miles</b>	40,219	36,158	39,446	39,322	36,188	40,814	35,947	39,598	37,679	36,531	39,867	37,887	38,337	457,774
<b>Rides/Revenue Service Hour</b>	4.19	4.32	4.58	4.44	4.22	4.29	4.92	5.10	4.72	5.07	5.25	5.54	5.20	4.80

\*\*

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



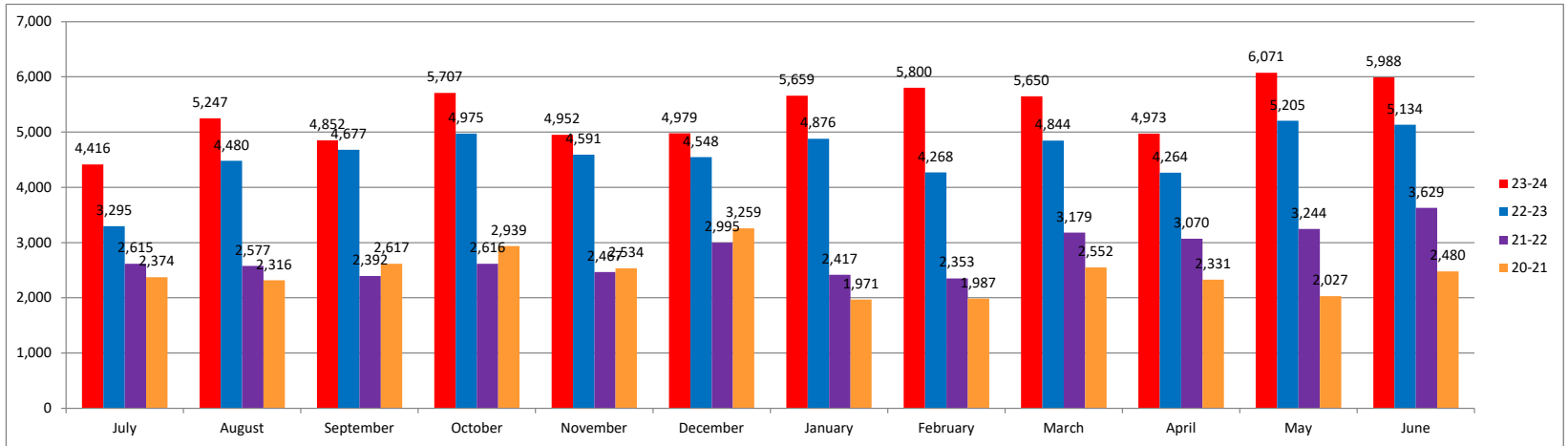
Ridership Comparison			
	MAR-23	MAR-24	Difference
Roseburg Fixed Route	5,217	6,481	1,264
Winston Fixed Route	762	639	-123
Sutherlin Fixed Route	380	568	188
South County Commuter	1,165	1,300	135
<b>Total RiderShip</b>	7,524	8,988	1,464
			<b>19%</b>
<b>Monthly Stats</b>	15.27%	16.18%	0.90%
FY End 20-21	20-21	49,258	
FY End 21-22	21-22	55,553	
FY End 22-23	22-23	87,738	
<b>FY to Date 23-24</b>	23-24	<b>76,204</b>	

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

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

Ridership	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	Apr 23 - Mar 24 12 Months
<b>Saturday Service</b>	373	485	395	390	556	393	626	563	359	749	522	573	<b>718</b>	<b>6,329</b>

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



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	4,973	6,071	5,988	64,295	9,138	16.57%
<b>22-23</b>	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	21,603	64.38%
<b>21-22</b>	2,615	2,577	2,392	2,616	2,467	2,995	2,417	2,353	3,179	3,070	3,244	3,629	33,554	4,167	14.18%
<b>20-21</b>	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387		

### Trending

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>23-24</b>	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	4,973	6,071	5,988	64,295	
Month Rides	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	4,973	6,071	5,988	64,295	
Month %	6.87%	8.16%	7.55%	8.88%	7.70%	7.74%	8.80%	9.02%	8.79%	7.74%	9.44%	9.31%	100.00%	
Increase	34.02%	17.12%	3.74%	14.71%	7.86%	9.48%	16.06%	35.90%	16.64%	16.64%	16.64%	16.64%	16.57%	9,138
										709	866	854	9,178	

FY 22-23 service versus 21-22

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

FY 21-22 service versus 20-21

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

Starting Point: FY 20-21

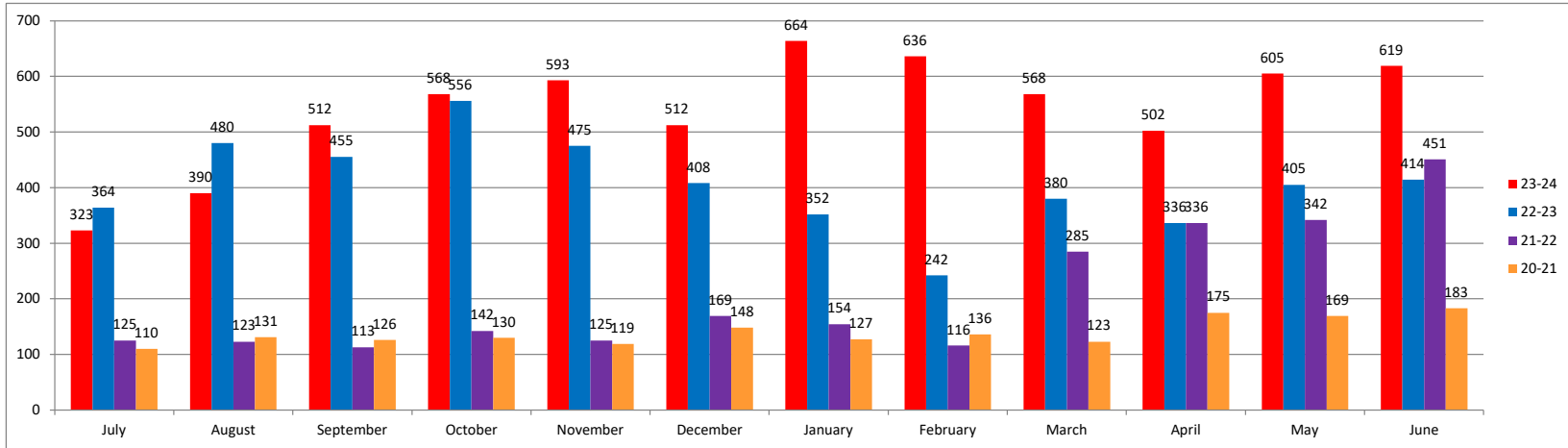
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
<b>20-21</b>	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387
Month Rides	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387
Month %	8.08%	7.88%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







## Transit Ridership Comparison Blueline Sutherland Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	323	390	512	568	593	512	664	636	568	502	605	619	6,492	1,625	33.40%
<b>22-23</b>	364	480	455	556	475	408	352	242	380	336	405	414	4,867	2,386	96.17%
<b>21-22</b>	125	123	113	142	125	169	154	116	285	336	342	451	2,481	804	47.94%
<b>20-21</b>	110	131	126	130	119	148	127	136	123	175	169	183	1,677		

### Trending

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
Month Rides	323	390	512	568	593	512	664	636	568	502	605	619	6,492	
Month %	4.98%	6.01%	7.89%	8.75%	9.13%	7.89%	10.23%	9.80%	8.75%	7.74%	9.32%	9.53%	100.00%	
Increase	-11.26%	-18.75%	12.53%	2.16%	24.84%	25.49%	88.64%	162.81%	49.47%	49.47%	49.47%	33.40%	1,625	
										166	200	205	2,408	

FY 22-23 service versus 21-22

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

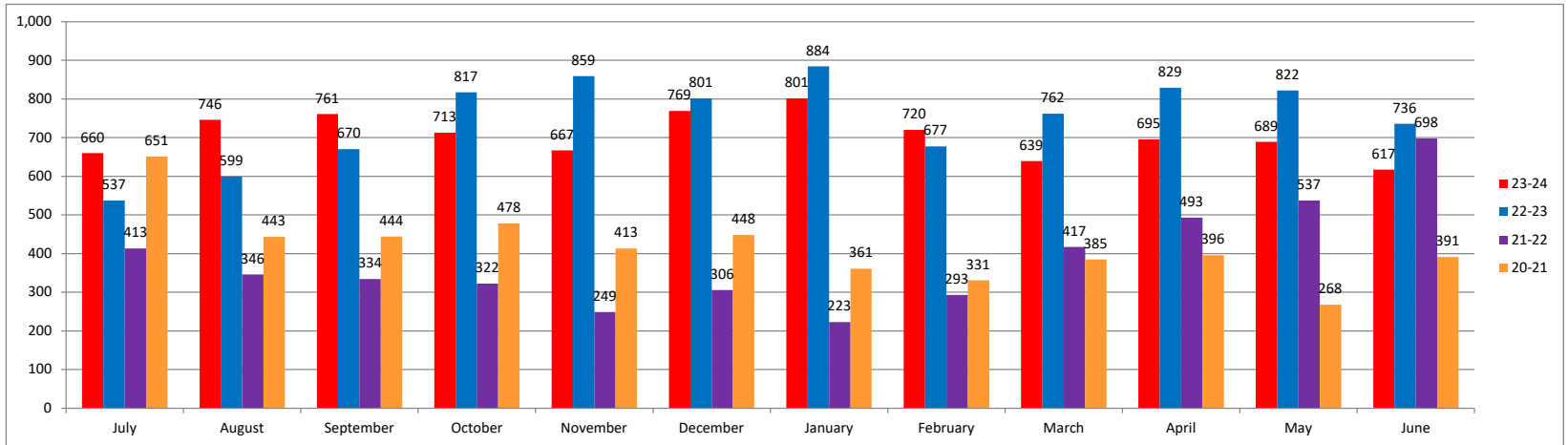
FY 21-22 service versus 20-21

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

Starting Point: FY 20-21

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

## Transit Ridership Comparison Greyline Winston Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
<b>23-24</b>	660	746	761	713	667	769	801	720	639	695	689	617	8,478	-515	-5.73%
<b>22-23</b>	537	599	670	817	859	801	884	677	762	829	822	736	8,993	4,362	94.19%
<b>21-22</b>	413	346	334	322	249	306	223	293	417	493	537	698	4,631	-378	-7.55%
<b>20-21</b>	651	443	444	478	413	448	361	331	385	396	268	391	5,009		

### Trending

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
<b>23-24</b>	660	746	761	713	667	769	801	720	639	695	689	617	8,478	
Month Rides	660	746	761	713	667	769	801	720	639	695	689	617	8,478	
Month %	7.79%	8.80%	8.98%	8.41%	7.87%	9.07%	9.45%	8.49%	7.54%	8.20%	8.13%	7.28%	100.00%	
Increase	22.91%	24.54%	13.58%	-12.73%	-22.35%	-4.00%	-9.39%	6.35%	-16.14%	-16.14%	-16.14%	-5.73%	-5.73%	-515
										-134	-133	-119	-1,452	

FY 22-23 service versus 21-22

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

FY 21-22 service versus 20-21

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

Starting Point: FY 20-21

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

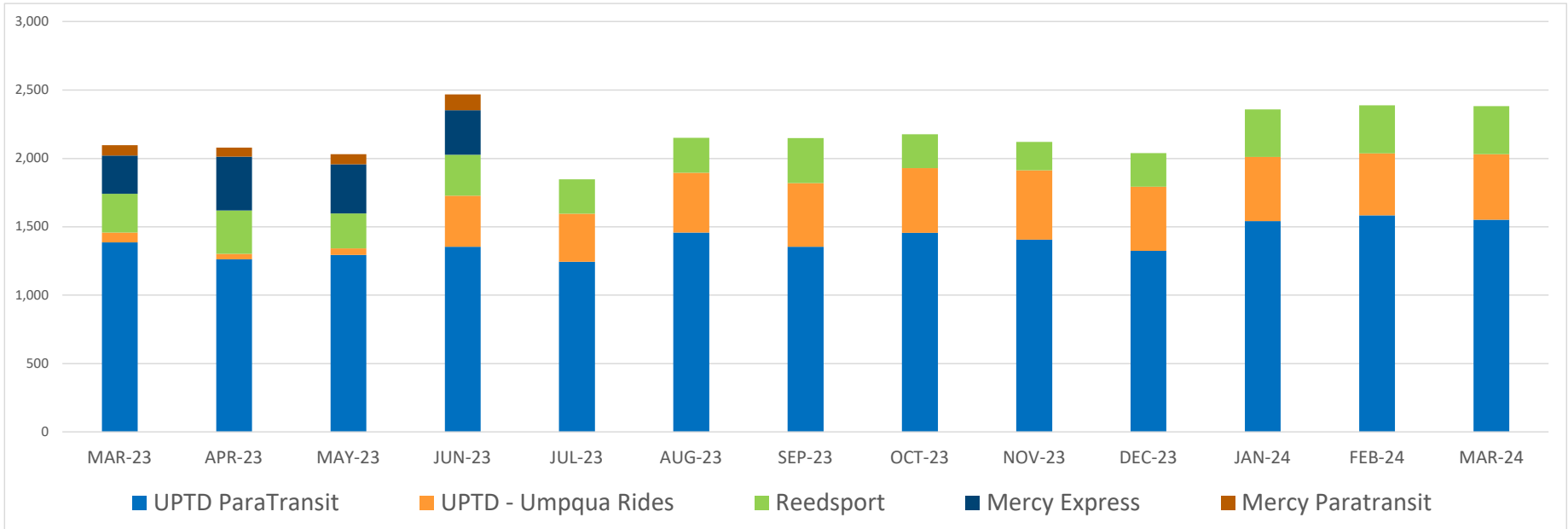


Month Rides	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553	<b>Rides</b> <b>6,296</b>
Month %	7.65%	7.56%	7.07%	8.17%	7.67%	8.44%	7.28%	7.35%	9.26%	9.07%	9.58%	10.91%	100.00%	
Increase	-2.81%	0.82%	-11.19%	-7.41%	5.34%	-6.22%	20.99%	24.95%	25.40%	27.33%	51.90%	44.99%	12.78%	

Starting Point: FY 20-21

<b>20-21</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Year End Total</b>
Month Rides	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257
Month %	8.88%	8.46%	8.98%	9.95%	8.22%	10.14%	6.79%	6.63%	8.33%	8.03%	7.11%	8.48%	100.00%
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Year End Total</b>
<b>22-23</b>	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839
<b>21-22</b>	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553
<b>20-21</b>	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257
	14,061	15,376	15,633	17,675	15,938	16,894	15,121	14,020	16,770	16,037	16,950	18,174	192,649
	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649
	7.30%	7.98%	8.11%	9.17%	8.27%	8.77%	7.85%	7.28%	8.70%	8.32%	8.80%	9.43%	100.00%
<b>23-24</b>	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	8,415	9,707	9,480	103,806
	103,806	103,806	103,806	103,806	103,806	103,806	103,806	103,806	103,806	103,806	103,806	103,806	103,806
	6.71%	7.65%	7.75%	8.79%	7.69%	8.05%	9.04%	9.09%	8.66%	8.11%	9.35%	9.13%	100.00%

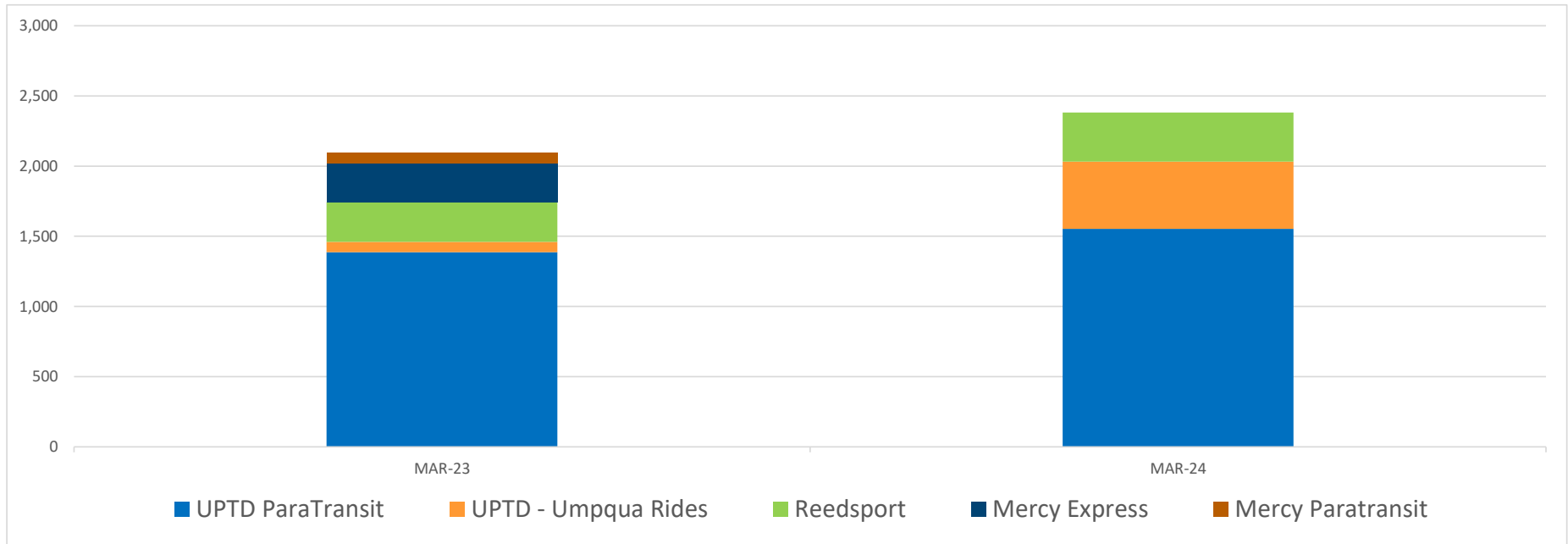
13 Month Rolling Ridership (March 2023 thru March 2024)  
Yearly Ridership by Month - Umpqua Rides



Umpqua Rides	QTR 3		QTR 4		QTR 1			QTR 2			QTR 3		MAR-24	12 Months	%
	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24			
UPTD ParaTransit	1,387	1,262	1,295	1,355	1,244	1,458	1,355	1,457	1,407	1,324	1,542	1,583	1,552	16,834	64%
UPTD - Umpqua Rides	72	40	48	373	351	437	465	473	506	469	469	455	479	4,565	17%
Reedsport	283	317	255	300	253	257	329	247	209	246	348	350	351	3,462	13%
Mercy Express	280	394	359	325										1,078	4%
Mercy Paratransit	75	67	75	115										257	1%
<b>Total Rides</b>	<b>2,097</b>	<b>2,080</b>	<b>2,032</b>	<b>2,468</b>	<b>1,848</b>	<b>2,152</b>	<b>2,149</b>	<b>2,177</b>	<b>2,122</b>	<b>2,039</b>	<b>2,359</b>	<b>2,388</b>	<b>2,382</b>	<b>26,196</b>	<b>100%</b>
<b>Total RSH</b>	1,700.46	1,503.53	1,606.05	1,593.67	1,370.31	1,652.82	1,582.86	1,504.11	1,601.88	1,474.10	1,696.18	1,610.55	1,669.87	18,865.93	
<b>Total RSM</b>	21,100	18,881	20,140	18,888	17,930	21,037	21,095	21,247	22,815	20,373	23,764	22,892	24,161	253,223	
<b>Rides/RSH</b>	1.23	1.38	1.27	1.55	1.35	1.30	1.36	1.45	1.32	1.38	1.39	1.48	1.43	1.39	

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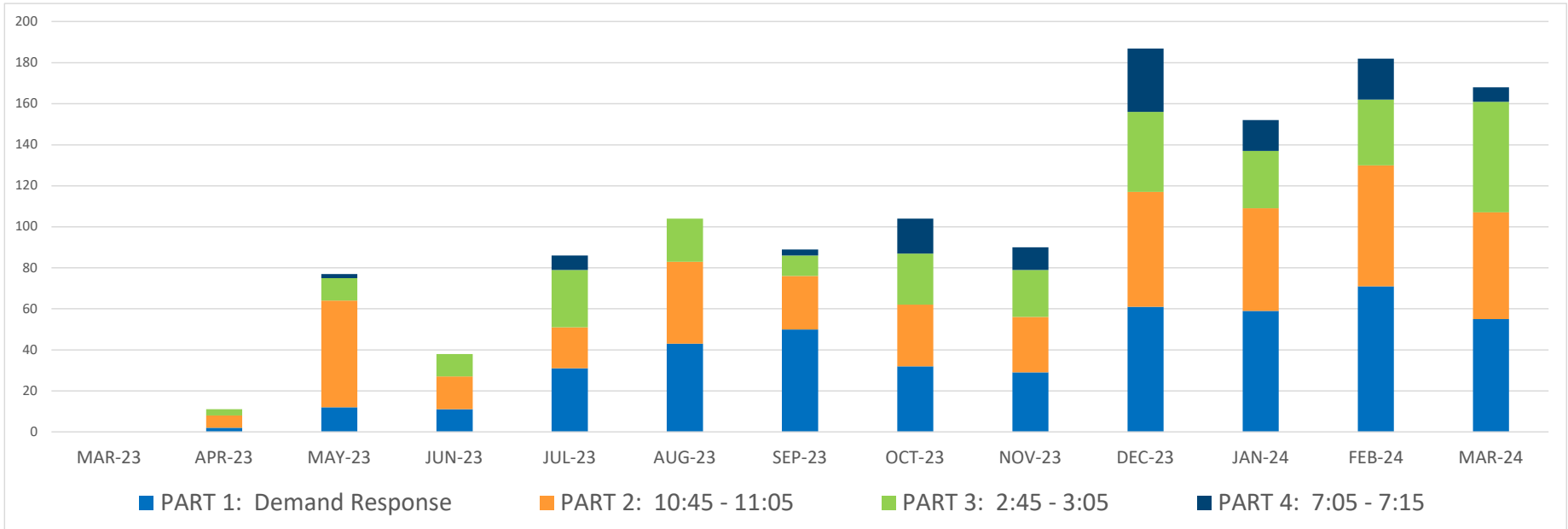
## March 2023 vs March 2024 UPTD Demand Response Monthly Performance



Ridership Comparison			
	MAR-23	MAR-24	Difference
<b>UPTD ParaTransit</b>	1,387	1,552	165
<b>UPTD - Umpqua Rides</b>	72	479	407
<b>Reedsport</b>	283	351	68
<b>Mercy Express</b>	280	0	-280
<b>Mercy Paratransit</b>	75	0	-75
<b>Total Rides</b>	<b>2,097</b>	<b>2,382</b>	<b>285</b>
			<b>14%</b>
<b>Monthly Stats</b>	8.89%	10.72%	1.82%
FY End 20-21	20-21	23,580	
FY End 21-22	21-22	22,226	
FY End 22-23	22-23	23,253	
<b>FY to Date 23-24</b>	23-24	<b>19,616</b>	

Increase over last year

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

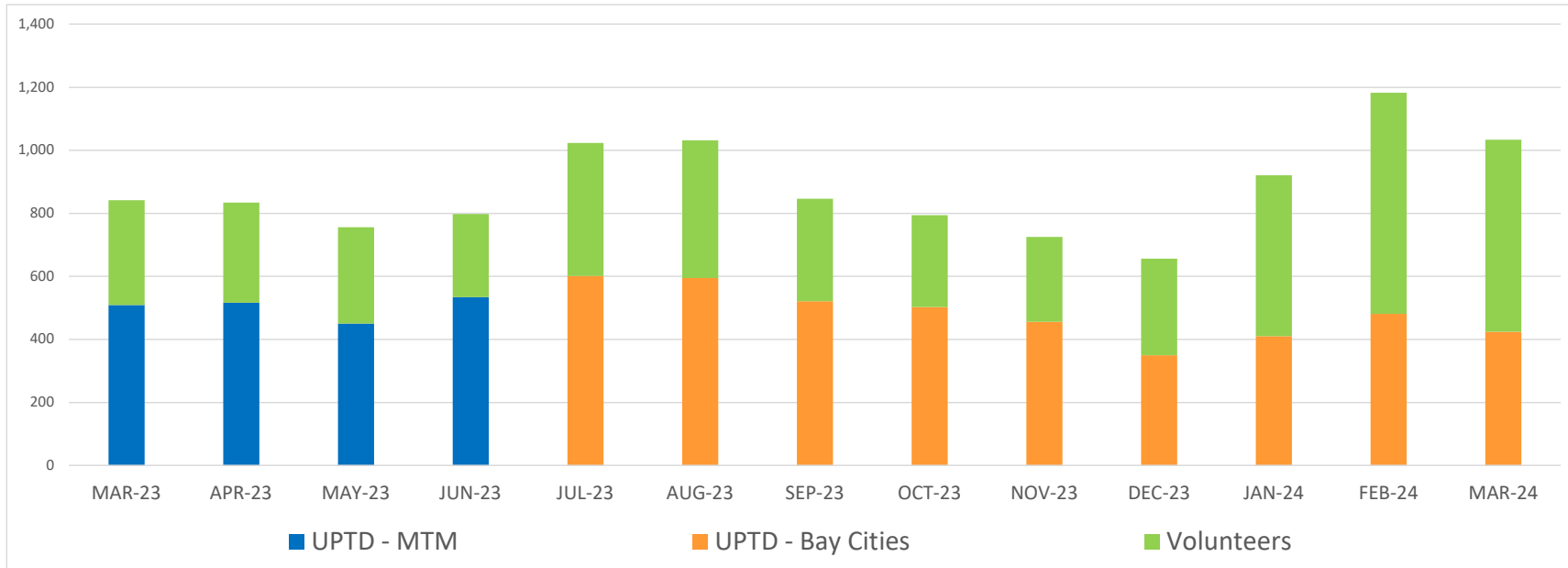


Sunshine Park	QTR 3		QTR 4			QTR 1			QTR 2			QTR 3		13 Months	%
	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24		
<b>PART 1: Demand Response</b>		2	12	11	31	43	50	32	29	61	59	71	55	456	35%
<b>PART 2: 10:45 - 11:05</b>		6	52	16	20	40	26	30	27	56	50	59	52	434	34%
<b>PART 3: 2:45 - 3:05</b>		3	11	11	28	21	10	25	23	39	28	32	54	285	22%
<b>PART 4: 7:05 - 7:15</b>		0	2	0	7	0	3	17	11	31	15	20	7	113	9%
<b>Total Rides</b>	<b>0</b>	<b>11</b>	<b>77</b>	<b>38</b>	<b>86</b>	<b>104</b>	<b>89</b>	<b>104</b>	<b>90</b>	<b>187</b>	<b>152</b>	<b>182</b>	<b>168</b>	<b>1,288</b>	<b>100%</b>
<b>Total RSH</b>		24.03	29.01	27.53	24.82	28.67	26.28	29.50	27.39	27.42	29.82	28.96	27.80	331.23	
<b>Total RSM</b>		542	634	630	595	644	573	586	569	560	602	611	552	7,098	
<b>Rides/RSH</b>	#DIV/0!	0.46	2.65	1.38	3.46	3.63	3.39	3.53	3.29	6.82	5.10	6.28	6.04	3.89	

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



Umpqua Rides	QTR 3		QTR 4		QTR 1			QTR 2			QTR 3		Apr 23 - Mar 24	
	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24		MAR-24
<b>UPTD - MTM</b>	509	516	450	534										<b>1,500</b>
<b>UPTD - Bay Cities</b>					601	595	521	502	456	350	410	481	424	<b>4,340</b>
<b>Volunteers</b>	333	318	306	264	422	437	325	292	269	306	511	702	610	<b>4,762</b>
<b>Total Rides</b>	<b>842</b>	<b>834</b>	<b>756</b>	<b>798</b>	<b>1,023</b>	<b>1,032</b>	<b>846</b>	<b>794</b>	<b>725</b>	<b>656</b>	<b>921</b>	<b>1,183</b>	<b>1,034</b>	<b>10,602</b>
<b>Total RSH</b>	972.46	915.21	976.27	995.28	1,028.60	1,063.39	930.78	911.95	851.62	803.42	1,220.88	1,453.94	1,259.81	<b>12,411.15</b>
<b>Total RSM</b>	24,435	21,634	22,201	22,609	23,713	24,983	21,373	18,473	18,505	19,326	29,359	37,935	34,770	<b>294,881</b>
<b>Rides/RSH</b>	0.87	0.91	0.77	0.80	0.99	0.97	0.91	0.87	0.85	0.82	0.75	0.81	0.82	<b>0.85</b>

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