

Regular Board of Directors Meeting
Umpqua Public Transportation District
Monday, August 19, 2024, 5:30 p.m. 3076 NE
Diamond Lake Blvd, Roseburg, OR 97470

AGENDA

1. Call to Order

2. Roll Call

Mike Baker	Janice Baker	Doug Mendenhall	Michaela Hammerson
Natasha Atkinson	John Estill	Cathye Dewhirst Curerri	

3. Pledge of Allegiance

4. Consent Agenda

4.1 July 15, 2024, Draft Regular Meeting Minutes

4.2 August 8, Special Meeting Draft Minutes

4.3 July 2024 Preventive Maintenance Report

5. Financial Report – Sheri Bleau

5.1 July Financial Report

6. Public Comment for On Agenda Items Only

7. Old Business

7.1 Drug & Alcohol Compliance Review Update

8. New Business

8.1 Status of Document Upload for RLS August 26-28th, Compliance Review

8.2 Monthly 1:1s between Executive Committee and UPTD Leadership Staff

8.3 Board & Leadership Training

8.4 Status Update for Contracts, Titles

9. Project Updates – Cheryl Cheas

9.1 STIF Project Updates

9.2 Action Plan Updates

9.3 General Manager Report

10. ODOT Update – Jennifer Boardman

11. Not on Agenda

12. Public Comment (Limit to 10 minutes total)

13. Agenda Build – Next Regular Meeting July 15, 2024

14. 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. **ORS 192.660(2)(e)** To conduct deliberations with persons you have designated to negotiate real property transactions.

15. Adjournment

UPTD public meetings available virtually:

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

Meeting ID: 886 6079 5475 Passcode: 400004

AUDIENCE PARTICIPATION INFORMATION

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- 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.

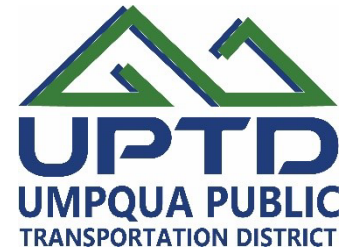
The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...]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



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4

Agenda Item Title: Consent Agenda

Summary background and description of need for agenda item:

This agenda item presents all items identified below for review, discussion and approval.

4.1 July 15, 2024 Regular Meeting Minutes

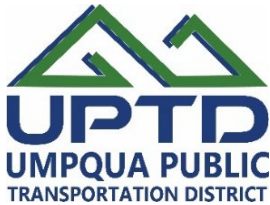
4.2 August 8, 2024 Special Meeting Minutes

4.3 July 2024 Preventive Maintenance Report

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: UPTD Board of Directors



Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, July 15, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MEETING MINUTES

Meeting Called to Order at 7:35 PM

Roll Call

Mike Baker - P

Janice Baker - P

Doug Mendenhall - P Michaela Hammerson - A

Natasha Atkinson - P

John Estill - P

Cathye Dewhirst Curerri - P

Pledge of Allegiance was recited.

Consent Agenda

4.1 June 17, 2024, Draft Regular Meeting Minutes

4.2 July 8, 2024 Special Meeting Minutes

4.3 June 2024 Preventive Maintenance Report

MOTION: Mike Baker reminded Board Members that if there is ever anything they would like to discuss separately from the consent agenda, they can request it be pulled out of the consent calendar and talk discussed. Doug Mendenhall made a motion to approve the consent agenda, seconded by Natasha Atkinson. No further discussion.

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

Financial Report was presented by Sheri Bleau, Finance Manager.

June Financial Report – Mike Baker asks where are we in relation to the budget. Sheri states we are still meeting our budget. STIF that came in for this quarter was considerably less than we received previously. Natasha questions whether there was follow through to determine what the difference was and why? Sheri states Jennifer Boardman might be able to speak to it. Difference is about \$50,000. Cathye asks about liabilities and equities. Doug asks about the Profit and Loss for FY23-24. Confirms that we were negative for the year.

Natasha Atkinson made a motion to approve the consent agenda, seconded by Cathye Dewhirst Curerri. No further discussion.

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

Public Comment for On Agenda Items Only – There was no public comment.

Old Business

7.1 Update on Operations Simme-Seat Project provided by Randy Biles, Operations Manager. Randy received another quote for \$900 for just the pad or \$1,000 to complete the whole project.

Recommendation is, if there is money in the budget and the Board still wants it installed, we should move forward.

Natasha Atkinson made a motion to approve Bid Quote #1 for \$1,000, seconded by Janice Baker seconds. No further discussion.

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

New Business

8.1 New Action Plan Adoption – Jennifer updated Action Plan to incorporate the pieces of the final RLS Report. Review and discussion started with audit findings. Confirmed that the expectation is for staff to review audit findings with the Board and report on corrective actions with a timeline. It is then the Board's responsibility to ensure that the finding are closed in a timely manner. Discussion followed regarding

Doug Mendenhall made a motion to adopt 8.1 Action Plan with modifications, seconded by Cathye Dewhirst Curerri. No further discussion.

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

8.2 Update on Financial Software Search update provided by Sheri Bleau. Sheri has had demos of Caselle, MIP and Sage. So far Sage is her preferred choice, but she has not received quotes for MIP or Sage. Discussion followed. Informational only, no action required.

8.3 Drug & Alcohol Policy Review and Adoption presented by GM. GM states that she sent the policy that the Board adopted in March to RLS along with the FTA employee friendly version of the policy that is built with a policy builder, online. Both are compliant. GM states that she was wrong, they have asked for it to come back to the Board for re-review as Attachment A was not updated with all of the positions and the General Manager was still listed under FTA testing authority. Resolution passed back in November which removed GM from the FTA pool should have reflected on Attachment A. ODOT compliance has stated, after reviewing the Resolution that was passed in November and comparing that with the recommendation made by RLS in the D&A Site Review, they felt that the GM had not provided all of the information necessary for the Board to make an informed decision. GM clarifies that during the D&A Program Manager training, there was interaction between trainer and the audience. I questioned trainer as it sounded as if I should be removed. He also questioned me. When it was all said and done, it was stated that if I was in the pool, it taints the pool and the cleanest resolution is to remove me from the pool. The resolution references the site review where we have the same kind of conversation and alternatives were provided but the one that is cited in the D&A report says an option would be to find an alternate to accept the draw if the GM were drawn in the draw. The conversation with compliance indicated they thought I was not in the pool at all but I still fall under the non-safety sensitive pool. David Campbell added his thoughts to the conversation. Further discussion followed.

Doug Mendenhall made a motion to rescind the Resolution 23-05 that took the GM out of the pool, Natasha seconds.

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

Becky states she has two comments. One is her title is incorrect, she is HR Director not Manager. Second is the job position, Transit Trainer. This is a job title she's never heard of. The supervisors duties are listed on the job description as Transit Supervisor/Trainer as one and she does not know why it's listed separately on here and she does not understand UTrans in front of UPTD drivers. GM responds, UTrans Drivers all have CDLs. Becky argues that we don't go by UTrans. GM states UTrans is on all of our buses and UTrans is our fixed route bus system. UTrans drivers are our UPTD CDL Drivers that drive our fixed route bus system. UPTD non-CDL drivers are the Demand Response drivers that are our Umpqua Rides drivers. Other differences were discussed. Sending GM for pre-employment test was discussed as she has been out of the D&A Pool for more than 90 days.

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.

David Campbell interrupts. Cites one of the findings. Natasha clarifies that it is the Board sending her.

8.4 Charging Stations – Grant 35395 – Michaela asked that I put this on the agenda as we have three charging stations were delivered in October and a lot has happened since. There are other agencies that might be interested in purchasing these charging stations but the grant is open, we have utilized funds from the grant and it is an open grant until 12/31/2026. This gives us time to determine whether the Transportation package goes through. My direction was to slow roll the process until we knew whether there would be more funding, before we order the buses. Although this is a decision that may need to be made in the future, it is not necessarily one that has to be made now. Jennifer Boardman shares her thoughts on when additional funding might actual be received if the transportation package goes through. Mike Baker suggests we review in March or April. Cathye is interested in pursuing now. Jennifer states the chargers might be obsolete. Sheri asks if we sell them, pay back the money, would it then be available later. Jennifer states, probably not. GM adds that these vehicles are supposed to be replacement vehicles and speaks to how old the Internationals are and the preventive maintenance costs that are increasing. We don't have any other grants in process to replace these vehicles and we don't qualify to apply for a grant. We don't have a backup plan. John Estill mentions there is also the possibility of a political change. Audit findings also prevent us from

Project Updates – Cheryl Cheas

9.1 STIF Project Updates – No update on this one. Financial challenge was identified, primarily the 20% plus up of the STIF funding. There's an additional piece in that the former STF funding was built into the plan but was expended before the plan went into effect. It's entirely possible when we have these numbers that we are going to have to cut more.

9.2 Action Plan Updates – We covered this in Action Plan adoption

9.3 General Manager Report – Partnership with Thrive Umpqua and Umpqua Valley Arts for contest to decorate the shelters with the kids. Just saw the submissions for the shelters and there were some really good submissions. We will be doing both of the library shelters, Madrone Street, the Employment Department and Washington and Rose. Ribbon cutting will be sometime in September. Ridership numbers – seem to be dropping although they are still higher than they were this time last year.

ODOT Update – Provided by Jennifer Boardman.

STIF Discretionary Grants just opened. Audit results will determine whether you qualify to apply. 5310 and 5311 will be opening in August. STIF Formula fund solicitation will open in August and training will happen in August also. Classes will be available in Seaside. Transit Provider meeting will be at RVTD on 7/31 from 9:00 until 2:30. Melissa Metz has been doing work on marketing. They hired an intern who is working on the marketing.

David Campbell wants to make sure that the Board is aware that the contracts have expired with DRTF, Sunrise and Reedsport and this will be addressed at the compliance review in August. He is having trouble trying to find the Board meetings on YouTube and they would like to see them posted again when possible.

Not on Agenda – Jim – Says that the posting for the position was posted twice in one paper.

Public Comment (Limit to 10 minutes total) – No comments.

Agenda Build – Next Regular Meeting July 15, 2024 – Addendum – Executive Committee Policy – Giving bylaws a rest. Old Business, New Business, Financial Report, Vehicle lifecycle report.

Adjourn Regular Session to go into Executive Session at 7:41 – 5 minute break – Begin Executive Session at 7:46.

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. **ORS 192.660(2)(e)** To conduct deliberations with persons you have designated to negotiate real property transactions.

Return to Regular Session at 8:45 PM. No business to conduct.

Adjourn regular session at 8:45 PM.

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

Meeting ID: 886 6079 5475 Passcode: 400004

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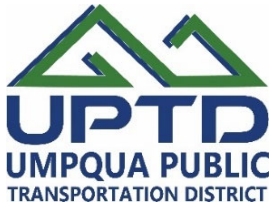
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Special Board of Directors Meeting

Umpqua Public Transportation District

Monday, August 5, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Meeting Called to Order at 5:33 PM.

Roll Call

Mike Baker

Janice Baker

Doug Mendenhall

Michaela Hammerson

Natasha Atkinson

John Estill

Cathye Dewhirst Curerri

Pledge of Allegiance was recited.

Discuss Electric Chargers purchased on Grant 35395

Overview of the grant was provided by the General Manager. This was a combination Low-No and Bus & Bus Facilities grant application. Due to the supply change issues at the time, UPTD was encouraged to order chargers early as they had an 18-month lead time. Chargers were ordered on a PO. Proterra filed bankruptcy in July of 2023. August is when they started trying to deliver the chargers. We delayed the delivery of the chargers for as long as we could but in October they delivered without notice and we did not have the opportunity to refuse delivery.

We were informed last week that FTA has modified their requirements and the chargers, although they are equipment purchased in preparation for the project, FTA says they won't reimburse ODOT because we did not have a NEPA complete. Jennifer Boardman gave some information she received from FTA.

Information contained within the grant was discussed. NEPA would be expected to be in place at the time that the charging stations are going to be installed but the purchase was the surprise.

Financial impact for UPTD. ODOT is asking for reimbursement of \$252,000 and if we were to pay that back at this time, we would not have enough money to finish the quarter. We just finished the budget process, walked through service cuts for fixed route, ParaTransit, Dial A Ride services and eliminated medical transportation services to reduce costs and Sheri just did an income & expense projection that shows if everything went perfectly, we would only have \$127,000 by the end of the year. That's without any major financial challenges. Paying this would put us in the hole by about \$130,000. If we sell the chargers, that eliminates our ability to move forward on the project because we couldn't repurchase them at a later date and be reimbursed.

Clarifying questions were asked about the way the grant works. Breaking ground requires the NEPA but this is equipment. The grant says an EA might be required. The question is asked "Does ODOT have the ability to appeal this decision since they are the ones with the agreement and what is the responsibility of UPTD to send this payment back when we are obviously looking at a situation where we might not have a transportation district if we don't have the funds for operations?"

Jennifer Boardman states that it is the FTA that told ODOT that ODOT cannot do that, so it's not ODOT telling UPTD that they cannot do this, it is the FTA telling ODOT that they will not allow us to have this agreement with UPTD. Finance has been working with her FTA rep. She also states that she believes it was Proterra that was pushing us to order the chargers, not ODOT. She also states you can refuse orders if it's not what you want. She thinks that chances that FTA would modify what they have already told us, she could try but she doesn't see that happening. She states that on top of that we don't have the match for the buses or any of the other items. She feels FTA is going to tell ODOT they have to cancel the agreement altogether because UPTD does not have the \$300,000 or \$600,000 match for the vehicles, do

not have property and do not have the match for building the facility. She states that she is working to find someone that could possibly purchase the chargers. She states that she does not see us being able to raise the match and ODOT will not be extending the grant. She advises do not be surprised if because you do not have the match and you owe this money that ODOT will be canceling the grant.

Director Estill asks for clarification, is the FTA telling us they don't want to move forward because there was no EA done. Jennifer responds yes, that's the NEPA. So there's an argument that can be made, is it appropriate to state that because is this a piece of capital equipment or is this a facility? Jennifer interjects, "Again, it comes down to the fact, we could argue that and you might not have to pay this back and there's a possibility they would allow us to do this but again, you do not have the match money to purchase the vehicles, therefore, you have these charger but you're just going to have chargers. Even if you ordered the vehicles today, it's the middle of 2024, the grant expires December 31, 2026. GM states that the timeline is 11 months to a year for this particular build. Jennifer asks "So you guys have the \$600,000 match?" Director Estill asks when do you have to have that \$600,000, a year, two years from now?" GM responds, it would be by the time we take delivery in 2026. Director Estill asks if there is a scenario where you would have the match by that time, where you're working this issue and that issue and we think we could have the money? GM responds she will have a better answer for you by the time we have our next Board meeting. Director Estill responds to Jennifer, it sounds like it's your opinion there's no way we're going to have the match money but he says hold on, maybe, maybe not. Jennifer states ODOT would not allow UPTD to purchase, they would not sign a purchase order for a vehicle unless UPTD had the match in hand. You have to have the match, if the vehicles came in early, you would have to have that match to pay them. You have to pay those vehicles within 30 days so they would not sign the purchase order unless they knew we had the money. Director Dewhirst Curerri states that we have a very limited timeline to be able to order before the grant is up. Best case scenario would be December to have \$600,00 in pocket? GM states this time next year. Chair Hammerson states that the question for her is "The reason why we owe ODOT right now or that it is being requested that we reimburse is because the FTA is coming back and saying that this protocol was not followed. If the FTA were to reverse their decision, does that alleviate our need to reimburse ODOT? Is everyone good? ODOT gets their money, we have the chargers, is that where we are sitting or is she understanding that wrong?"

Jennifer states if there was a possibility of them doing that, she does not see that happening. They are saying that this was done, ODOT did it as a pre-award, partly because UPTD received the chargers and needed that money, but this agreement is not fully executed through the FTA yet, so it was done as a pre-award because it was her understanding that UPTD needed that funding to continue operations. So that's what ODOT did. She said she will have to double check with financial services to see but they were at the point where they want to cancel the grant. So they were going to require this no matter what because UPTD does not have the match. She continues on stating that she does not know who UPTD spoke with at FTA. GM shares that she was speaking with Joseph at ODOT and Thomas, the rep that we've been working with on the NEPA and he was going to check with his representative and arrange a combined call with Jennifer, Joseph and Drew to ensure that everyone was on the same page and figure out is this or is this not the end of the grant?

Chair Hammerson asks, if the grant was cancelled, what does that mean? Does that mean ODOT is canceling the grant with the FTA? Jennifer confirms yes. Chair Hammerson continues, cause technically we have not received any grant money, we have received a pre-award from ODOT? Jennifer confirms, the \$250,000 reimbursement request. Chair Hammerson asks if that is different from the grant? Jennifer states, no, it's part of the grant.

Sheri states, essentially, they reimbursed us but now they can't get their reimbursement from FTA.

Chair Hammerson so we are trying to problem solve... If we don't think we won't be able to get the buses or get the match, if we wanted to sell them, who would we sell them to? Proterra is out of business.

GM states they were bought out by Phoenix Motorcar. Chair queries there is no way to return them. GM confirms that is correct. They split the company into 3 divisions and a different company bought each division. Chair continues, if we sell then they are now charging stations but is there support, is there a warranty and it would likely be a significant discount, unless ODOT knows a buyer. GM states RVTD has expressed interest but we don't know at what level that would be. GM spoke with Nick briefly and she is forwarding him the specs. Director Estill states he agrees, it would be at a discount because there's no support. Director Dewhirst Curerri states a little help is better than no help. We're sitting in an ugly position because we don't have a lot of leverage. Chair Hammerson asks Jennifer if there is a possibility of ODOT sharing this debt with us where we give up and sell the charging station with a possibility of the balance of the reimbursement being forgiven. Jennifer states she doubts that but she could ask. Michaela asks who makes those decisions. Jennifer responds finance or the Division Administrator and the Finance Manager. She says she had asked and is waiting for an answer to see if there was a possibility of UPTD making payments on it but finding a buyer would be the ideal situation. Discussion followed. Director Estill suggests breach of contract if there is no support for the chargers. He returns to summarize, FTA is saying they don't want us to have this agreement, his question is why, and we go back to there wasn't an EA done, therefore you didn't follow the NEPA qualifications, element one. They want to cancel because they have no confidence that we have any matching funds or that we will have any matching funds. That's their position, but the fact is you have to allow this entity to have time to come up with matching funds and is there a drop dead date? You can't just cancel because we think you don't have the possibility and therefore we're not going to engage this relationship we have. They're just walking away from it. That doesn't seem fair. Somebody should be talking to the FTA and saying number one, there's no EA required because it's not facility, it's equipment. And number two, we may get matching funds. It doesn't look good right now but we may and are we not allowed to have some sort of a time frame to develop those matching funds. That stops the carnage right now. It seems like people want to do something right now. They want to cancel it and I think that's premature before you give us time to develop a backup plan. Chair Hammerson states that she feels the concern is that the longer we hold onto these charging stations, the more they depreciate. Jennifer states that they did a pre-award so ODOT is on the hook for the money we used to purchase these items. FTA told us we need to have a NEPA. They will not reimburse if NEPA was not done prior to the time we purchased these. More discussion followed. This will be revisited at our regular Board meeting in two weeks.

Discuss Service Donation for match

Chair Hammerson introduced Ben Edtl with Politogy, LLC. Ben is the managing member of Politogy. LLC a company that works in public relations and communications in the political environment with a partisan division, a governmental division and a technology division. What we are looking to do is try to help with the funding gap. Sounds like there is a position of insolvency that we are trying to avoid. He provided an overview of how they can help with UPTD's position. Michaela shared her background with Ben and his company. Ben will be a resource.

Regular session is suspended at 6:39 and will resume after Executive Session.

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. **ORS 192.660(2)(b)** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. **ORS 192.660(2)(h)** To consult with your attorney regarding your legal rights and duties in regard to current

litigation or litigation that is more likely than not to be filed. **ORS 192.660(2)(e)** To conduct deliberations with persons you have designated to negotiate real property transactions.

Regular Session resumes at 7:11 PM

No matters to vote on, no business to be conducted.

Meeting Adjourned at 7:12 PM.

On Time Preventive Maintenance Report
FY 24-25 - July 2024 - June 2025
Reporting 7/01/2024 through 7/31/2024

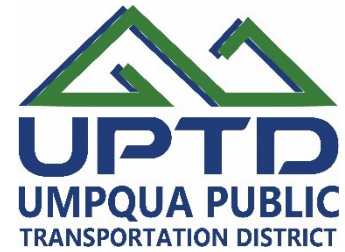
	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 24-25	10	9	90.00%	
FY 23-24	151	147	97.35%	
FY 22-23	136	133	97.79%	
FY 21-22	78	48	61.54%	
3 Year Running Total	375	345	92.00%	44.00%

	PM Service	Within Guidelines	Percent On Time	Progress Toward Goal
July-November 2021	27	13	48%	
December	4	4	100%	54.84%
January	6	6	100%	62.12%
February	7	6	86%	65.91%
March	10	6	60%	64.81%
April	9	7	78%	66.67%
May	7	6	86%	68.57%
June	8	8	100%	71.79%
July 2022	13	13	100%	75.82%
August	11	11	100%	78.43%
September	9	9	100%	81.98%
October	9	9	100%	83.33%
November	9	9	100%	84.50%
December 2022	11	11	100%	84.96%
January 2023	15	13	97.40%	85.80%
February 2023	9	8	96.51%	85.97%
March 2023	11	11	100%	86.86%
April 2023	16	16	100%	86.91%
May 2023	13	13	100%	87.75%
June 2023	10	10	100%	88.32%
July 2023	16	16	100%	89.13%
August 2023	22	22	100%	90.08%
September 2023	12	12	100%	90.53%
October 2023	7	7	100%	90.77%
November 2023	10	10	100%	91.10%
December 2023	11	11	100%	91.44%
January 2024	10	10	100%	91.72%
February 2024	13	12	92%	91.75%
March 2024	12	10	83%	91.44%
April 2024	14	14	100%	91.79%
May 2024	14	14	100%	92.11%
June 2024	10	9	90%	92.05%
July 2024	10	9	90%	92.00%
	375	345		

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.



July 15, 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:

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

Current Bank Balance as of 8/17/2024: \$646,567.84

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheryl Bleau, UPTD Financial Manager

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

Balance Sheet July 2024

This report provides a quick snapshot of UPTD's Assets and Liabilities. Total current Assets are \$943,620.00 and current Liabilities are \$56,488.63 for a total Equity of \$887,131.37.

P&L July 2024 Report

This report provides an overview of the revenues and expenses from all sources of UPTD for the month of July 2024. Overall, the District has a Net Income for the current month of \$139,445.70. This Net Income does not include the cash on hand at the beginning of July of \$747,685.67. The total State and Federal Funds received for July were \$468,717.00; Farebox Revenues of \$27,826.24; Miscellaneous/Advertising/Interest revenues of \$830.70; and Medical Transportation funds of \$55,960.70.

P&L Current Fiscal Year Report

This report is the same as the Current Month. As we move through this new Fiscal Year, this report will be added back.

P&L UPTD 2018-Current

This report provides an overview of the revenues and expenses from all sources of UPTD from the beginning of the district in 2018. Overall, the District has a Net Income from 2018 to July 2024 of \$887,131.37.

July Variance Report

This report provides an overview of the revenues and expenses for the month of July 2024. Any variance over/under \$500 for the month and over/under \$5,000 for the YTD are described in more detail on the report.

FY 23-24 Financial Statement by Percentage

This report provides an overview of the entire FY 23-24 by percentage and is included because a Board Member specifically asked about it. Total income received was \$7,117,675.22 when \$15,029,272.00 was budgeted. The result was 47.36% of the income was actually received. General Resources account for our Operating Income and we received 93.86% of that income. The deficit was in the Bus Replacement and Capital Resources. These funds are reimbursement funds and we will only receive them if we actually have expenses. We actually expended \$823,109.00 of the \$4,360,822.00 Bus Replacement Funds and \$257,609.00 of the \$4,236,496.00 Capital Funds. The capital projects and the electric bus purchases have been paused at this time. Payroll Expenses were at 57.86% of the budget, this category was underbudget due to multiple unfilled positions throughout the year, in addition, the Fleet Maintenance Manager and facilities technician positions were paused and the HR Director was hired on later than anticipated. Material & Services were at 90.93% which is slightly under budget.

UPTD July Bank Statement

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

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

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	768,541.50
Accounts Receivable	387.50
Other Current Assets	174,691.00
Total Current Assets	<u>943,620.00</u>
TOTAL ASSETS	<u><u>943,620.00</u></u>
LIABILITIES & EQUITY	
Liabilities	56,488.63
Equity	887,131.37
TOTAL LIABILITIES & EQUITY	<u><u>943,620.00</u></u>

Umpqua Pulic Transportation District

Profit & Loss

July 2024

	Jul 24
Income	
GENERAL FUND RESOURCES	553,334.64
Total Income	553,334.64
Gross Profit	553,334.64
Expense	
10 ADMIN Payroll	52,188.87
22 OPERATIONS Payroll	114,956.75
23 OPERATIONS ADMIN Payroll	47,405.57
24 PARA TRANSIT Payroll	27,623.06
25 CALL CENTER Payroll	29,396.12
26 DEMAND RESPONSE Payroll	32,778.67
30 MEDICAL TRANS Payroll	2,583.03
MATERIALS & SERVICES	
10 · ADMIN	4,736.68
22 · OPERATIONS	43,250.12
23 · OPERATIONS ADMIN	3,808.32
24 · PARA	3,431.54
25 · CALL CTR	19,324.80
26 · DEMAND RESPONSE	5,874.85
30 · MEDICAL TRANSPORTATION	26,530.56
Total MATERIALS & SERVICES	106,956.87
Total Expense	413,888.94
Net Income	139,445.70

Umpqua Pulic Transportation District

Profit & Loss

As of July 31, 2024

	Jul 31, 24
Income	
BUS REPLACEMENT FUND RESOURCES	841,661.00
CAPITAL PROJECTS RESOURCES	1,380,197.60
GENERAL FUND RESOURCES	19,343,398.58
Total Income	21,565,257.18
Gross Profit	21,565,257.18
Expense	
10 ADMIN Payroll	1,564,854.93
22 OPERATIONS Payroll	4,633,713.71
23 OPERATIONS ADMIN Payroll	1,106,708.76
24 PARA TRANSIT Payroll	923,608.03
25 CALL CENTER Payroll	923,024.42
26 DEMAND RESPONSE Payroll	875,148.44
30 MEDICAL TRANS Payroll	294,531.07
BUS REPLACEMENT FUND	2,318,937.32
CAPITAL PROJECTS	1,460,769.76
GENERAL FUND - OTHER	203,874.17
MATERIALS & SERVICES	
Material and Services	1,699,142.17
10 · ADMIN	669,039.80
22 · OPERATIONS	2,902,214.92
23 · OPERATIONS ADMIN	189,738.54
24 · PARA	204,269.12
25 · CALL CTR	178,515.84
26 · DEMAND RESPONSE	291,453.28
30 · MEDICAL TRANSPORTATION	740,671.89
Total MATERIALS & SERVICES	6,875,045.56
Personnel Services - Admin	41,909.64
4-400 · Loan Proceeds	-544,000.00
Total Expense	20,678,125.81
Net Income	887,131.37

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

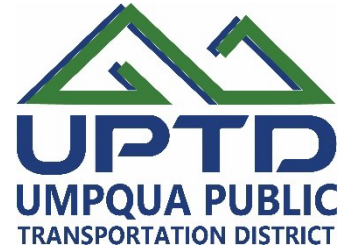
	Jun 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Jun 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (\$,000 over/under)
Income									
BUS REPLACEMENT FUND RESOURCES									
5-00-120 5339 Funding	0.00	0.00	0.00		0.00	0.00	0.00	2,400,000.00	
5-00-130 5311 Funding	0.00	0.00	0.00		0.00	0.00	0.00	803,619.00	
5-00-500 Transfer In - Gen Fund	0.00	0.00	0.00		0.00	0.00	0.00	28,355.00	
Total BUS REPLACEMENT FUND RESOURCES	0.00	0.00	0.00		0.00	0.00	0.00	3,231,974.00	
CAPITAL PROJECTS RESOURCES									
4-00-100 5339 Funding	0.00	0.00	0.00		0.00	0.00	0.00	3,877,139.00	
Total CAPITAL PROJECTS RESOURCES	0.00	0.00	0.00		0.00	0.00	0.00	3,877,139.00	
GENERAL FUND RESOURCES									
1-00-050 Available Cash on Hand	747,885.67	43,528.00	704,157.67	The current bank balance at month end is \$755,820.53	747,885.67	43,528.00	704,157.67	522,328.00	The current bank balance at month end is \$755,820.53
1-00-070 Reserve Fuds	19,810.75	0.00	19,810.75	The positive variance was created by taking 5% of all big deposits and moving the funds to the Reserve Funds GL in an effort to rebuild UPTD's reserves.	19,810.75	0.00	19,810.75	0.00	The positive variance was created by taking 5% of all big deposits and moving the funds to the Reserve Funds GL in an effort to rebuild UPTD's reserves.
1-00-100 5311 Funding	0.00	0.00	0.00		0.00	0.00	0.00	614,578.00	
1-00-115 5310 Funding	0.00	0.00	0.00		0.00	0.00	0.00	458,608.00	
1-00-210 STIF	448,906.25	510,100.00	-61,193.75	The negative variance is due to receiving less STIF funds than anticipated for the 1st Quarter of this Fiscal Year. Historically Q1 is less than any of the other quarters. It is anticipated that the next 3 quarters will be in line with the budgeted expectations.	448,906.25	510,100.00	-61,193.75	2,040,397.00	The negative variance is due to receiving less STIF funds than anticipated for the 1st Quarter of this Fiscal Year. Historically Q1 is less than any of the other quarters. It is anticipated that the next 3 quarters will be in line with the budgeted expectations.
1-00-400 Miscellaneous	300.00	800.00	-500.00	The negative variance is due to receiving less than anticipated miscellaneous funds. The Plan Center is paying \$300 per month for the office space downstairs.	300.00	800.00	-500.00	9,600.00	
1-00-405 Advertising	525.00	2,116.00	-1,591.00	The negative variance is due to all advertising contracts coming to an end. B&S has just signed a new contract for 1 year that started in July 2024 and Les Schwab is looking to have their ad replaced with a new one and it will run for 1 year beginning in August.	525.00	2,116.00	-1,591.00	25,400.00	
1-00-410 Bus Fares & Contract	27,826.24	33,092.00	-5,265.76	The negative variance is due to collecting less farebox revenue than anticipated for July.	27,826.24	33,092.00	-5,265.76	232,114.00	The negative variance is due to collecting less farebox revenue than anticipated.
1-00-430 Medical Transports	55,960.70	22,917.00	33,043.70	The positive variance is due to receiving more NEMT funds than anticipated. We currently have nine volunteer drivers when four were budgeted which is creating more revenue than anticipated. This will offset the overage in the NEMT expenses.	55,960.70	22,917.00	33,043.70	275,000.00	The positive variance is due to receiving more NEMT funds than anticipated. We currently have nine volunteer drivers when four were budgeted which is creating more revenue than anticipated. This will offset the overage in the NEMT expenses.
1-00-440 Interest Income	5.70	5.83	-0.13		5.70	5.83	-0.13	70.00	
Total GENERAL FUND RESOURCES	1,301,020.31	612,558.83	688,461.48		1,301,020.31	612,558.83	688,461.48	4,178,095.00	
Total Income	1,301,020.31	612,558.83	688,461.48		1,301,020.31	612,558.83	688,461.48	11,287,208.00	
Gross Profit	1,301,020.31	612,558.83	688,461.48		1,301,020.31	612,558.83	688,461.48	11,287,208.00	
Expense									
10 ADMIN Payroll	52,188.87	52,618.00	-429.13		52,188.87	52,618.00	-429.13	487,779.00	
22 OPERATIONS Payroll	114,956.75	116,110.00	-1,153.25	The savings is due to one open full time driver position. The Operations Manager is looking at filling this position with a part time non-benefited driver.	114,956.75	116,110.00	-1,153.25	1,101,562.00	
23 OPERATIONS ADMIN Payroll	47,405.57	48,475.00	-1,069.43	The savings is due to less than anticipated payroll taxes and overtime being paid.	47,405.57	48,475.00	-1,069.43	444,065.00	

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

	Jun 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Jun 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
24 PARA TRANSIT Payroll	27,623.06	25,410.00	2,213.06	The overage in this area is offset by the savings in the Demand Response. The Para and DR drivers flex between the two modes.	27,623.06	25,410.00	2,213.06	239,303.00	
25 CALL CENTER Payroll	29,396.12	35,307.00	-5,910.88	The savings was created by less than anticipated Call Center wages being paid out. We will continue to monitor this category to see if this will be a savings every month or if this was a one time savings.	29,396.12	35,307.00	-5,910.88	334,723.00	The savings was created by less than anticipated Call Center wages being paid out. We will continue to monitor this category to see if this will be a savings every month or if this was a one time savings.
26 DEMAND RESPONSE Payroll	32,778.67	30,077.00	2,701.67	The savings in this area are offset by the overage in the ParaTransit. The Para and DR drivers flex between the two modes.	32,778.67	30,077.00	2,701.67	283,991.00	
30 MEDICAL TRANS Payroll	2,583.03	3,994.25	-1,411.22	The saving was created by less than anticipated Fringe Benefits being paid out. We will continue to monitor this category to see if this will be a savings every month or if this was a one time savings.	2,583.03	3,994.25	-1,411.22	39,191.00	
BUS REPLACEMENT FUND	0.00	0.00	0.00		0.00	0.00	0.00	3,231,974.00	
CAPITAL PROJECTS	0.00	0.00	0.00		0.00	0.00	0.00	3,877,139.00	
GENERAL FUND - OTHER	0.00	0.00	0.00		0.00	0.00	0.00	122,892.00	
MATERIALS & SERVICES									
10 - ADMIN	4,736.68	4,837.00	-100.32		4,736.68	4,837.00	-100.32	142,414.00	
22 - OPERATIONS	43,250.12	31,950.00	11,300.12	The overage was created by an \$8,692.11 repair on one bus. In addition three other repairs were needed to other vehicles that were each over 1K.	43,250.12	31,950.00	11,300.12	583,385.00	The overage was created by an \$8,692.11 repair on one bus. In addition three other repairs were needed to other vehicles that were each over 1K.
23 - OPERATIONS ADMIN	3,808.32	4,801.00	-992.68	The savings is primarily due to less IT Maintenance, printing/copying, and telephone charges than anticipated.	3,808.32	4,801.00	-992.68	68,430.00	
24 - PARA	3,431.54	3,867.00	-435.46		3,431.54	3,867.00	-435.46	46,650.00	
25 - CALL CTR	19,324.80	22,142.50	-2,817.70	The savings is primarily due to less IT Maintenance than anticipated. Routematch invoices were budgeted here but not all have been received. They will be reflected in a future month.	19,324.80	22,142.50	-2,817.70	60,200.00	
26 - DEMAND RESPONSE	5,874.85	6,696.00	-821.15	The savings is due to Preventative Maintenance and Fuel & Oil being less than anticipated.	5,874.85	6,696.00	-821.15	82,760.00	
30 - MEDICAL TRANSPORTATION	26,530.56	11,083.00	15,447.56	The overage is due to having nine volunteer drivers when four were budgeted. The additional income will offset the overage in the expenses throughout the year.	26,530.56	11,083.00	15,447.56	138,750.00	The overage is due to having nine volunteer drivers when four were budgeted. The additional income will offset the overage in the expenses throughout the year.
Total MATERIALS & SERVICES	106,956.87	85,376.50	21,580.37		106,956.87	85,376.50	21,580.37	1,124,589.00	
Total Expense	413,888.94	397,367.75	16,521.19		413,888.94	397,367.75	16,521.19	11,287,208.00	
Net Income	887,131.37	215,191.08	671,940.29		887,131.37	215,191.08	671,940.29	0.00	

Umpqua Pulic Transportation District
Financial Statement
 June 2024

	<u>Jun 24</u>	<u>Jul '23 - Jun 24</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
Income				
BUS REPLACEMENT FUND RESOURCES	300.00	823,109.00	4,360,822.00	18.88%
CAPITAL PROJECTS RESOURCES	0.00	257,609.00	4,236,496.00	6.08%
GENERAL FUND RESOURCES	1,103,565.46	6,036,957.22	6,431,954.00	93.86%
Total Income	<u>1,103,865.46</u>	<u>7,117,675.22</u>	<u>15,029,272.00</u>	<u>47.36%</u>
Gross Profit	1,103,865.46	7,117,675.22	15,029,272.00	47.36%
Expense				
10 ADMIN Payroll	37,083.38	454,264.49	523,350.00	86.80%
22 OPERATIONS Payroll	80,732.72	1,133,148.15	1,808,000.00	62.67%
23 OPERATIONS ADMIN Payroll	34,011.82	392,747.37	484,200.00	81.11%
24 PARA TRANSIT Payroll	16,579.15	496,026.82	436,700.00	113.59%
25 CALL CENTER Payroll	25,567.95	298,383.73	319,800.00	93.30%
26 DEMAND RESPONSE Payroll	22,530.57	243,963.61	421,575.00	57.87%
30 MEDICAL TRANS Payroll	1,149.56	206,260.51	318,000.00	64.86%
BUS REPLACEMENT FUND	0.00	1,371,865.75	4,360,822.00	31.46%
CAPITAL PROJECTS	0.00	286,874.38	4,236,496.00	6.77%
GENERAL FUND - OTHER	7,418.19	99,834.71	595,359.00	16.77%
MATERIALS & SERVICES				
10 · ADMIN	20,406.51	181,080.31	243,300.00	74.43%
22 · OPERATIONS	68,929.40	657,197.81	749,800.00	87.65%
23 · OPERATIONS ADMIN	4,947.62	71,805.40	67,200.00	106.85%
24 · PARA	3,558.14	99,229.09	109,770.00	90.40%
25 · CALL CTR	2,537.58	58,918.76	37,100.00	158.81%
26 · DEMAND RESPONSE	6,674.18	79,807.27	68,750.00	116.08%
30 · MEDICAL TRANSPORTATION	24,053.02	238,581.39	249,050.00	95.80%
Total MATERIALS & SERVICES	<u>131,106.45</u>	<u>1,386,620.03</u>	<u>1,524,970.00</u>	<u>90.93%</u>
Total Expense	<u>356,179.79</u>	<u>6,369,989.55</u>	<u>15,029,272.00</u>	<u>42.38%</u>
Net Income	<u><u>747,685.67</u></u>	<u><u>747,685.67</u></u>	<u><u>0.00</u></u>	<u><u>0.00%</u></u>



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 7 - Old Business

7.1 Agenda Item Title: Drug & Alcohol Site Review Update

Summary background and description of need for agenda item:

The Drug & Alcohol Site Review Report is attached for review. The response was due to RLS and ODOT in January and to date, is only partially completed.

Requested Action: Informational Update

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, General Manager



November 16, 2023

Cheryl Cheas
Umpqua Public Transit
3076 NE Diamond Lake Blvd
Roseburg, OR 97470

SUBJECT: ODOT Drug and Alcohol Compliance Review – Umpqua Public Transit

Dear Ms. Cheas,

In an effort to assess compliance with the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA) Drug and Alcohol Testing Regulations, the Oregon Department of Transportation (ODOT) contracted the firm of RLS & Associates, Inc. (RLS) to conduct drug and alcohol reviews for ODOT FTA sub-recipients. A review of the FTA drug and alcohol testing program of the public transit program at your agency was completed on October 18, 2023.

COMPLIANCE REVIEW PARTICIPANTS: Interviews were conducted with the following individuals:

- Cheryl Cheas, DAPM, Umpqua Public Transit
- Marli Stauffacher, Umpqua Public Transit
- Lianna McKinnon, Umpqua Public Transit
- Laura Starr, Umpqua Public Transit
- Randy Biles, Umpqua Public Transit
- Bethany Bunt, Evergreen Family Medicine Occupational Health
- Jennifer Klope, BAT, Evergreen Family Medicine Occupational Health
- Justin Conboy, UCT, Evergreen Family Medicine Occupational Health

SCOPE OF REVIEW: ODOT is responsible for the implementation and oversight of ODOT's federal and state transit grant programs. The Drug & Alcohol Compliance Monitoring Program is designed to assist ODOT and public transportation providers with the assessment of how transit agencies in Oregon meet the compliance requirements of USDOT-FTA drug and alcohol regulations, 49 CFR Part 40 and 49 CFR Part 655.

RLS conducted reviews of the following areas:

- Drug & Alcohol Policy
- Service Agent Credential Review:
 - Breath Alcohol Technician (BAT)
 - Urine Specimen Collection Technician (Collector)
 - Medical Review Officer (MRO)
 - Substance Abuse Professional (SAP)
- On-Site Compliance Review:
 - Drug and Alcohol Program Manager (DAPM)
 - Records Management
 - Collection Site: BAT and Collector

RLS also provided technical assistance to the personnel listed above by reviewing all related requirements and best-practices for the compliance areas covered, in accordance with USDOT-FTA regulations (49 CFR Part 40 and Part 655) and industry standards. Any and all technical assistance materials, forms, templates, guidebooks, etc. which were referenced and/or provided during the review process have been attached to this report.

Information on pages 3 through 11 serves as a summary action report. All required corrective items for response are listed herein. This report summarizes the findings for the following areas:

- D&A POLICY
- DRUG & ALCOHOL PROGRAM MANAGER REVIEW
- RECORDS MANAGEMENT
- BREATH ALCOHOL TECHNICIAN REVIEW
- URINE COLLECTION TECHNICIAN REVIEW

Once you have completed the responses to findings itemized in this report, please provide a complete package of all corrective action responses to RLS.

With follow-up technical assistance provided by RLS, you will have a 60-day period for submitting the corrective actions responses identified in this report. **Therefore, the target completion date to provide all required corrective action response items is January 18, 2023** **NOTE** If any individual findings require a response date which is different from the one listed above, the supplemental response date will be identified within the individual finding description.

Additional items attached to this report include:

- Technical Assistance Materials
 - Any and all technical assistance materials, forms, templates, guidebooks, etc. which were referenced and/or provided to you during the interview have been attached to this report for your use.

Please review the listed findings. RLS is available to provide technical assistance through email, telephone conference, and webinars, as needed. Responses to this report can be emailed to lrubio@rlsandassoc.com

Should you have any questions regarding the review or the findings, feel free to contact me at 812-799-3596

Respectfully,

Libby Rubio, Associate
RLS & Associates, Inc.

SECTION 1: POLICY REVIEW

1. FINDING –

At the time of the review the policy in place needs revisions and updates to be compliant with all USDOT regulations.

****SPECIAL NOTE**** USDOT released an amended/updated version of 49 CFR Part 40 on May 02, 2023. The changes USDOT made to 49 CFR Part 40 became effective on 06/01/2023. At the time of the issuance of this report, due to the changes to 49 CFR Part 40, RLS is working with the FTA drug & alcohol program management office to obtain direction on the specific revisions that will be required to be made to the template D&A policy being utilized by your transit agency. Once RLS obtains final guidance/direction from FTA on the required policy revisions, RLS will follow-up with your agency to ensure all required changes are made to your D&A policy.

In September 2023, the FTA drug & alcohol audit team has provided direction to RLS regarding the policy revisions required to reflect the most recent update to 49 CFR Part 40, as amended on 06/01/2023. As such, it is now appropriate for your agency to move forward in revising your D&A testing policy based on these June 2023 regulatory updates to 49 CFR Part 40.

Please see attached an updated template policy that has all required updates reflected. You will need to replace your current D&A testing policy with the attached updated template

CORRECTIVE ACTION: Attached is the updated D&A policy document with all required revisions indicated utilizing the “track changes” function.

- The DAPM must "accept" all edits as indicated in the attached document through the "tracked changes" function and must also input the required data as indicated.
- The DAPM must subsequently provide a new draft back to RLS for final review.
- After RLS performs the final review, the DAPM must ensure the new policy is adopted by the governing authority.

Once the new policy is approved/adopted by the governing authority, the DAPM must provide to RLS documentation of such approval (i.e. meeting minutes and/or signatures). Finally, the DAPM must provide copies of the “Policy Acknowledgment” form signed by all current employees showing they have been provided access to the newly adopted policy.

SECTION 2: DRUG AND ALCOHOL PROGRAM MANAGER (DAPM) INTERVIEW

- 1. FINDING – DAPM Review Question #4** At the time of the review, the DAPM did not maintain a record for the following employees to ensure that those new hires had received a copy of the anti-drug and alcohol misuse policy.
- a. Alfred Benson
 - b. Hayley Eamigh
 - c. Seth Cooksey
 - d. Sean Chambers

- e. Lisa Stinger
- f. Serenia Maxwell
- g. Charles Pitts
- h. Danny Robinson
- i. Ellen Bell
- j. Claude Falgout
- k. Charles Button

CORRECTIVE ITEM #1 –

- A. The DAPM must provide signed statement certifying that they have read and fully understand the requirements of 49 CFR Part 655.16 which states the employer shall provide written notice to every covered employee and to representatives of employee organizations of the employer's anti-drug and alcohol misuse policies and procedures.
- B. The DAPM must provide documentation showing that the individuals listed in this finding have been provide access to the current D&A policy.
- C. If UPTD hires anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide documentation for any/all individuals hired in this window showing that the have been provided access to the current D&A policy.
- D. If UPTD doesn't hire anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide a signed statement indicating this fact.

2. **FINDING – DAPM Review Question #18** At the time of the review, the DAPM was not ensuring that all new hires into safety-sensitive positions were receiving the required 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment. Specifically, the follow new hire training documentation was not provided:
- a. Hayley Eamigh
 - b. Charles Pitts
 - c. Kathleen Hurd
 - d. Claude Falgout
 - e. Kayla Ray
 - f. Charles Button
 - g. Shelly Gurney

CORRECTIVE ITEM #2 –

- A. The DAPM must provide signed statement certifying that they have read and fully understand the requirements of 49 CFR Part 655.14(b)(1) which states all covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
- B. The DAPM must provide in response to this finding, evidence of how this training will be accomplished in the future. RLS has provided a free resource which could be used to meet this training requirement in the future.

- C. If UPTD hires anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide documentation for any/all individuals hired in this window showing that they have completed the required 60 minutes of training.
- D. If UPTD doesn't hire anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide a signed statement indicating this fact.

3. **FINDING – DAPM Review Question #24** At the time of the review, the DAPM was unable to sufficiently document that the transit agency is recording the first date that new hires or transferees first perform a safety-sensitive function.

CORRECTIVE ITEM #3 –

- A. The DAPM must provide a signed statement, on agency letterhead, detailing the specific procedures which have been implemented at the transit agency to ensure there is a tracking mechanism to record the exact first date that new hires or transferees first perform a safety-sensitive function.
- B. If UPTD hires anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide documentation for any/all individuals hired in this window demonstrating that the new procedure has been successful in documenting the first date safety-sensitive functions are performed.
- C. If UPTD doesn't hire anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide a signed statement indicating this fact.

4. **FINDING – DAPM Review Question #37** At the time of the review, there were no procedures in place for who would receive the random selection list if the DAPM was selected for a random test to ensure the DAPM doesn't receive a random selection list with their own name indicated.

CORRECTIVE ITEM #4 – The DAPM must provide a signed statement, on agency letterhead, describing the new procedures which will be put into place to ensure the person receiving the random selection list each quarter would never receive a random selection list with their own name indicated on the list. A possible suggestion discussed during the onsite review included identifying an "alternate" person who would receive the random selection list in this scenario.

5. **FINDING – DAPM Review Question #42** The DAPM did not have two years' worth of random selection lists on file.

CORRECTIVE ITEM #5 – The DAPM must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 655.71(c)(1)(ii) which states random selection lists must be maintained on file for two years.

6. **FINDING – DAPM Review Question #70** At the time of the review, the DAPM did not have a password or other verification method established with the TPA/MRO to ensure the verbal transmission of positive test results are secure.

CORRECTIVE ITEM #6 – The DAPM must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.167(b)(2) which states that for verbal transmission of test results, the TPA/MRO is responsible for ensuring a procedure is in place to ensure the Designated Employer Representative (DER) has a means to confirm the identity of the TPA/MRO, and that the TPA/MRO can confirm the identity of the DER.

7. **FINDING – DAPM Review Question #82C** The DAPM did not have the credentials for the MRO. The employer must maintain documentation showing that the MRO currently meet all requirements of 49 CFR 40.121

CORRECTIVE ITEM #7 –The DAPM must obtain and provide the MRO credential to show they are fully qualifying in accordance with 49 CFR Part 40.121.

8. **FINDING – DAPM Review Question #82D** The DAPM did not have access to the training/qualification credentials for two (2) USDOT qualified SAPS.

CORRECTIVE ITEM #8 – The DAPM must obtain and provides copies of the credentials of two (2) USDOT qualified SAPs in accordance with 49 CFR Part 40.281.

These credentials must be of the following 2 tiers: Tier 1 = Initial Qualifying Credential: (a) Licensed Physician; (b) Licensed/certified social worker; (c) Licensed/certified psychologist; (d) Licensed/certified employee assistance professional; (e) State Licensed/certified marriage and family therapist; or (f) drug and alcohol counselor certified by an organization listed on <https://www.transportation.gov/odapc/sap>. Tier 2 = SAP Qualification training in accordance with USDOT regulations (See 40.281(c))

SECTION 3: RECORDS MANAGEMENT REVIEW

1. **FINDING – Records Management Question #3:** At the time of the review, it was discovered that the DOT drug & alcohol records were being maintained with the NON-DOT drug and alcohol records without any clear distinction.

CORRECTIVE ITEM #1 –

- A. The DAPM must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.13 which states DOT tests must be completely separate from NON-DOT tests in all respects. Additionally, that DOT tests must take priority and must be conducted and completed before a non-DOT test is begun; and that you must not perform any tests on DOT urine or breath specimens other than those specifically authorized by this part or DOT agency regulations.

B. The DAPM must include in the signed statement a certification that all of UPTD's USDOT drug & alcohol testing records have been separated fully from any NON-Federal drug & alcohol testing records.

2. **FINDING – Records Management Question #4:** At the time of the review, the DAPM was not completing the process of obtaining consent from applicants (as applicable) in order to check the USDOT drug and alcohol testing records from previous employers for the following new hire:

- a. Alfred Benson
- b. Hayley Eaming
- c. Seth Cooksey
- d. Sean Chambers
- e. Kathleen Hurd
- f. Claude Falgout
- g. Kayla Ray
- h. Charles Button
- i. Brian Koch
- j. Laura Smith
- k. Erik Valance
- l. Ellen Bell
- m. Shelly Gurney

CORRECTIVE ITEM #2 –

- A. The DAPM must provide a signed statement, on agency letterhead, certifying they have read and fully understand the requirements of 49 CFR Part 40.25(a-e) which state an employer must obtain the written release of any applicant of a safety-sensitive position to allow the new employer to check the USDOT drug and alcohol records of that applicant for any previous USDOT regulated employer(s) for whom they have worked in the previous two-years (as applicable). RLS has provided two forms which could be used to meet this requirement in the future, titled "Authorization for Release of Information" and "Good Faith Effort Documentation.
- B. If UPTD hires anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide documentation for any/all individuals hired in this window showing that UPTD has completed the required previous USDOT D&A history check in accordance with 49 CFR Part 40.25.
- C. If UPTD doesn't hire anyone into a safety-sensitive position in the corrective action response window of this report, the DAPM must provide a signed statement indicating this fact.

3. **FINDING – Records Management Question #22:** UPT did not provide most of the random testing records during the review process. Therefore, a determination as to whether random testing is being completed in an unpredictable manner during all days of the week and all times of the day in which safety-sensitive functions are being performed was unable to be determined.

CORRECTIVE ITEM #3 – The DAPM must provide all random testing records for all employees who were selected for USDOT random testing from 10/1/2022 to 9/30/2023. The records that must be submitted for all tests include:

- Random selection lists for each quarter from 10/1/2022-present;
- Order for Testing forms;
- CCFs and MRO-verified drug test results;
- ATFs;

4. **FINDING – Records Management Question #28:** During the records management review, SAP referral documentation was not provided for the following pre-employment positive tests
- a. Joseph Pereira 11/3/22

CORRECTIVE ITEM #4 –

A. The DAPM must provide the SAP referral documentation to the applicants listed in this finding. The DAPM must then provide copies of this SAP referral to RLS in response to this finding.

B. The DAPM must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 655.62(a) which states if a covered employee/applicant has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test, the employer shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs. The employer is required to maintain documentation of this SAP referral for five (5) years.

5. **FINDING – Records Management Question #39:** At the time of the review, the records indicated that on the following pre-employment and random CCFs the “FTA” box was not properly marked in Step 1.
- a. Hayley Eamigh
 - b. Greg Hale
 - c. Tracy Clauch

CORRECTIVE ITEM #5 – The DAPM must obtain a statement from the manager at the collection site certifying that they have retrained all personnel who conduct USDOT urine collections concerning the fact that the appropriate testing authority must ALWAYS be properly indicated in Step 1 of the CCF.

6. **FINDING – Records Management Question #39:** During the records management review, the following errors were discovered with no indication of corrective action documented:
The driver’s license number was utilized for the employee on the CCF for most pre-employment tests conducted prior to 6/1/2023.

CORRECTIVE ITEM #6 – The DAPM must obtain and provide a signed statement from the manager at the collection site certifying that at the time of the collection of the tests referenced in this finding (prior to 06/01/2023), the use of the driver’s license number was not permitted for FTA tests (they have retrained all personnel who conduct USDOT breath alcohol and UCT collections concerning the fact that only the employee’s Social Security Number or Employee ID Number can be utilized in Step 1C for any test that falls under the authority of FTA, as stated in the article titled “CCFs & Employee ID Numbers” on page 6 of Issue #69 of FTA’s Drug and Alcohol Regulation Update Newsletter (<https://www.transit.dot.gov/regulations-and-programs/safety/fta-drug-and-alcohol-newsletter-july-2020-issue-69>) which states “The use of a CDL number on the CCF is not allowed for employees taking tests under FTA authority, even if they have a CDL.”)

Please note that due to the updated version of 49 CFR Part 40 that became effective 06/01/2023, the use of driver’s license numbers for FTA tests will be allowed after 06/01/2023; however, at the time of the tests conducted that are referenced in this finding, the use of driver’s license numbers for FTA tests was prohibited.

7. **FINDING – Records Management Question #39:** During the records management review, the following errors were discovered with no indication of corrective action documented:
At the time of the review, most pre-employment testing CCF’s were missing the employer phone and fax numbers.

CORRECTIVE ITEM #7 –

- A. The DAPM must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.14 and Part 655.17 which state the employer must provide the following information for each testing circumstance: (1) Full name of the employee being tested; (2) Employee SSN or ID number; (3) Laboratory name and address (can be pre-printed on the CCF); (4) Employer name, address, phone number, and fax number (can be pre-printed on the CCF at Step 1-A); (5) DER information required at § 40.35 of this part; (6) MRO name, address, phone number, and fax number (can be pre-printed on the CCF at Step 1-B); (7) The DOT Agency which regulates the employee’s safety-sensitive duties (the checkmark can pre-printed in the appropriate box on the CCF at Step 1-D); (8) Test reason, as appropriate: Pre-employment; Random; Reasonable Suspicion/Reasonable Cause; Post-Accident; Return-to-Duty; and Follow-up; (9) Whether the test is to be observed or not (see § 40.67 of this part); and (10)(Optional) C/TPA name, address, phone, and fax number (can be pre-printed on the CCF).
- B. The DAPM must obtain and provide a signed statement from the collection site manager indicating that all staff who conduct USDOT specimen collections have been refreshed on the requirements of 49 CFR Part 40 which require the employer’s phone and fax number to be listed in Step 1 of the CCF.

SECTION 4: BREATH ALCOHOL TECHNICIAN (BAT) REVIEW

Bethany Bunt, Evergreen Family Medicine Occupational Health

Jennifer Klope, BAT, Evergreen Family Medicine Occupational Health

1. **FINDING – BAT Review Question #50:** At the time of the review, the BAT indicated that no mechanism for identity verification is in place for transmitting alcohol test results verbally to the DAPM/DER.

CORRECTIVE ITEM #1 – The BAT must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.255(b)(1) stating that any test results provided by means other than writing (e.g. telephone or electronic means) must have a mechanism to establish the identity of the BAT sending the results. The statement must describe the mechanism (i.e. established two-way password, etc.) that will be used for future communications.

SECTION 5: URINE COLLECTION TECHNICIAN (COLLECTOR) REVIEW

Bethany Bunt, Evergreen Family Medicine Occupational Health

Justin Conboy, UCT, Evergreen Family Medicine Occupational Health

1. **FINDING – Collector Review Question #7:** At the time of the review, the collector did not notify the donor at the beginning of the collection process that the instructions for completing the CCF can be found at the HHS website.

CORRECTIVE ITEM #1 – The Collector must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.61(e) which states the collector must explain the basic collection procedure to the employee, including notifying the employee that instructions for completing the CCF can be found at the HHS and DOT websites. The instructions for completing the CCF have been removed from the back of the new (august 2020) CCF. These instructions can now be found at <https://www.samhsa.gov/sites/default/files/workplace/urine-ccf-instructions.pdf>.

The Collection Site should consider printing off these instructions and posting them in the collection area so that each donor present for a USDOT drug test has an opportunity to read them at the beginning of the collection procedure.

2. **FINDING – Collector Review Question #8:** At the time of the review, the Collector required that the employee to lift shirt above naval and do a 360 degree turn. These steps are not authorized by 49 CFR Part 40.

The article titled "Efforts to Improve Collection Process May Violate Rule" of Issue #54 in the FTA's "Drug and Alcohol Regulation Update" newsletter. This article states that strictly following

the procedures as defined in 49 CFR Part 40 is critical to ensure balance is maintained and is a critical component of the regulation. Any deviations to the procedures whether due to an effort to improve the process, catch cheaters, insufficient training, or lack of regulatory knowledge are violations of the regulation and strictly prohibited.

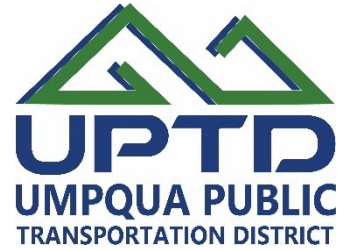
CORRECTIVE ITEM #2 – The Collector must provide a signed statement, on agency letterhead, stating that they have read and fully understand the article titled “Efforts to Improve Collection Process May Violate Rule” of Issue #54 in the FTA’s “Drug and Alcohol Regulation Update” newsletter which states it is a violation of 49 CFR Part 40 to deviate collection security procedures away from those specifically listed in Part 40. A link to this article is included: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Newsletters/issue54/PDF/Issue54.pdf>

- 3. FINDING – Collector Review Question #50:** At the time of the review, the Collector was unsure of the actions required by the regulations if the employee admitted to adulterating or substituting the specimen.

CORRECTIVE ITEM #3 – The Collector must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.159(c) and Part 40.191(a)(11) which state if the employee admits to the collector or the MRO to having adulterated or substituted the specimen, you must on the same day, write and sign your own statement of what the employee told you. This is a refusal to test.

- 4. FINDING – Collector Review Question #68:** At the time of the review, the Collector was unsure of the required actions and the impact on the test if the collector were to use a NON-DOT CCF for a DOT-required test.

CORRECTIVE ITEM #4 – The Collector must provide a signed statement, on agency letterhead, certifying that they have read and fully understand the requirements of 49 CFR Part 40.203(d)(3) and Part 40.205(b)(2-4) which state if the collector uses a non-Federal form or expired Federal form for the test, the flaw may be corrected by providing a signed memorandum for the record (MFR) stating the incorrect form contains all the information needed for a valid DOT drug test, and that the incorrect form was used inadvertently or as the only means of conducting a test, in circumstances beyond your control. The MFR must also list steps taken to prevent future use of non-Federal or expired forms for DOT tests. The Collector must supply this MFR to the MRO on the same business day on which you were notified of the problem, transmitting it by fax or courier. The collector must maintain this MFR with the original CCF and must also mark the CCF in such a way as to make it obvious on the face of the CCF that the flaw was corrected. In order for this flaw to be corrected, the urine specimen must have been tested at a HHS-certified laboratory consistent with the requirements of 49 CFR Part 40. If this flaw is NOT corrected, the MRO will cancel the test.



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8

Agenda Item Title: New Business

8.1 Status of Document Upload for RLS August 26-28th, Compliance Review

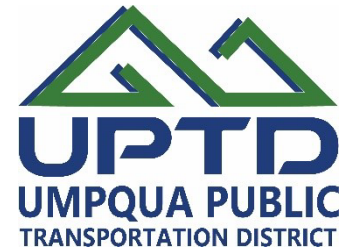
8.2 Monthly 1:1s between Executive Committee and UPTD Leadership Staff

8.3 Board & Leadership Training

8.4 Status Update for Contracts, Titles

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

By: Cheryl Cheas, UPTD General Manager



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8

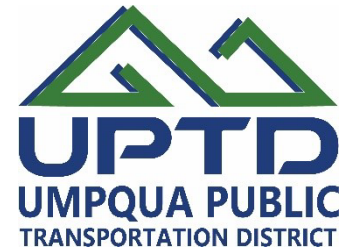
Agenda Item Title: New Business

8.1 Status of Document Upload for RLS August 26-28th, Compliance Review

Requested and received corrected document upload credentials on Thursday, 8/15/2024. Verbal update to be provided at meeting.

Requested Action: Informational only

By: Cheryl Cheas, UPTD General Manager



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8

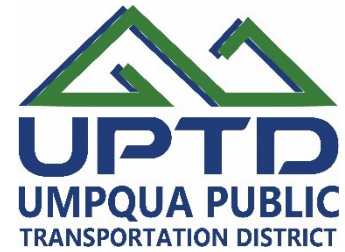
Agenda Item Title: New Business

8.2 Monthly 1:1s between Executive Committee and UPTD Leadership Staff

Interviews scheduled for Monday, 8/19/2024, prior to regular Board Meeting.

Requested Action: Board Chair to provide update. Informational only.

By: Michaela Hammerson, Board Chair



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8

Agenda Item Title: New Business

8.3 Board & Leadership Training

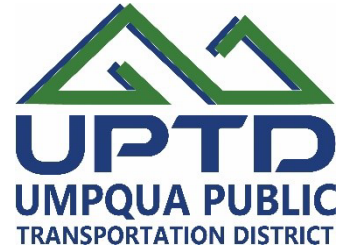
Information has been provided to the Board regarding the following, local, in-person training which will be taking place in Roseburg on 9/25/2024.

Board Member Relations, Expectations, and Ethics

Additional information has been provided regarding the OPT Conference in Seaside. Clarification is needed from ODOT as to whether additional scholarships will be provided to accommodate Board member attendance. In the past, the number of scholarships was capped at 3 per agency.

Requested Action: Informational only

By: Cheryl Cheas, UPTD General Manager



August 19, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8

Agenda Item Title: New Business

8.4 Status Update for Contracts, Titles

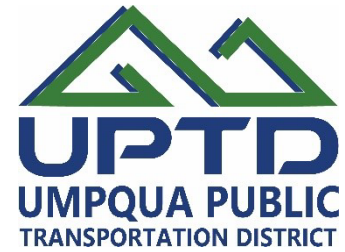
During review and subsequent adjustments to bring STIF plan funding in alignment with actual funding as opposed to projected, plussed-up plan projections, it was found that there are a number of Board decisions that need to be made regarding funding, prior to finalizing contracts.

In addition, the contract with City of Reedsport was planned utilizing STIF funding only with City of Reedsport utilizing volunteer drivers. Plans changed direction when Mercy terminated their contract and 5310 funds were then allocated to City of Reedsport. After conversation with City of Reedsport, we have found that City of Reedsport has started utilizing paid drivers. These changes, to the type of funding, the amount of funding and the volunteer vs. employee drivers, result in a number of details that need to be addressed in the contract.

City of Reedsport will pick up titles for the vehicles from the District on Friday, 8/15/2024. They will take titles to DMV and register with ODOT as first security interest holder and UPTD as second security interest holder.

Requested Action: After review of finances in STIF Project Updates, confirm funding levels for each contract, proceed accordingly.

By: Cheryl Cheas, General Manager



July 15, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9

Agenda Item Title: Project Updates

Summary background and description of need for agenda item:

9.1 STIF Project Updates – Presentation – Share Screen

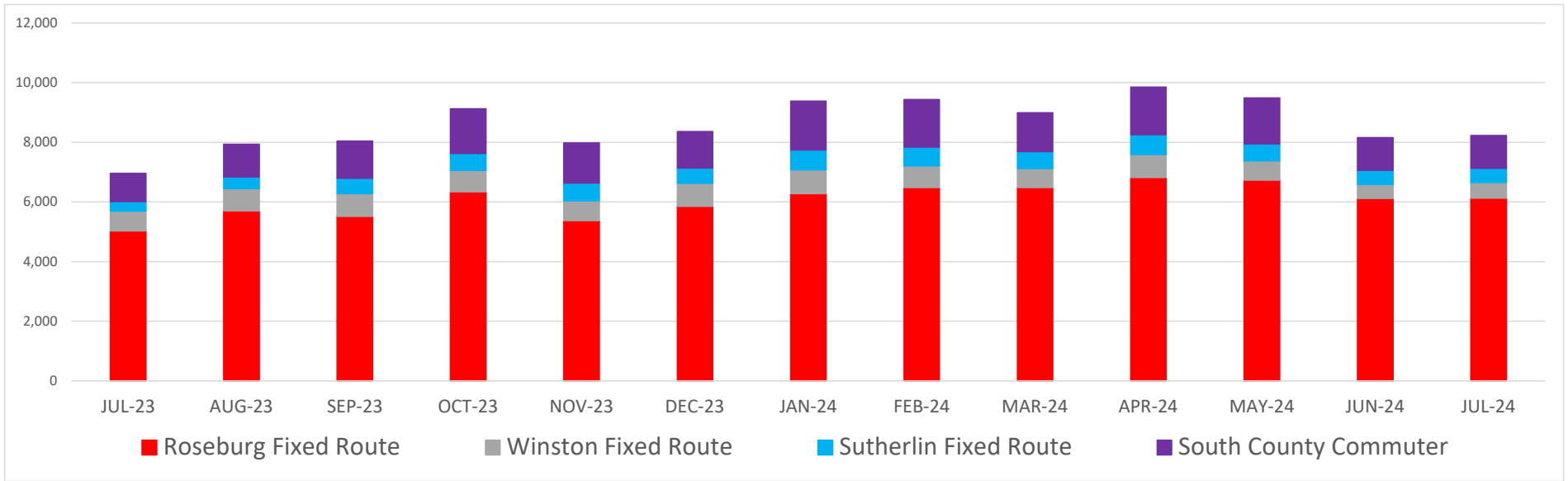
9.2 Action Plan Updates

9.3 General Manager Report – Ridership numbers only

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager

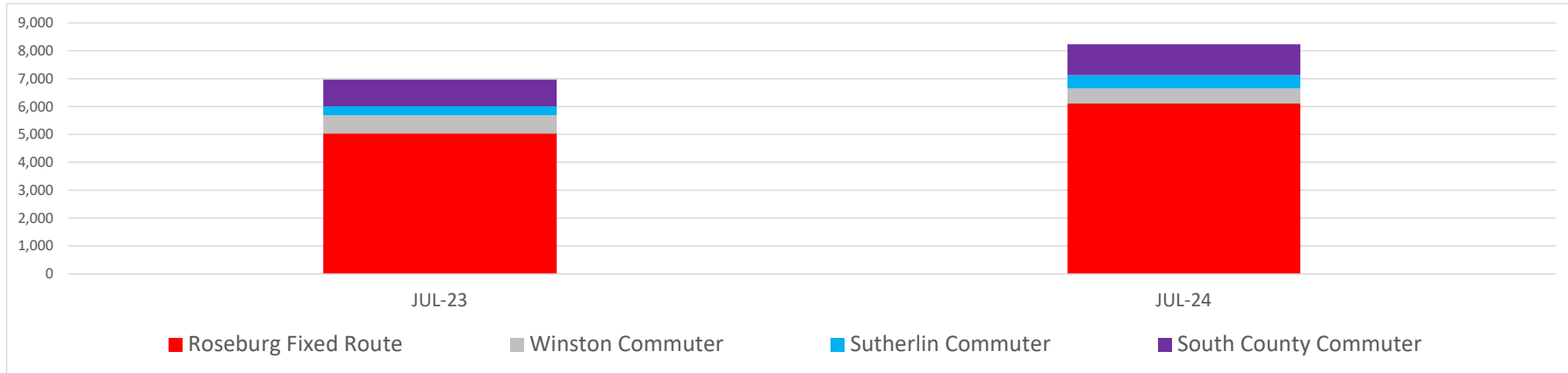
13 Month Rolling Ridership (July 2023 thru July 2024)
UPTD Yearly Ridership by Month



	QTR 1			QTR 2			QTR 3			QTR 4			QTR 1	Aug 23 - Jul 24
	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	12 Months
Roseburg Fixed Route	5,027	5,701	5,517	6,342	5,372	5,854	6,274	6,484	6,481	6,813	6,730	6,118	6,122	73,808
Winston Fixed Route	660	746	761	713	667	769	801	720	639	778	645	471	530	8,240
Sutherlin Fixed Route	323	390	512	568	593	512	664	636	568	659	567	472	475	6,616
South County Commuter	953	1,102	1,250	1,499	1,349	1,222	1,642	1,593	1,300	1,605	1,542	1,096	1,105	16,305
Total RiderShip	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	8,157	8,232	104,969
Total Revenue Service Hours	1,785.42	1,651.02	1,849.51	1,638.22	1,786.58	1,689.02	1,651.81	1,786.96	1,701.47	1,729.09	1,691.48	1,518.14	1,610.61	20,303.91
Total Revenue Service Miles	39,303	36,213	40,767	35,944	39,597	37,670	36,565	39,876	37,828	38,451	37,128	32,477	34,978	447,494
Rides/Revenue Service Hour	3.90	4.81	4.35	5.57	4.47	4.95	5.68	5.28	5.28	5.70	5.61	5.37	5.11	5.17

**

July 2023 vs July 2024 UPTD Ridership Monthly Performance



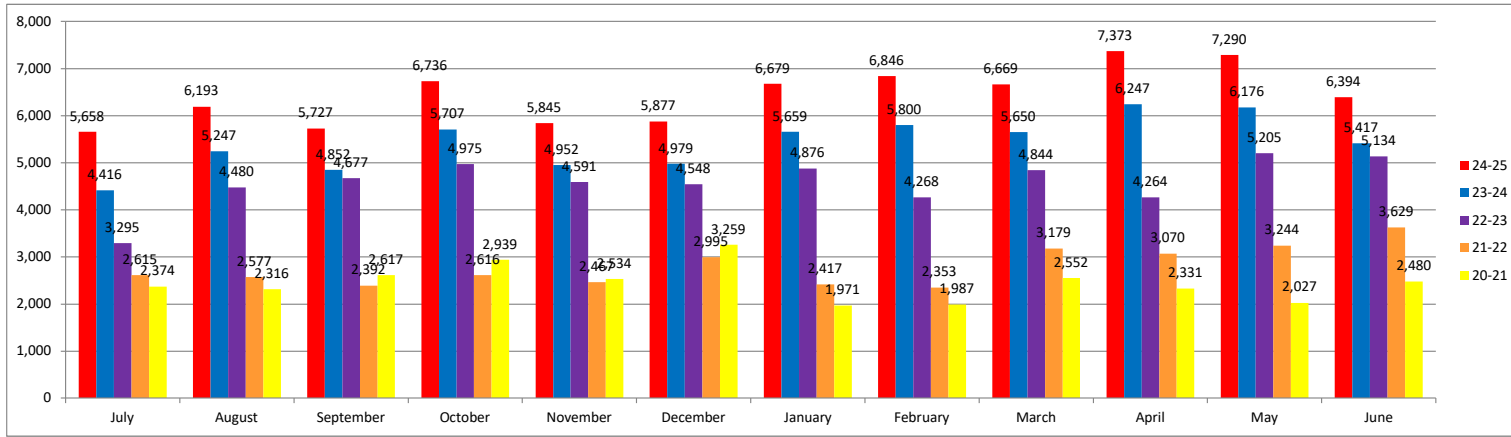
Ridership Comparison			
	JUL-23	JUL-24	Difference
Roseburg Fixed Route	5,027	6,122	1,095
Winston Commuter	660	530	-130
Sutherlin Commuter	323	475	152
South County Commuter	953	1,105	152
Total RiderShip	6,963	8,232	1,269
			18%
Monthly Stats	14.14%	14.82%	0.68%
FY End 20-21	20-21	49,258	
FY End 21-22	21-22	55,553	
FY End 22-23	22-23	87,738	
FY End 23-24	23-24	103,700	
FY to Date 24-25	24-25	8,232	

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	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	Aug 23 - Jul 24 12 Months
Saturday Service	556	393	626	563	359	749	522	573	718	516	501	663	464	6,647

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



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% Increase
24-25	5,658	6,193	5,727	6,736	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	77,286	12,184	18.71%
23-24	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,247	6,176	5,417	65,102	9,945	18.03%
22-23	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	21,603	64.38%
21-22	2,615	2,577	2,392	2,616	2,467	2,995	2,417	2,353	3,179	3,070	3,244	3,629	33,554	4,167	14.18%
20-21	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387		

Trending

FY 24-25 service versus 23-24 - Numbers highlighted in Yellow are Projected based on current trends

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
24-25	5,658	6,193	5,727	6,736	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	77,286	
Month Rides	5,658	6,193	5,727	6,736	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	77,286	
Month %	7.36%	8.06%	7.45%	8.77%	7.61%	7.65%	8.69%	8.91%	8.68%	9.60%	9.49%	8.32%	100.58%	
Increase	28.13%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.03%	18.71%	12,184
Projected	5,212	6,193	5,727	6,736	5,845	5,877	6,679	6,846	6,669	7,373	7,290	6,394	76,840	

FY 23-24 service versus 22-23

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

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
22-23	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	
Month Rides	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	
Month %	5.97%	8.12%	8.48%	9.02%	8.32%	8.25%	8.84%	7.74%	8.78%	7.73%	9.44%	9.31%	100.00%	
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

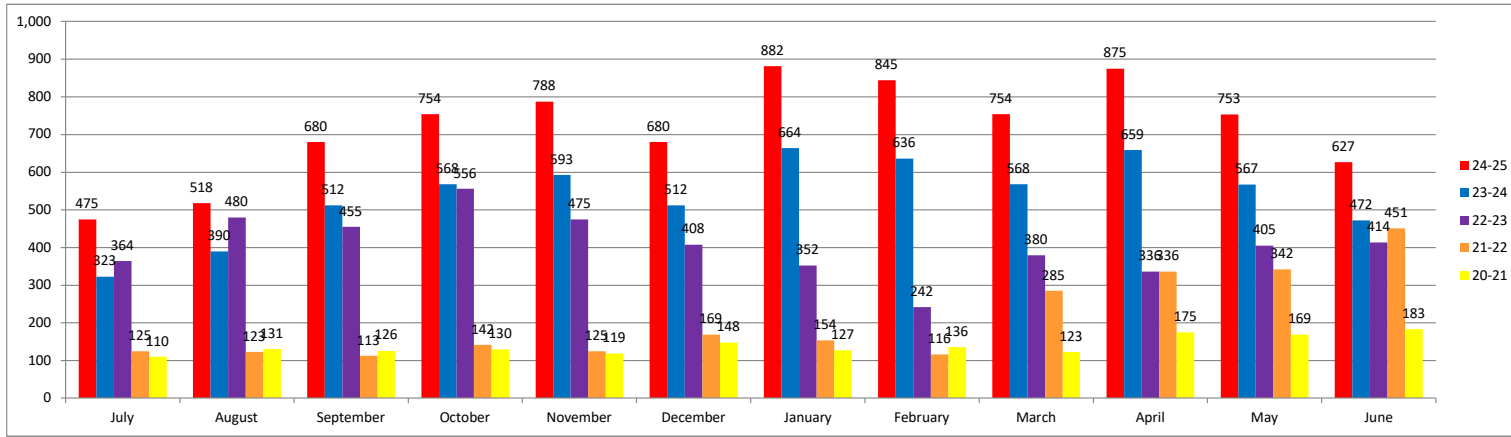
FY 21-22 service versus 20-21

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

Starting Point: FY 20-21

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

Transit Ridership Comparison Blueline Sutherlin Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% Increase
24-25	475	518	680	754	788	680	882	845	754	875	753	627	8,631	2,167	33.52%
23-24	323	390	512	568	593	512	664	636	568	659	567	472	6,464	1,597	32.81%
22-23	364	480	455	556	475	408	352	242	380	336	405	414	4,867	2,386	96.17%
21-22	125	123	113	142	125	169	154	116	285	336	342	451	2,481	804	47.94%
20-21	110	131	126	130	119	148	127	136	123	175	169	183	1,677		

Trending

FY 24-25 service versus 23-24 - Numbers highlighted in Yellow are Projected based on current trends

23-24	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	475	518	680	754	788	680	882	845	754	875	753	627	8,631	
Month %	5.50%	6.00%	7.88%	8.74%	9.12%	7.88%	10.22%	9.79%	8.74%	10.14%	8.72%	7.26%	100.00%	Rides
Increase	47.06%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	32.81%	33.52%	2,167
Projected	429	518	680	754	788	680	882	845	754	875	753	627	8,585	

FY 23-24 service versus 22-23

23-24	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	323	390	512	568	593	512	664	636	568	659	567	472	6,464	
Month %	5.00%	6.03%	7.92%	8.79%	9.17%	7.92%	10.27%	9.84%	8.79%	10.19%	8.77%	7.30%	100.00%	Rides
Increase	-11.26%	-18.75%	12.53%	2.16%	24.84%	25.49%	88.64%	162.81%	49.47%	96.13%	40.00%	14.01%	32.81%	1,597

FY 22-23 service versus 21-22

22-23	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	364	480	455	556	475	408	352	242	380	336	405	414	4,867	
Month %	7.48%	9.86%	9.35%	11.42%	9.76%	8.38%	7.23%	4.97%	7.81%	6.90%	8.32%	8.51%	100.00%	Rides
Increase	191.20%	290.24%	302.65%	291.55%	280.00%	141.42%	128.57%	108.62%	33.33%	0.00%	18.42%	-8.20%	96.17%	2,386

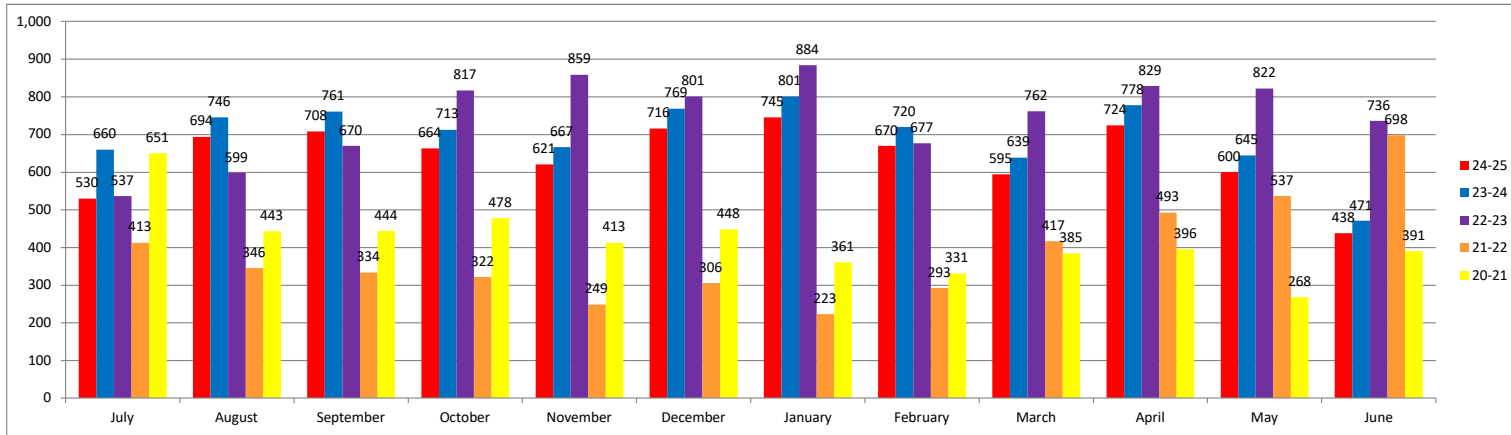
FY 21-22 service versus 20-21

21-22	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	125	123	113	142	125	169	154	116	285	336	342	451	2,481	
Month %	5.04%	4.96%	4.55%	5.72%	5.04%	6.81%	6.21%	4.68%	11.49%	13.54%	13.78%	18.18%	100.00%	Rides
Increase	13.64%	-6.11%	-10.32%	9.23%	5.04%	14.19%	21.26%	-14.71%	131.71%	92.00%	102.37%	146.45%	47.94%	804

Starting Point: FY 20-21

20-21	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	110	131	126	130	119	148	127	136	123	175	169	183	1,677	
Month %	6.56%	7.81%	7.51%	7.75%	7.10%	8.83%	7.57%	8.11%	7.33%	10.44%	10.08%	10.91%	100.00%	

Transit Ridership Comparison Greyline Winston Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% Increase
24-25	530	694	708	664	621	716	745	670	595	724	600	438	7,706	-664	-7.94%
23-24	660	746	761	713	667	769	801	720	639	778	645	471	8,370	-623	-6.93%
22-23	537	599	670	817	859	801	884	677	762	829	822	736	8,993	4,362	94.19%
21-22	413	346	334	322	249	306	223	293	417	493	537	698	4,631	-378	-7.55%
20-21	651	443	444	478	413	448	361	331	385	396	268	391	5,009		

Trending

FY 24-25 service versus 23-24 - Numbers highlighted in Yellow are Projected based on current trends

23-24	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	530	694	708	664	621	716	745	670	595	724	600	438	7,706	
Month %	6.88%	9.01%	9.19%	8.61%	8.06%	9.29%	9.67%	8.70%	7.72%	9.40%	7.79%	5.69%	100.00%	Rides
Increase	-19.70%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-6.93%	-7.94%	-664
Projected	614	694	708	664	621	716	745	670	595	724	600	438	7,790	

FY 23-24 service versus 22-23

23-24	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	660	746	761	713	667	769	801	720	639	778	645	471	8,370	
Month %	7.89%	8.91%	9.09%	8.52%	7.97%	9.19%	9.57%	8.60%	7.63%	9.30%	7.71%	5.63%	100.00%	Rides
Increase	22.91%	24.54%	13.58%	-12.73%	-22.35%	-4.00%	-9.39%	6.35%	-16.14%	-6.15%	-21.53%	-36.01%	-6.93%	-623

FY 22-23 service versus 21-22

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

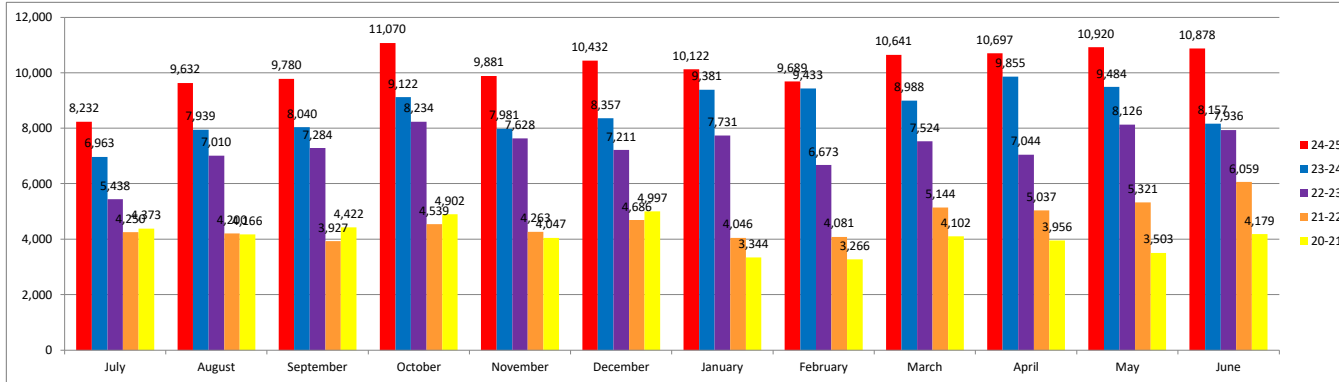
FY 21-22 service versus 20-21

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

Starting Point: FY 20-21

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

Transit Ridership Comparison
FY 20-21, 21-22, 22-23, 23-24, and 24-25 to date



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% Increase
24-25	8,232	9,632	9,780	11,070	9,881	10,432	10,122	9,689	10,641	10,697	10,920	10,878	121,975	18,275	17.62%
23-24	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	8,157	103,700	15,861	18.06%
22-23	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839	32,286	58.12%
21-22	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553	6,296	12.78%
20-21	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257		

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
Pre COVID									COVID				
19-20	8,788	8,589	7,654	9,146	7,532	7,312	8,839	8,400	6,652	2,476	2,923	3,843	82,154
Historical	7.09%	7.87%	7.99%	9.04%	8.07%	8.52%	8.27%	7.91%	8.69%	8.74%	8.92%	8.89%	100.00%
Monthly Trend													

Trending

FY 24-25 service versus 23-24 - Numbers highlighted in Yellow are Projected based on current trend:

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
23-24														
Month Rides	8,232	9,632	9,780	11,070	9,881	10,432	10,122	9,689	10,641	10,697	10,920	10,878	121,975	18,275
Month %	6.75%	7.90%	8.02%	9.08%	8.10%	8.55%	8.30%	7.94%	8.72%	8.77%	8.95%	8.92%	100.00%	
Increase	18.22%	21.32%	21.64%	21.36%	23.81%	24.83%	7.90%	2.71%	18.39%	8.54%	15.15%	33.36%	17.62%	
Projected	8,685	9,632	9,780	11,070	9,881	10,432	10,122	9,689	10,641	10,697	10,920	10,878	122,428	

FY 23-24 service versus 22-23

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
23-24														
Month Rides	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	9,484	8,157	103,700	15,861
Month %	6.71%	7.66%	7.75%	8.80%	7.70%	8.06%	9.05%	9.10%	8.67%	9.50%	9.15%	7.87%	100.00%	
Increase	28.04%	13.25%	10.38%	10.78%	4.63%	15.89%	21.34%	41.36%	19.46%	39.91%	16.71%	2.78%	18.06%	
Projected														

FY 22-23 service versus 21-22

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
22-23														
Month Rides	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839	32,286
Month %	6.19%	7.98%	8.29%	9.37%	8.68%	8.21%	8.80%	7.60%	8.57%	8.02%	9.25%	9.03%	100.00%	
Increase	27.95%	66.90%	85.49%	81.41%	78.94%	53.88%	91.08%	63.51%	46.27%	39.85%	52.72%	30.98%	58.12%	
Projected														

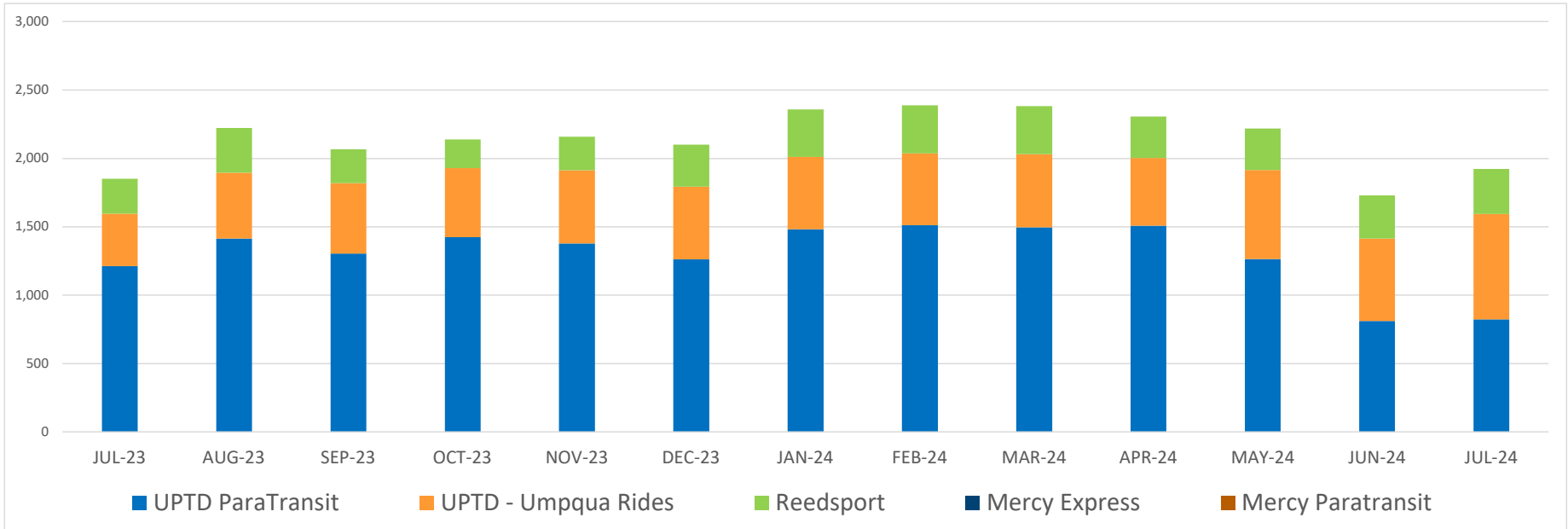
FY 21-22 service versus 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
21-22														
Month Rides	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553	6,296
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%	
Projected														

Starting Point: FY 20-21

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
20-21													
Month Rides	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257
Month %	8.88%	8.46%	8.98%	9.95%	8.22%	10.14%	6.79%	6.63%	8.33%	8.03%	7.11%	8.48%	100.00%

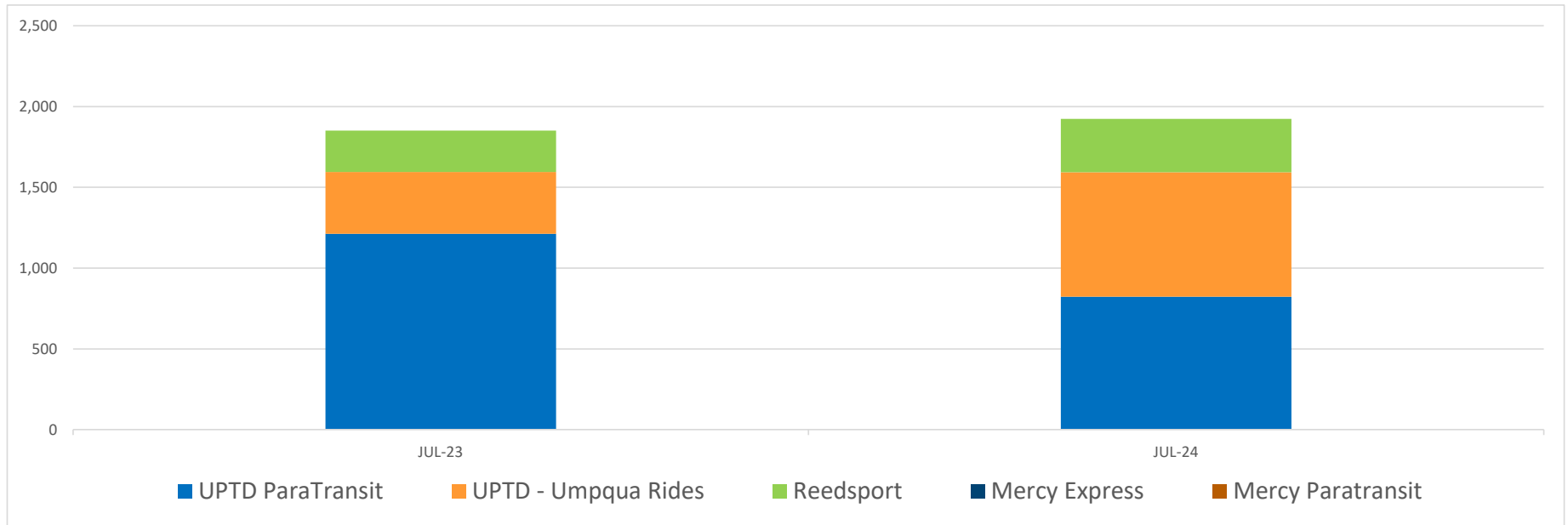
13 Month Rolling Ridership (July 2023 thru July 2024)
Yearly Ridership by Month - Umpqua Rides



Umpqua Rides	QTR 1			QTR 2			QTR 3			QTR 4			QTR 1	Aug 23 - Jul 24	%
	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	12 Months	
UPTD ParaTransit	1,213	1,415	1,305	1,425	1,378	1,263	1,483	1,512	1,497	1,508	1,264	812	823	15,685	60%
UPTD - Umpqua Rides	382	480	515	505	535	530	528	526	534	496	652	602	770	6,673	26%
Reedsport	257	329	247	209	246	309	348	350	351	303	304	316	330	3,642	14%
Mercy Express														0	0%
Mercy Paratransit														0	0%
Total Rides	1,852	2,224	2,067	2,139	2,159	2,102	2,359	2,388	2,382	2,307	2,220	1,730	1,923	26,000	100%
Total RSH	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	1,654.97	1,301.20	986.22	1,107.59	17,842.35	
Total RSM	17,930	21,037	21,095	21,247	22,815	20,373	23,764	22,892	24,161	24,805	18,814	13,508	16,294	250,805	
Rides/RSH	1.35	1.35	1.31	1.42	1.35	1.43	1.39	1.48	1.43	1.39	1.71	1.75	1.74	1.46	

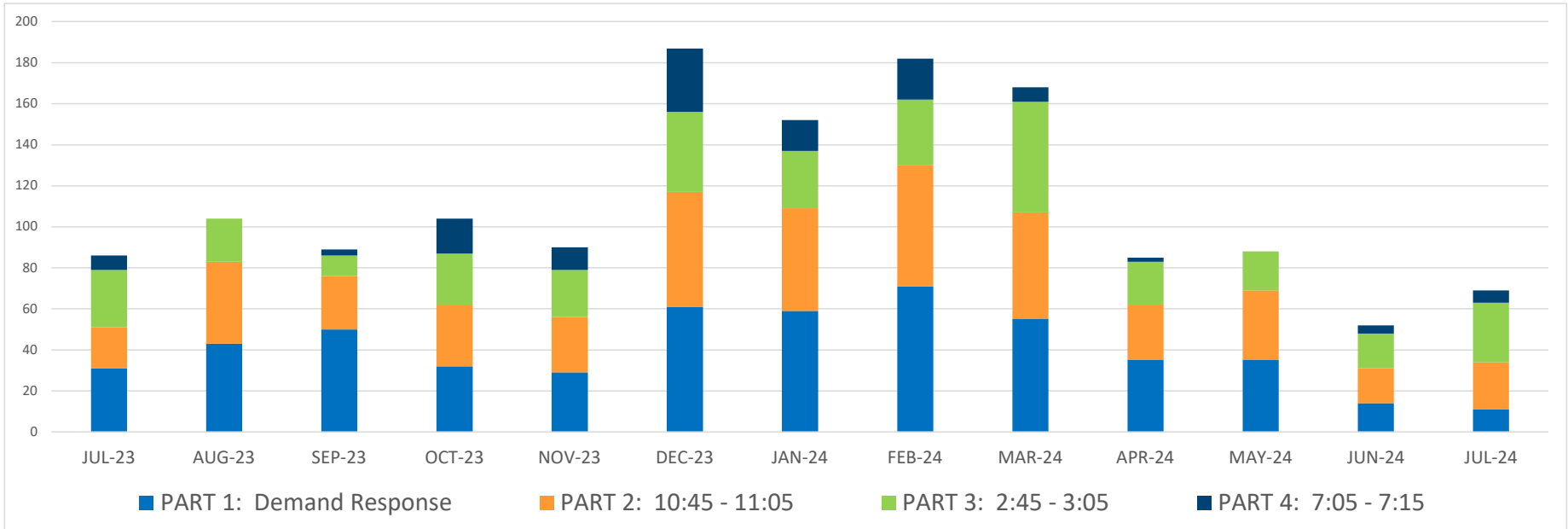
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July 2023 vs July 2024 UPTD Demand Response Monthly Performance



	Ridership Comparison			Ridership Comparison		
	JUL-23	JUL-24	Difference	JUL-23	JUL-24	Difference
UPTD ParaTransit	1,213	823	-390	1,595	1,593	-2
UPTD - Umpqua Rides	382	770	388			
Reedsport	257	330	73			
Mercy Express	0	0	0	Increase over last year		
Mercy Paratransit	0	0	0			
Total Rides	1,852	1,923	71		4%	
Monthly Stats	7.85%	8.65%	0.80%			
FY End 20-21	20-21	23,580				
FY End 21-22	21-22	22,226				
FY End 22-23	22-23	23,253				
FY End 23-24	23-24	25,929				
FY to Date 24-25	24-25	1,923				

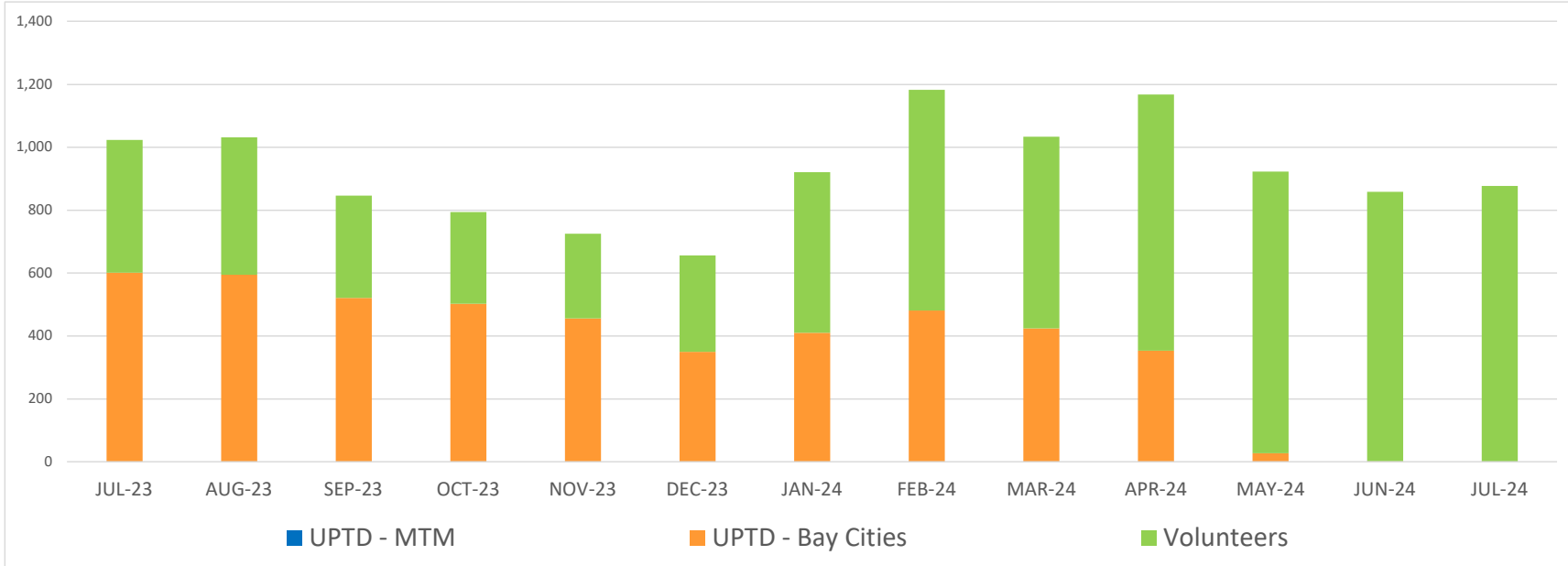
Sunshine Park Service - Roseburg
Service Started on 4/3/2023



Sunshine Park	QTR 1			QTR 2			QTR 3			QTR 4			QTR 1	13 Months	%
	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24		
PART 1: Demand Response	31	43	50	32	29	61	59	71	55	35	35	14	11	526	36%
PART 2: 10:45 - 11:05	20	40	26	30	27	56	50	59	52	27	34	17	23	461	32%
PART 3: 2:45 - 3:05	28	21	10	25	23	39	28	32	54	21	19	17	29	346	24%
PART 4: 7:05 - 7:15	7	0	3	17	11	31	15	20	7	2	0	4	6	123	8%
Total Rides	86	104	89	104	90	187	152	182	168	85	88	52	69	1,456	100%
Total RSH	24.82	28.67	26.28	29.50	27.39	27.42	29.82	28.96	27.80	29.09	27.34	24.57	25.23	356.89	
Total RSM	595	644	573	586	569	560	602	611	552	674	593	535	574	7,668	
Rides/RSH	3.46	3.63	3.39	3.53	3.29	6.82	5.10	6.28	6.04	2.92	3.22	2.12	2.73	4.08	

**

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



Umpqua Rides	QTR 1			QTR 2			QTR 3			QTR 4			QTR 1	Ju1 23 - Jun 24
	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24	JUL-24	12 Months
UPTD - MTM														0
UPTD - Bay Cities	601	595	521	502	456	350	410	481	424	353	27	1	0	4,120
Volunteers	422	437	325	292	269	306	511	702	610	815	896	857	877	6,897
Total Rides	1,023	1,032	846	794	725	656	921	1,183	1,034	1,168	923	858	877	11,017
Total RSH	1,028.60	1,063.39	930.78	911.95	851.62	803.42	1,220.88	1,453.94	1,259.81	1,460.56	1,230.89	1,166.44	1,188.54	13,542.22
Total RSM	23,713	24,983	21,373	18,473	18,505	19,326	29,359	37,935	34,770	41,413	37,817	36,286	35,058	355,298
Rides/RSH	0.99	0.97	0.91	0.87	0.85	0.82	0.75	0.81	0.82	0.80	0.75	0.74	0.74	0.81

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