

Regular Board of Directors Meeting
Umpqua Public Transportation District
Monday, May 20, 2024, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

REVISED AGENDA

1. Call to Order

2. Roll Call

Sarah Thompson
Janice Baker

Mike Baker
Doug Mendenhall

Lonnie Rainville
Michaela Hammerson

3. Pledge of Allegiance

4. Consent Agenda

- 4.1 April 8, 2024 Regular Meeting Minutes
- 4.2 April 15, 2024 Special Meeting Minutes
- 4.3 April 22, 2024 Special Meeting Minutes
- 4.4 May 1, 2024 Special Meeting Minutes
- 4.5 May 7, 2024 Special Meeting Minutes
- 4.5 May 10, 2024 Special Meeting Minutes
- 4.6 March 2024 Preventive Maintenance Report

5. Financial Report – Sheri Bleau

- 5.1 April Financial Report

6. FY 25 Budget Hearing

- 6.1 Adopting Resolution 24-06

7. Public Comment for On Agenda Items Only

8. Old Business

- 8.1 Updated Bylaws

9. New Business

- 9.1 UPTD Action Plan - Internal Controls - Job Descriptions – Becky Stafford

10. Project Updates

- 10.1 STIF Project Updates
- 10.2 Action Plan Updates

11. General Manager Report – Cheryl Cheas

12. ODOT Update – Jennifer Boardman

13. Not on Agenda

14. Public Comment (Limit to 10 minutes total)

15. Agenda Build – Next Regular Meeting June 17, 2024

16. 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.

17. Adjournment

UPTD public meetings available virtually:

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

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

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).

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Reference:

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Meeting ID: 886 6079 5475 Passcode: 400004

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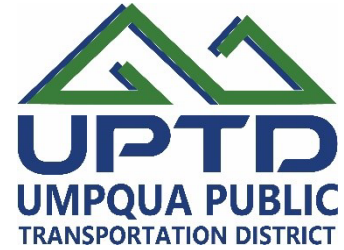
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May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4

Agenda Item Title: Consent Agenda

Summary background and description of need for agenda item:

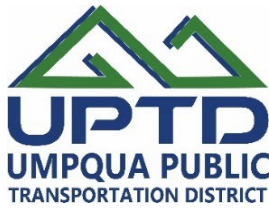
This agenda item presents all items identified below for review, discussion and approval.

- 4.1 April 8, 2024 Regular Meeting Minutes**
- 4.2 April 15, 2024 Special Meeting Minutes**
- 4.3 April 22, 2024 Special Meeting Minutes**
- 4.4 May 1, 2024 Special Meeting Minutes**
- 4.5 May 7, 2024 Special Meeting Minutes**
- 4.5 May 10, 2024 Special Meeting Minutes**
- 4.6 March 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, April 8, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Draft Minutes

Meeting was called to order at 5:30 PM.

Roll call was taken by General Manager.

Sarah Thompson - P

Mike Baker - P

Tom Trotter - P

Lonnie Rainville - A

Janice Baker - P

Doug Mendenhall - P

Michaela Hammerson - P

Pledge of Allegiance was recited.

Consent Agenda

4.1 March 11, 2024 Regular Meeting Minutes

4.2 March 18, 2024 Special Meeting Minutes

4.3 March 22, 2024 Special Meeting Minutes

4.4 March 2024 Preventive Maintenance Report

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

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

Financial Report was presented by Sheri Bleau.

5.1 February Financial Report

Questions regarding checking account balance were answered. Sheri states she included the Balance Sheet and the Profit and Loss goes all the way back to the beginning as well as the FY24 P&L and the March P&L.

Variance Report – Bus Replacement Funds we have underutilized as we don't receive the funding until we receive the vehicles.

Medical Transportation Payroll Expense is a negative \$57,332. Does that mean we are under? Anything with a negative on the expenses is a good thing.

Information was provided about funding sources, levels of funding, payables, fund balances.

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

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

Public Comment for On Agenda Items Only

Jim DeLap – Asked about budget items under travel.

Old Business

7.1 Goals for the Agency – General Manager applied suggestions made in previous meetings for Goal #8 – Represent Transit which include:

a. Staff will establish IGA for Emergency Services with Douglas County prior to end of FY 2024-25.

b. Staff will present Transit performance metrics, including ridership and system improvements, to six municipalities within the District and determine next steps to enter into service contracts with the cities UPTD serves.

c. Staff will work with the local agencies serving seniors and people with disabilities and establish a minimum of 2 Emergency Service agreements relating to evacuation.

Director Baker points out that 2 d does not seem to be timebound. 2.d. Develop an internal “at-a-glance” report that provides status of fund accounting. Recommendation to change the word develop to provide. This report would be incorporated into the Financial Report to the Board. Director Baker points out under #4, Increase Ridership 10% for Fixed Route, but seeing as we are reducing service to Winston and Sutherlin it may be difficult so maybe we look at Roseburg and South County. Vice Chair Thompson points out that Fixed Route covers everything so maybe if we end up in a good financial situation, we might re-establish another fixed route. Discussion followed. On #6, Improve Bus Facilities, install 10 Simme Seats. Not sure if we are still able to do this? Information provided by Operations Manager regarding the process. Mike Baker motioned to approve the goals for the agency with amendments. Sarah Thompson seconded, no further discussion. Motion carries. Vote: 6 – Aye, 0 – Nay, 0 – Abstain, 1 - Absent.

7.2 STIF STAC Application Update

A revised application to apply to the STIF STAC committee was provided based on feedback from a previous meeting. The following was added to the application: Are you seeking a position representing: Check boxes are available for all of the positions on the committee with direction to see our website for vacant positions.

The application for the Environmental position requires a motion from the Board to appoint. Discussion followed regarding advertising of the position, qualifications, what are the applicant’s qualifications.

Mike Baker motioned to approve the goals for the agency with amendments. Janice Baker seconded, no further discussion.

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

New Business

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

Prior to the conclusion of the RLS Site Review, the General Manager submitted a letter of intent to seek 5339(b) grant funding for Bus Shelters and a Service Vehicle to utilize in the maintenance of shelters. As a result of the direction provided during the site review and to align with the Action Plan the Board has adopted, the General Manager is requesting to withdraw the letter of intent to apply for grant funding for shelters.

MOTION: Sarah Thompson motioned with a second by Janice Baker to withdraw the Letter of Intent for the 5339(b) grant.

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

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

Following the UPTD Financial Site Review, the UPTD Board met in a Special Board meeting to review and discuss the observations and recommendations that resulted from the site review. The immediate saving piece has been added. This includes the change to ParaTransit and the change from Fixed Route to Commuter route.

MOTION: Mike Baker made a motion, Michaela Hammerson seconded to approve Resolution 24-01, adopting the UPTD Action Plan with Updates.

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

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.

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

This is a grant agreement that was entered into in 2020 for the purchase of 2 Class C, 23 passenger vehicles. We have had 2 grant extensions, and price increases that move our out-of-pocket expense for match from \$35,919 to \$141,291. Schetky has indicated they will not have the vehicle to us by the end of June when the grant expires. General Manager requests to allow the grant to expire and apply for a new grant that will cover more of the cost of the vehicle.

MOTION: Mike Baker made a motion, Michaela Hammerson seconded to approve Resolution 24-02, resolving a change in direction for capital grant 34248.

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

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

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

Five of the vans that we have ordered were expansion vehicles, but if we are not planning to expand this year then we no longer need the vehicles. General Manager has spoken with ODOT. The optimal solution is for UPTD to walk the order through and work with ODOT to find other recipients for the vehicles.

One of the vehicles is a 23-passenger bus that we desperately need the bus. The proposed resolution is to change direction on Grant 35326, requesting ODOT to allow UPTD to walk the orders through to delivery, relinquishing the order for 5 vans to ODOT and working diligently to ensure match is available as originally intended for the Class C Bus purchase.

MOTION: Sarah Thompson made a motion, Janice Baker seconded to approve Resolution 24-03, resolving a change in direction for capital grant 35326.

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

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

After reviewing the proposed resolution, it was determined the resolution needed to be revised.

The word policy was removed. Resolution becomes a **Resolution resolving to require Board approval to implement service improvements or expansions.**

MOTION: Sarah Thompson made a motion, Michaela Hammerson seconded to approve Resolution 24-04, resolving to require Board approval to implement service improvements or expansions.

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

8.6 Resolution 24-05 Update Bylaws to move monthly Board Meetings to the 3rd Monday of each Month

Updated Bylaws were not provided but the resolution gives approval for the update to happen. Updated bylaws to be provided at the next Board meeting. This motion resolves to update the UPTD Board Bylaws to move the Regular UPTD Board Meetings to be held on the third Monday each month, at 5:30 PM at 3076 NE Diamond Lake Blvd.

MOTION: Mike Baker made a motion, seconded by Janice Baker to adopt Resolution 24-05.

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

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

After reviewing the proposed resolution, it was determined the resolution needed to be revised. The word policy was removed. Resolution becomes a **Resolution resolving to require Board approval for RTAP funded travel.**

MOTION: Mike Baker made a motion, Sarah Thompson seconded to approve Resolution 24-06, resolving to require Board approval for RTAP funded travel.

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

Project Updates

9.1 STIF Project Updates – Not provided.

General Manager Report – Ridership reports were presented. Fixed Route ridership is 99,310 one-way trips in a rolling 12 months. This is the highest ridership we have seen since before 2020 and it is a 19% increase over this time last year. Saturday ridership is up to over 700 per month. Each service was addressed, including service expansions, Winston and Sutherlin, Demand Response, Sunshine Park and Demand Response. No questions on ridership.

ODOT Update – Jennifer Boardman

ODOT is here to provide technical support with the plan. The hope is to prevent a total suspension of service. Shelley Snow is a resource for press release. STIF Discretionary and STIF Formula solicitations are coming in July and August. RLS report should be received this week.

Not on Agenda

Sarah Thompson – Action Plan – Did you meet with Drew to discuss discrepancies? Yes, Sheri described the process for making changes to the SPRs.

Sarah states, since our last meeting, while Cheryl was gone, we had email about position requests. Board never finalized a policy to approve position requests. Discussion followed regarding how to approve requests and possible baseline, is the hire justifiable. Need staffing model. Discussion followed regarding wage equity. Motion made to approve hiring. No second. Motion posed to advertise for the position internally. Discussion followed regarding range, hiring process, experience level of potential candidates. Not on agenda items don't typically rise to this level of discussion and making a motion. More discussion followed. Recommendation was made to wait for the budget process.

MOTION: Janice Baker made a motion, Sarah Thompson seconded to allow transit supervisor to be filled.

Motion carries. Vote: 5 – Aye, 1 – Nay, 0 – Abstain, 1 - Absent.

Mike Baker states the no is because he doesn't think we have all the information and he'd like to have that information. There are other ways to approve it before 6 weeks. Not saying he's opposed to what their doing, he doesn't think we have the information as a Board and there's time, we need to be careful.

Michaela Hammerson states that she has concerns about the funding, but people have to be first. Doug Mendenhall states someone approached him and asked if there was a way to move the shelter at Walmart on Stewart Parkway closer to the store so people with disabilities wouldn't have to walk so far. Discussion followed. Maybe we could put a flyer for ParaTransit out at Walmart.

Public Comment (Limit to 10 minutes total) Jim DeLap – Question – How long have those 14 positions been open? Discussion followed regarding makeup of the committee, when the committee was combined to be STIF STAC. The greater majority of them have been open since we

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changed the rules in 2019. Previously had a low-income representative and a VET representative. Jim states that he was wondering because he also qualifies as the environmental rep. Asks which service would work best for him now that he can't drive for 6 weeks. Information was provided for the Dispatch center.

Conversation moved to advertising.

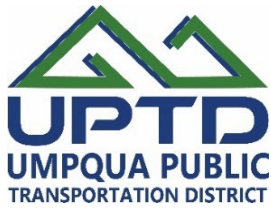
Agenda Build – Next Regular Meeting May 20, 2024 – Position Descriptions – Budget Hearing – Adoption of Budget – Updated Bylaws – STIF Project updates – Staffing Levels and Shortfalls

8:01 Paused Agenda and called 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.

9:45 PM Reopen the Regular Board Meeting

Chair Trotter called for a Special Meeting on Monday, April 15th at 10:00 AM to appoint the third person to the Executive Committee.

Meeting Adjourned at 9:45 PM



Special Board of Directors Meeting

Umpqua Public Transportation District

Monday, April 15, 2024, 10:00 a.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT Minutes

Meeting was called to order 10:00 AM.

Roll Call

Sarah Thompson - P

Mike Baker - P

Tom Trotter - P

Lonnie Rainville - P

Janice Baker - P

Doug Mendenhall - A

Michaela Hammerson - A

Pledge of Allegiance was recited.

Appoint a member of the Executive Committee – Nominations were opened for the third member. Chair and Vice Chair are the standing members, just need a third.

MOTION: Lonnie nominates Michaela as the third member of the Executive Committee. Discussion follows. Sarah Thompson seconds the motion. No further discussion. Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 2 - Absent.

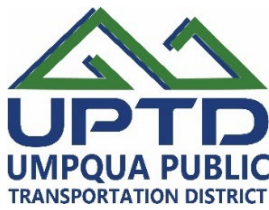
Review and approve the UPTD Executive Committee Bylaws

Motion: Sarah Thompson made a motion, seconded by Mike Baker to approve the UPTD Executive Committee Bylaws.

Assign Tasks to the Executive Committee

Formal complaint that needs to be investigated is assigned to the Executive Committee. No motion required.

Adjournment at 10:06.



Special Board of Directors Meeting

Umpqua Public Transportation District

Monday, April 22, 2024, 12:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Call to Order 12:01

Roll Call

Sarah Thompson - p

Mike Baker - P

Tom Trotter - p

Lonnie Rainville - p

Janice Baker - p

Doug Mendenhall - p

Michaela Hammerson - p

Pledge of Allegiance was recited.

Review Proposed Budget Cuts

When Budget Committee meeting ended on Monday, the total deficit was \$246,673 which includes 2% COLA. Multiple scenarios were presented regarding Health Insurance, Fares, Passes, Medical Transportation, Overtime.

Starting with Health Insurance, multiple scenarios were presented to pass on a portion of the cost for Health Insurance.

Ridership information was provided to show the current Farebox revenue distribution. Projections for farebox recovery, with increased fares, after route changes and service changes go into effect for ParaTransit and Dial A Ride.

Medical Transportation Wheelchair program. The more we dig into this program the more we are challenged to see that this program can break even or generate any income. Actual expenses exceed the income by approximately \$7,000 per month. The income generated by the volunteer drivers is covering the deficit of the wheelchair portion of the program. We cannot allocate public transportation dollars to medical transportation. Discussion followed.

The option of not moving forward with the Capital Grants was discussed. Information was provided regarding the advantages of having onsite preventive maintenance. Discussion regarding the 3046 NE Diamond Lake property and what it would take to develop. A possible transportation package was discussed.

Changes to the prices of passes were discussed. The cost to seniors and people with disabilities was discussed. Veterans ride free was discussed.

MOTION: Mike Baker made a motion, seconded by Doug Mendenhall making changes to the Health Insurance cost to employees.

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

MOTION: Mike Baker made a motion, seconded by Doug Mendenhall making changes to the Fares on Fixed Route, ParaTransit and Dial A Ride.

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

Add Immediate Action Items to UPTD Action Plan

This would be the items covered on the spreadsheet that will be added to the Action Plan.

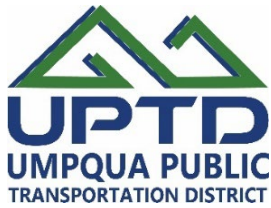
Interim Policy Regarding Management Conduct

Policy was read aloud.

Michaela Hammerson made a motion, seconded by Doug Mendenhall to adopt the Interim Policy regarding Management Conduct.

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

Meeting Adjourned at 1:04



Special Board of Directors Meeting

Umpqua Public Transportation District

Monday, May 1, 2024, 12:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Meeting Called to Order at 1:01

Roll Call

Sarah Thompson - P

Mike Baker - A

Tom Trotter - P

Lonnie Rainville - P

Janice Baker - B

Doug Mendenhall - A

Michaela Hammerson - P

Pledge of Allegiance was recited.

Add Detailed Immediate Action Items to UPTD Action Plan

ODOT has asked that we add detailed information regarding the immediate action and resulting savings to the Action Plan reflecting the rest of FY24.

Cash flow analysis providing the method used to project the savings for each item listed under #7 – Cash Flow Analysis, is shown for:

- Winston Route conversion from hourly service to commuter service
- Sutherlin Route conversion from hourly service to commuter service
- ParaTransit – Dial A Ride service area change

Chair Trotter ask what our deficit for May and June, each month. General Manager deferred to Finance Manager for the deficit number. Finance Manager states she does not believe the \$86,000 monthly deficit number is an accurate number. She believes their number included the capital expenses for the vehicles.

Discussion followed. Looking at the proposed changes for May we're looking at a savings of \$36,979 so if we are under RLS estimation of what the deficit would be, then we would not be looking at running out of payroll. Finance Manager states she believes we are fine through June. Director Hammerson inquires as to whether this action is going to result in staffing adjustments. Discussion follows. Differences between ParaTransit and Dial A Ride were discussed. Director Rainville inquires whether 7A and 7B would be enough to get us out of the red. This is a budget question. Answer is no. Chair Trotter states if we don't do any of the capital projects then we don't have to layoff employees. It's more important to provide transportation. General Manager states none of the capital projects are in the plan except for the rebuilding the reserve and that needs to happen because we have no reserve. The site review directed us to look at NEMT. The numbers that Sheri just ran put us at more of a deficit than what the entire income of program made, including the volunteers. Vice Chair Thompson states she thought the program was making money as a whole, that it was just the wheelchair part that was not. GM responds, that is what I have been operating on, is that statement, but the information Sheri just pulled for the actual rides performed, actual rides paid, the actual income all of that separated out into wheelchair and volunteers, the volunteer income after their expenses were paid did not equal the deficit of the wheelchair drivers and the overpayment of Bay Cities that we will have to pay back. This is just for one quarter. Discussion followed. The overpayment is for both wheelchair and volunteer drivers, therefore, the income we are showing is not accurate and we need to correct the problem and move forward and then decide whether we can reinstate the program at a later date. More discussion followed. Director Rainville states he has nothing in front of him that shows the effect these changes will have on the budget. Profit and Loss is put up on the screen. This projection shows and \$584,000. Director Rainville asks, if we are going to end the Umpqua Public Transportation District, 3076 NE Diamond Lake Blvd, Roseburg, OR 97470 541-671-3691

quarter at a positive \$584,000, why are we making cuts? More discussion followed. Even if we eliminate the \$522, we still need to look at NEMT cuts. Consensus is the Board wants to see the numbers in the budget with no capital projects.

MOTION: Lonnie Rainville made a motion, seconded by Sarah Thompson to approve item 4 with the modifications as discussed. The change is moving ParaTransit to Dial A Ride.

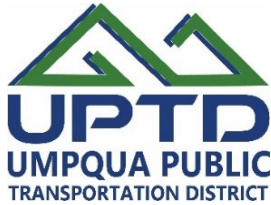
Discussion and Recommendation for Possible Implementation Date for NEMT Cuts - Tabled

A Special Meeting is called for Tuesday, May 7, at 12:00 PM

Meeting Adjourned at 1:04.

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.



Special Board of Directors Meeting

Umpqua Public Transportation District

Tuesday, May 7, 2024, 12:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Meeting was Called to Order at 12:01

Roll Call

Sarah Thompson - P

Mike Baker - P

Tom Trotter - A

Lonnie Rainville - P

Janice Baker - P

Doug Mendenhall - P

Michaela Hammerson - P

Pledge of Allegiance was recited.

Review Actual NEMT Income and Expense by Mode for FY 2024

The Finance Manager has prepared the Profit and Loss Report for NEMT for FY24, showing the program as a whole and by mode, that gives an overall picture of the program. NEMT reconciliation is complete back to the beginning of the fiscal year. The reconciliation shows the wheelchair portion of the program running at a deficit of \$81,819 for the fiscal year. The program, as a whole, shows a net income of \$13,892. General Manager has reached out to Bay Cities Brokerage multiple times but has not received a response at this time.

Review Effect of Personnel Changes on FY24 Budget through June

The Finance Manager has prepared P&L Apr-Jun Projections show a reduction of 5 drivers for 3 pay periods. Due to the fact that there are only 3 pay periods left in this fiscal year, the difference is minimal at about \$21,000.

Authorization to Hire a Transit Supervisor

The Transit Supervisor position has been vacant since the last week in March. This position provides the early morning coverage, Monday through Friday. This vacancy increases the workload of the Operations Manager and makes it more difficult for him to complete the more complex requirements of his position.

There have been 3 internal applicants. The total budgeted compensation for the position is currently \$80,772. The applicants, based on experience, would fall in steps, 3, 5 or 6 and the total projected compensation for each of those steps is listed as well as the difference that would make in the projected budget. No decision has been made as to which applicant will be successful at this time.

MOTION: Doug Mendenhall made a motion to authorize hiring a Transit Supervisor, seconded by Michaela Hammerson. Discussion followed.

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

Review Additional Budget Reductions

During a recent meeting with ODOT, we were advised our budget did not include the most up to date projection for STIF funding.

The Finance Manager has provided 7 different budget scenarios to show the effects of the recommendations that have been discussed at recent meetings. Corrections were made to the income. Networking capital was corrected from 200,000 to 500,000. STIF funding was reduced

by \$400,000. Medical Transportation was corrected to Volunteer income only with no projected drivers.

Scenario #1 includes 4% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, keeps the Executive Assistant position, removes 3 medical transportation drivers, keeps 2 DAR drivers and keeps the capital reserve, leaving a deficit of \$668,742.

Scenario #2 includes 0% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, keeps the Executive Assistant position, removes 3 medical transportation drivers, removes 2 DAR drivers and keeps the capital reserve, leaving a deficit of \$445,733.

Scenario #3 includes 0% COLA, no additional medical costs, removes Executive Assistant, removes 3 medical transportation drivers, keeps 2 DAR drivers, removes the capital reserve for a deficit of \$86,398.

Scenario #4 includes 4% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, keeps the Executive Assistant position, removes 3 medical transportation drivers, remove 2 DAR drivers and remove the capital reserve, leaving a deficit of \$20,656.

Scenario #5 includes 2% COLA, no additional medical costs, removes Executive Assistant, removes 3 medical transportation drivers, removes 2 DAR drivers, removes the capital reserve for a total of \$11,125 in unallocated funds.

Scenario #6 includes 0% COLA, no additional medical costs, removes Executive Assistant, removes 3 medical transportation drivers, removes 2 DAR drivers, removes the capital reserve for a total of \$54,252 in unallocated funds.

Scenario #7 includes 4% COLA, Medical cost to employee of \$75 per pay period and moving back to 20% for dependents, removes Executive Assistant, removes 3 medical transportation drivers, removes 2 DAR drivers, removes the capital reserve for a total of \$56,144 in unallocated funds.

Discussion followed. Is there a balanced budget that keeps the Executive Assistant? Is it possible to do a volunteer ask? Preferred scenarios include #5 and #6. Consensus is Directors don't want to pass additional cost on to employees if at all possible.

MOTION: Lonnie Ranville made a motion, seconded by Doug Mendenhall to go with option #6.

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

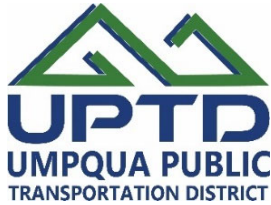
Process for budget hearing and amending the budget was provided and discussion followed.

Chair Thompson requests we put out a notice pursuant to our bylaws for the vacancy of Tom's position.

Meeting Adjourned at 12:48

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.



Special Board of Directors Meeting

Umpqua Public Transportation District

Friday, May 10, 2024, 9:30 AM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Meeting called to order at 9:30.

Roll Call

Sarah Thompson - P

Mike Baker - P

Lonnie Rainville - A

Janice Baker - P

Doug Mendenhall - A

Michaela Hammerson - P

Adopt a Layoff and Recall Policy

Chair Thompson inquires if everyone has had a chance to review the policy.

Background: Based on the decision to layoff employees, HR reached out to Special District's Pre-Loss Attorney and found that we need to have a Layoff Policy in place before we proceed. We can't ask for volunteers for layoff until we have this in place. This is a Layoff and Recall policy.

MOTION: Mike Baker made a motion, seconded by Janice Baker to adopt the Layoff and Recall policy. Motion carries. Vote: 4 – Aye, 0 – Nay, 0 – Abstain, 2 - Absent.

Meeting adjourned at 9:34.

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

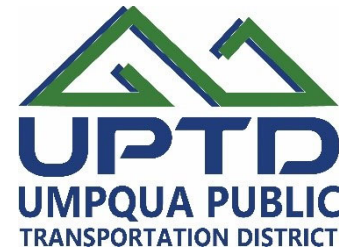
	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 23-24	127	124	97.64%	
FY 22-23	136	133	97.79%	
3 Year Running Total	341	313	91.79%	43.79%

	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%
	341	313		

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.



May 20, 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:

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

Bank Balance as of 5/16/2024: \$363,698

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

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheryl Bleau, UPTD Financial Manager

Umpqua Pulic Transportation District

Balance Sheet

As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings 499,086.02

Accounts Receivable 940.00

Other Current Assets

1-00-016 Accounts Receivable* 568,284.00

Total Other Current Assets 568,284.00

Total Current Assets 1,068,310.02

TOTAL ASSETS 1,068,310.02

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 49,083.84

Total Accounts Payable 49,083.84

Other Current Liabilities

1-00-017 Prepaid Expenses -4,261.03

1-00-025 Accounts Payable* 416.00

Total Other Current Liabilities -3,845.03

Total Current Liabilities 45,238.81

Total Liabilities 45,238.81

Equity

1-00-040 Fund Balance 1,576,896.24

Net Income -553,825.03

Total Equity 1,023,071.21

TOTAL LIABILITIES & EQUITY 1,068,310.02

**Umpqua Pulic Transportation District
Financial Statement
April 2024**

	Apr 24	Jul '23 - Apr 24	Annual Budget	% of Budget YTD
Income				
BUS REPLACEMENT FUND RESOURCES				
5-00-120 5339 Funding	0.00	255,000.00	2,655,000.00	9.60%
5-00-130 5311 Funding	0.00	358,919.00	1,500,822.00	23.91%
5-00-140 STIF Discretionary	0.00	208,000.00	205,000.00	101.46%
5-00-600 Sale of Asset	0.00	1,190.00		100.00%
Total BUS REPLACEMENT FUND RESOURCES	0.00	823,109.00	4,360,822.00	18.88%
CAPITAL PROJECTS RESOURCES				
4-00-100 5339 Funding	0.00	257,609.00	4,236,496.00	6.08%
Total CAPITAL PROJECTS RESOURCES	0.00	257,609.00	4,236,496.00	6.08%
GENERAL FUND RESOURCES				
1-00-100 5311 Funding	153,644.00	458,616.00	614,578.00	74.62%
1-00-105 5311 CARES	463,368.00	748,360.00	329,485.00	227.13%
1-00-110 5310 Funding	117,641.00	332,158.00	458,637.00	72.42%
1-00-115 5310 Discretionary	0.00	0.00	80,000.00	0.00%
1-00-125 5339 Funding	0.00	30,152.00	255,152.00	11.82%
1-00-210 STIF	515,277.00	1,895,667.00	2,463,802.00	76.94%
1-00-400 Miscellaneous	622.25	13,768.46	3,600.00	382.46%
1-00-405 Advertising	890.00	21,225.00	21,400.00	99.18%
1-00-410 Bus Fares & Contract	9,637.19	110,767.53	115,000.00	96.32%
1-00-430 Medical Transports	66,228.14	434,846.53	550,000.00	79.06%
1-00-440 Interest Income	2.17	43.40	300.00	14.47%
Total GENERAL FUND RESOURCES	1,327,309.75	4,045,603.92	6,431,954.00	62.90%
Total Income	1,327,309.75	5,126,321.92	15,029,272.00	34.11%
Gross Profit	1,327,309.75	5,126,321.92	15,029,272.00	34.11%
Expense				
10 ADMIN Payroll	37,539.65	380,440.46	523,350.00	72.69%
22 OPERATIONS Payroll	103,830.97	966,329.29	1,808,000.00	53.45%
23 OPERATIONS ADMIN Payroll	27,149.39	330,672.94	484,200.00	68.29%
24 PARA TRANSIT Payroll	40,431.08	441,084.11	436,700.00	101.00%
25 CALL CENTER Payroll	25,883.58	246,686.41	319,800.00	77.14%
26 DEMAND RESPONSE Payroll	22,597.17	197,991.54	421,575.00	46.96%
30 MEDICAL TRANS Payroll	15,608.99	196,776.19	318,000.00	61.88%
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	0.00	92,416.52	595,359.00	15.52%
MATERIALS & SERVICES				
10 - ADMIN				
1-10-200 Advertising	1,623.84	60,437.95	85,500.00	70.69%
1-10-220 Accounting Fees	0.00	0.00	1,500.00	0.00%
1-10-230 Audit Fees	0.00	0.00	30,000.00	0.00%
1-10-240 Background Checks	0.00	58.00	200.00	29.00%
1-10-250 Bank Service Charges	36.00	447.75	1,000.00	44.78%
1-10-260 Board Expenses	0.00	1,132.29	1,000.00	113.23%
1-10-270 Bldg Maint. & Repairs	195.53	807.96	0.00	100.00%
1-10-290 Drug & Alcohol Testing	0.00	422.20	300.00	140.73%
1-10-300 Dues/Memberships/Fees	3,013.39	15,831.53	16,000.00	98.95%
1-10-310 Election Expense	0.00	0.00	15,000.00	0.00%
1-10-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-10-330 IT Maint/Software	2,442.36	18,549.58	23,000.00	80.65%
1-10-350 Legal Fees	1,181.25	1,181.25	3,000.00	39.38%
1-10-380 Rent (Storage)	0.00	1,050.00	1,200.00	87.50%

**Umpqua Pulic Transportation District
Financial Statement
April 2024**

	Apr 24	Jul '23 - Apr 24	Annual Budget	% of Budget YTD
1-10-390 Recruitment Fees	0.00	1,429.01	2,000.00	71.45%
1-10-400 Training/Conf Fee/Cert	144.38	1,589.36	5,000.00	31.79%
1-10-420 Supplies - Office	269.19	6,865.42	10,000.00	68.65%
1-10-425 Postage	7.23	346.47	700.00	49.50%
1-10-430 Telephone	976.15	4,926.96	5,600.00	87.98%
1-10-440 Tablets & Cellphone	105.88	1,578.77	1,600.00	98.67%
1-10-460 Travel - Airfare	0.00	1,161.99	2,500.00	46.48%
1-10-461 Travel - Mileage	45.56	2,556.75	2,000.00	127.84%
1-10-462 Travel - Lodging	0.00	5,304.84	2,000.00	265.24%
1-10-463 Travel - Perdiem	0.00	725.00	400.00	181.25%
1-10-470 Utilities	437.35	4,027.22	5,000.00	80.54%
1-10-480 Vehicle & Facility Ins	0.00	23,116.23	21,000.00	110.08%
1-10-500 Staff Recognition	0.00	690.68	600.00	115.11%
1-10-510 Signage	0.00	21.00	0.00	100.00%
1-10-520 Safety Supplies/Svcs	0.00	24.00	500.00	4.80%
1-10-530 Uniforms	0.00	228.92	300.00	76.31%
1-10-560 Consultant Fees	0.00	0.00	1,200.00	0.00%
1-10-700 Non Capital Equip	0.00	632.66	5,000.00	12.65%
Total 10 · ADMIN	10,478.11	155,143.79	243,300.00	63.77%
22 · OPERATIONS				
1-22-200 Advertising	0.00	0.00	3,000.00	0.00%
1-22-210 Accident Repair	-820.30	1,294.00	6,500.00	19.91%
1-22-240 Background Checks	0.00	87.00	300.00	29.00%
1-22-270 Bldg Maint & Repairs	759.50	5,630.95	8,000.00	70.39%
1-22-280 Bus Shelter Maint	35.96	919.91	5,000.00	18.40%
1-22-290 Drug & Alcohol Testing	0.00	1,839.12	1,500.00	122.61%
1-22-300 Licenses/Fees	-241.75	5,346.83	2,100.00	254.61%
1-22-315 Fit For Duty/Evals	0.00	2,035.00	3,000.00	67.83%
1-22-320 Fuel & Oil	18,402.99	180,044.47	338,000.00	53.27%
1-22-330 IT Maint/Software	0.00	694.28	1,500.00	46.29%
1-22-360 Preventative Maint.	13,454.00	204,107.86	195,000.00	104.67%
1-22-380 Rent (Storage)	0.00	200.00	0.00	100.00%
1-22-400 Training/Conf Fee/Cert	0.00	1,380.95	50,300.00	2.75%
1-22-420 Supplies - Bus	1,089.64	7,667.02	6,000.00	127.78%
1-22-440 Tablets & Cellphone	233.87	2,523.53	3,000.00	84.12%
1-22-450 Transit Contracts	0.00	57,801.04	60,000.00	96.34%
1-22-460 Travel - Airfare	0.00	60.00	3,000.00	2.00%
1-22-461 Travel - Mileage	0.00	478.59	500.00	95.72%
1-22-462 Travel - Lodging	0.00	1,018.36	2,000.00	50.92%
1-22-463 Travel - Perdiem	0.00	296.00	1,000.00	29.60%
1-22-480 Vehicle & Facility Ins	0.00	71,939.77	40,000.00	179.85%
1-22-500 Staff Recognition	0.00	3,528.93	11,000.00	32.08%
1-22-520 Safety Supplies/Svcs	0.00	476.50	300.00	158.83%
1-22-530 Uniforms	0.00	1,414.61	5,800.00	24.39%
1-22-700 Non Capital Equip	0.00	3,817.98	3,000.00	127.27%
Total 22 · OPERATIONS	32,913.91	554,602.70	749,800.00	73.97%
23 · OPERATIONS ADMIN				
1-23-270 Bldg Maint & Repairs	657.20	3,209.70	3,000.00	106.99%
1-23-290 Drug & Alcohol Testing	0.00	362.20	400.00	90.55%
1-23-315 Fit For Duty/Evals	0.00	0.00	700.00	0.00%
1-23-330 IT Maint/Software	1,372.10	11,311.50	7,000.00	161.59%
1-23-340 Lease	1,100.00	11,000.00	13,200.00	83.33%

**Umpqua Pulic Transportation District
Financial Statement
April 2024**

	<u>Apr 24</u>	<u>Jul '23 - Apr 24</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
1-23-370 Printing & Copying	225.77	3,343.85	4,600.00	72.69%
1-23-400 Training/Conf Fee/Cert	0.00	1,378.13	4,000.00	34.45%
1-23-420 Supplies - OP Admin	307.70	4,755.25	9,000.00	52.84%
1-23-425 Postage	0.00	966.32	0.00	100.00%
1-23-430 Telephone	976.15	6,703.59	5,200.00	128.92%
1-23-440 Tablets & Cellphone	160.90	1,504.22	1,900.00	79.17%
1-23-460 Travel - Airfare	0.00	1,600.00	4,000.00	40.00%
1-23-461 Travel - Mileage	0.00	871.76	600.00	145.29%
1-23-462 Travel - Lodging	0.00	2,903.23	4,500.00	64.52%
1-23-463 Travel - Perdiem	0.00	556.00	1,000.00	55.60%
1-23-470 Utilities	513.60	4,719.72	5,000.00	94.39%
1-23-520 Safety Supplies/Svcs	0.00	177.45	200.00	88.73%
1-23-530 Uniforms	0.00	577.90	400.00	144.48%
1-23-700 Non Capital Equip	0.00	1,854.41	2,500.00	74.18%
1-23-24 · 1-23-240 Background Check	0.00	29.00	0.00	100.00%
Total 23 · OPERATIONS ADMIN	5,313.42	57,824.23	67,200.00	86.05%
24 · PARA				
1-24-240 Background Checks	0.00	0.00	200.00	0.00%
1-24-290 Drug & Alcohol Testing	0.00	934.64	400.00	233.66%
1-24-300 Licenses/Fees	381.00	8,500.19	1,500.00	566.68%
1-24-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-24-320 Fuel & Oil	4,282.65	42,502.56	46,000.00	92.40%
1-24-330 IT Maint/Software	0.00	295.83	600.00	49.31%
1-24-360 Preventative Maint.	1,340.17	33,002.02	50,000.00	66.00%
1-24-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-24-420 Supplies - Vans	37.00	844.82	2,000.00	42.24%
1-24-440 Tablets & Cellphone	355.71	4,022.05	4,870.00	82.59%
1-24-510 Signage	0.00	1,806.50	0.00	100.00%
1-24-520 Safety Supplies/Svcs	0.00	68.00	200.00	34.00%
1-24-530 Uniforms	0.00	627.57	3,000.00	20.92%
1-24-700 Non Capital Equip	0.00	0.00	500.00	0.00%
Total 24 · PARA	6,396.53	92,604.18	109,770.00	84.36%
25 · CALL CTR				
1-25-240 Background Checks	58.00	58.00	0.00	100.00%
1-25-270 Bldg Maint & Repairs	195.51	258.98	0.00	100.00%
1-25-290 Drug & Alcohol Testing	0.00	384.76	300.00	128.25%
1-25-315 Fit For Duty/Evals	100.00	100.00	0.00	100.00%
1-25-330 IT Maint/Software	5,758.95	35,292.08	23,000.00	153.44%
1-25-400 Training/Conf Fee/Cert	0.00	0.00	200.00	0.00%
1-25-420 Supplies - Call Ctr	214.82	4,536.89	3,200.00	141.78%
1-25-430 Telephone	976.12	6,703.43	5,200.00	128.91%
1-25-440 Tablets & Cellphone	52.94	482.37	550.00	87.70%
1-25-461 Travel - Mileage	0.00	178.16	0.00	100.00%
1-25-463 Travel - Perdiem	0.00	28.00	0.00	100.00%
1-25-470 Utilities	312.31	3,212.80	3,700.00	86.83%
1-25-530 Uniforms	0.00	150.28	400.00	37.57%
1-25-700 Non Capital Equip	0.00	1,368.73	550.00	248.86%
Total 25 · CALL CTR	7,668.65	52,754.48	37,100.00	142.20%
26 · DEMAND RESPONSE				
1-26-240 Background Checks	0.00	0.00	100.00	0.00%
1-26-290 Drug & Alcohol Testing	0.00	324.76	200.00	162.38%
1-26-300 Licenses/Fees	76.20	752.12	1,500.00	50.14%

Umpqua Pulic Transportation District
Financial Statement
 April 2024

	<u>Apr 24</u>	<u>Jul '23 - Apr 24</u>	<u>Annual Budget</u>	<u>% of Budget YTD</u>
1-26-315 Fit For Duty/Evals	0.00	0.00	250.00	0.00%
1-26-320 Fuel & Oil	4,791.40	36,732.36	31,000.00	118.49%
1-26-330 IT Maint/Software	0.00	295.83	2,000.00	14.79%
1-26-360 Preventative Maint.	5,170.00	27,648.06	29,000.00	95.34%
1-26-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-26-420 Supplies - Vans	156.00	631.76	800.00	78.97%
1-26-440 Tablets & Cellphone	301.33	2,685.57	2,100.00	127.88%
1-26-520 Safety Supplies/Svcs	0.00	24.00	200.00	12.00%
1-26-530 Uniforms	0.00	203.92	800.00	25.49%
1-26-700 Non Capital Equip	0.00	0.00	500.00	0.00%
Total 26 · DEMAND RESPONSE	10,494.93	69,298.38	68,750.00	100.80%
30 · MEDICAL TRANSPORTATION				
1-30-240 Background Checks	0.00	29.00	100.00	29.00%
1-30-290 Drug & Alcohol Testing	0.00	642.32	400.00	160.58%
1-30-300 Licenses/Fees	152.40	756.59	1,500.00	50.44%
1-30-315 Fit For Duty/Evals	0.00	185.00	250.00	74.00%
1-30-320 Fuel & Oil	1,496.40	24,926.47	31,000.00	80.41%
1-30-330 IT Maint/Software	0.00	295.82	0.00	100.00%
1-30-360 Preventative Maint.	330.34	20,702.87	28,500.00	72.64%
1-30-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-30-420 Supplies - Vehicles	157.25	1,127.92	2,500.00	45.12%
1-30-440 Tablets & Cellphone	164.10	1,586.91	1,000.00	158.69%
1-30-490 Volunteer Mileage Reim	28,941.59	133,060.22	166,000.00	80.16%
1-30-495 Incentive Bonus	0.00	3,323.00	6,000.00	55.38%
1-30-520 Safety Supplies/Svcs	0.00	18.00	200.00	9.00%
1-30-530 Uniforms	0.00	152.94	800.00	19.12%
1-30-550 Events	54.99	5,415.79	10,000.00	54.16%
1-30-700 Non-Capital Equip	0.00	0.00	500.00	0.00%
Total 30 · MEDICAL TRANSPORTATION	31,297.07	192,222.85	249,050.00	77.18%
Total MATERIALS & SERVICES	104,562.62	1,174,450.61	1,524,970.00	77.01%
Total Expense	377,603.45	5,685,588.20	15,029,272.00	37.83%
Net Income	949,706.30	-559,266.28	0.00	

**Umpqua Pulic Transportation District
 Profit & Loss**

April 2024
Apr 24

Income	
CAPITAL PROJECTS RESOURCES	
4-00-100 5339 Funding	0.00
Total CAPITAL PROJECTS RESOURCES	<u>0.00</u>
GENERAL FUND RESOURCES	
1-00-100 5311 Funding	153,644.00
1-00-105 5311 CARES	463,368.00
1-00-110 5310 Funding	117,641.00
1-00-210 STIF	515,277.00
1-00-400 Miscellaneous	622.25
1-00-405 Advertising	890.00
1-00-410 Bus Fares & Contract	9,637.19
1-00-430 Medical Transports	66,228.14
1-00-440 Interest Income	2.17
Total GENERAL FUND RESOURCES	<u>1,327,309.75</u>
Total Income	<u>1,327,309.75</u>
Gross Profit	<u>1,327,309.75</u>
Expense	
10 ADMIN Payroll	37,539.65
22 OPERATIONS Payroll	103,830.97
23 OPERATIONS ADMIN Payroll	27,149.39
24 PARA TRANSIT Payroll	40,431.08
25 CALL CENTER Payroll	25,883.58
26 DEMAND RESPONSE Payroll	22,597.17
30 MEDICAL TRANS Payroll	15,608.99
MATERIALS & SERVICES	
10 · ADMIN	9,952.58
22 · OPERATIONS	32,913.91
23 · OPERATIONS ADMIN	4,903.72
24 · PARA	6,396.53
25 · CALL CTR	3,162.63
26 · DEMAND RESPONSE	10,494.93
30 · MEDICAL TRANSPORTATION	31,297.07
Total MATERIALS & SERVICES	<u>99,121.37</u>
Total Expense	<u>372,162.20</u>
Net Income	<u><u>955,147.55</u></u>

Umpqua Public Transportation District
Variance Report
April 2024

Apr 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
Income								
BUS REPLACEMENT FUND RESOURCES								
5-00-120 5339 Funding	0.00	0.00	0.00	255,000.00	1,991,250.00	-1,736,250.00	2,655,000.00	UPTD has received \$225,000.00 of 2,655,000.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 34227 (4 Vans), the vans were delivered and all funds expended; 2) Grant 35395 (3 Electric buses), the electric buses are on hold at this time.
5-00-130 5311 Funding	0.00	0.00	0.00	358,919.00	1,125,616.50	-766,697.50	1,500,822.00	UPTD has received \$358,919.00 of 1,500,822.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 34248 (3 Hybrid Vans, 2 Hybrid 30 ft Buses and 1 Hybrid <30 ft Bus), the 3 Hybrid Vans and 1 Hybrid <30ft Bus were delivered and all funds expended. The 2 30ft Hybrid buses will most likely not be completed before the Grant expires on 6/30/2024; 2) Grant 35326 (5 Vans & 1 < 30 ft Bus), the Vans are on order at this time, the bus is almost complete. UPTD will need \$28,355 in Match funds in order to take delivery.
5-00-140 STIF Discretionary	0.00	0.00	0.00	208,000.00	153,750.00	54,250.00	205,000.00	UPTD received \$208,000 instead of what was budgeted of \$205,000. The Grant was actually more than anticipated. To date it includes the STIF Discretionary Grant 35088 (2 Hybrid <30 ft buses). The buses were delivered and all funds expended.
5-00-600 Sale of Asset	0.00	0.00	0.00	1,190.00	0.00	1,190.00	0.00	Includes funds received for the auction sale of bus 18-19-05.
Total BUS REPLACEMENT FUND RESOURCES	0.00	0.00	0.00	823,109.00	3,270,616.50	-2,447,507.50	4,360,822.00	
CAPITAL PROJECTS RESOURCES								
4-00-100 5339 Funding	0.00	0.00	0.00	257,609.00	3,177,372.00	-2,919,763.00	4,236,496.00	UPTD has received \$257,609.00 of 4,236,498.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 35335 (Maintenance Facility), some project planning (title search/wetlands delineation, etc.) have been done for the purchase of land but the project is currently waiting on NEPA approval; 2) Grant 35395 (Maint. Facility/Yard/Electric chargers/project planning/training), the electric charges have been delivered with \$33,758 remaining on this section of the grant.
Total CAPITAL PROJECTS RESOURCES	0.00	0.00	0.00	257,609.00	3,177,372.00	-2,919,763.00	4,236,496.00	
GENERAL FUND RESOURCES								
1-00-100 5311 Funding	153,644.00	0.00	153,644.00	458,616.00	460,933.50	-2,317.50	614,578.00	The positive variance is due to the income being budgeted in March but received in April.
1-00-105 5311 CARES	463,368.00	0.00	463,368.00	748,360.00	247,113.75	501,246.25	329,485.00	UPTD has received more COVID funds than anticipated. Grant 35646 (COVID Funds) became available in February and we were able to utilize it for part of Q2 expenses, in addition an accrual has been made for the anticipated funds for Q3. This Grant will help to carry us through the end of FY 24.
1-00-110 5310 Funding	117,641.00	0.00	117,641.00	332,158.00	343,977.75	-11,819.75	458,637.00	UPTD has received less funds for Grant 35502 (MM/PM/CS). This is due to having access to the CARES funding. We utilized some of the CARES funding which has a zero Match for some of the Call Center expenses.
1-00-115 5310 Discretionary	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	80,000.00	UPTD will not receive any funds for this year even though Grant 35375 was budgeted here. All funds were expended by 6/30/2023.
1-00-125 5339 Funding	0.00	0.00	0.00	30,152.00	191,364.00	-161,212.00	255,152.00	UPTD has received \$30,152.00 of \$255,152.00. These funds are Capital funds and will only be received when the actual purchase is made. To date it includes Reimbursements for: 1) Grant 34227 (Comm Systems), the communication systems have been purchased and installed in all vehicles, all funds were expended; 2) Grant 35395 (\$225,000 Project planning/training). These funds are training only, no planning.
1-00-210 STIF	515,277.00	0.00	515,277.00	1,895,667.00	1,847,851.50	47,815.50	2,463,802.00	The positive variance is due to receiving more STIF funds than anticipated for the 1st half of this STIF Plan Biennium.
1-00-400 Miscellaneous	622.25	300.00	322.25	13,768.46	3,000.00	10,768.46	3,600.00	The positive variance includes a monthly rent of \$300 from the business that leases from us downstairs. In addition we have received some ODOT scholarship reimbursements, a SAIF dividend check and a couple of SAIF reimbursements on claims.
1-00-405 Advertising	890.00	1,783.34	-893.34	21,225.00	17,833.32	3,391.68	21,400.00	The positive variance is due to receiving more advertising funds than anticipated for the 1st half of the Fiscal Year.
1-00-410 Bus Fares & Contract	9,637.19	9,583.34	53.85	110,767.53	95,833.32	14,934.21	115,000.00	The positive variance is due to collecting more farebox revenue than anticipated

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

Apr 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
			The positive variance is due to making more money monthly for the volunteer portion of the NEMT program. We added 4 new volunteer drivers since January 2024 to help offset the 81K deficit that was created by the wheelchair portion of the program. The wheelchair portion of the program will be phased out mid May leaving the volunteer portion only.					The NEMT wheelchair portion of the program is not making any money and has caused an 81K deficit for the program as a whole. The wheelchair portion of the program will be phased out mid May leaving the volunteer portion only.
1-00-430 Medical Transports	66,228.14	45,833.34	20,394.80	434,846.53	458,333.32	-23,486.79	550,000.00	
1-00-440 Interest Income	2.17	25.00	-22.83	43.40	250.00	-206.60	300.00	
Total GENERAL FUND RESOURCES	1,327,309.75	185,858.42	1,141,451.33	4,045,603.92	5,009,823.66	-964,219.74	6,431,954.00	
Total Income	1,327,309.75	185,858.42	1,141,451.33	5,126,321.92	11,457,812.16	-6,331,490.24	15,029,272.00	
Gross Profit	1,327,309.75	185,858.42	1,141,451.33	5,126,321.92	11,457,812.16	-6,331,490.24	15,029,272.00	
Expense								
10 ADMIN Payroll	37,539.65	43,612.48	-6,072.83	380,440.46	436,125.04	-55,684.58	523,350.00	The savings is primarily due to the HR Director position being budgeted for the entire year but the position was filled in November. In addition the Executive Assistant Position has been vacant since mid December 2023 and we are currently on a hiring freeze..
22 OPERATIONS Payroll	103,830.97	150,666.70	-46,835.73	966,329.29	1,506,666.60	-540,337.31	1,808,000.00	The savings is primarily due to 1 full time driver being on LOA and another out on Worker's Comp, these 2 drivers were recently terminated, their positions were already back filled with Part-time drivers. In addition, the Facility Tech and Fleet Manager positions were budgeted but are on hold.
23 OPERATIONS ADMIN Payroll	27,149.39	40,350.02	-13,200.63	330,672.94	403,499.96	-72,827.02	484,200.00	The savings is currently due to an Operations Supervisor position that has been vacant for 6 weeks.
24 PARA TRANSIT Payroll	40,431.08	36,391.69	4,039.39	441,084.11	363,916.62	77,167.49	436,700.00	The overage in this area is offset by the savings in the Demand Response. The Para and DR drivers flex between the 2 modes. Currently we are under budget \$8,494.71 combining the 2 modes.
25 CALL CENTER Payroll	25,883.58	26,650.02	-766.44	246,686.41	266,499.96	-19,813.55	319,800.00	The savings is primarily due to the budget being created splitting the Dispatch Supv 50/50 with Medical Transport. Actuals have been split 70/30. We are currently under budget \$11,657.47 combing the two departments.
26 DEMAND RESPONSE Payroll	22,597.17	35,131.27	-12,534.10	197,991.54	351,312.46	-153,320.92	421,575.00	The savings in this area is offset by the overage in the Demand Response. The Para and DR drivers flex between the 2 modes. Currently we are under budget \$76,153.43 combining the 2 modes.
30 MEDICAL TRANS Payroll	15,608.99	26,500.02	-10,891.03	196,776.19	264,999.96	-68,223.77	318,000.00	Although there is a savings in this category, the NEMT wheelchair portion of the program is not making any money and has caused an 81K deficit for the program as a whole. The wheelchair portion of the program will be phased out mid May leaving the volunteer portion only.
BUS REPLACEMENT FUND	0.00	0.00	0.00	1,371,865.75	3,270,616.50	-1,898,750.75	4,360,822.00	UPTD received several vehicles this year that were on order since 2021. To date we received 6 Hybrid Vans, 3 Gas Vans, and 3 Hybrid <30 ft buses. The electric buses are on hold at this time. One bus and 5 vans are currently on order.
CAPITAL PROJECTS	0.00	0.00	0.00	286,874.38	3,177,372.00	-2,890,497.62	4,236,496.00	UPTD received 3 electric charging stations. The new land purchase is waiting on the NEPA approval.
GENERAL FUND - OTHER	0.00	43,239.84	-43,239.84	92,416.52	493,922.32	-401,505.80	595,359.00	This category includes expenses for the Bldg Payment and Interest and also includes expenses for the installation of 2 data ports in the Admin office downstairs and new furniture and a computer for the HR office. All communications systems have been purchased and installed in all vehicles.
MATERIALS & SERVICES								
10 ADMIN	10,478.11	13,490.75	-3,012.64	155,143.79	203,143.50	-47,999.71	243,300.00	The savings is primarily due to: 1) Audit fees were budgeted but the audit has not been completed yet, it is expected to be completed mid June; 2) Conference/training fees have been less than anticipated and are currently on hold; 3) Non Capital Equip purchases have been less than anticipated; 4) Advertising has been cut back for the remainder of the year.
22 OPERATIONS	32,913.91	62,153.81	-29,239.90	554,602.70	637,567.38	-82,964.68	749,800.00	The savings is primarily due to Fuel & Oil being less than anticipated for this period. In addition, the Transit contract expenses were budgeted in April but actuals were posted in March.
23 OPERATIONS ADMIN	5,099.25	4,108.37	990.88	57,610.06	54,558.26	3,051.80	67,200.00	The overage was primarily due to a timing issue with the invoices for the IT/Maintenance bills.

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

Apr 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
24 - PARA	6,396.53	8,706.10	-2,309.57	The savings is primarily due to: 1) Fuel and Oil coming in less than anticipated; 2) Preventative Maintenance coming in much lower since the purchase of the new vans. The Para and DR drivers flex between the 2 modes causing some overage or savings in each category.	92,604.18	91,082.80	1,521.38	109,770.00
25 - CALL CTR	3,358.14	1,354.40	2,003.74	The overage was primarily due to a timing issue with the invoices for the IT/Maintenance bills. In addition the migration from Mitel to Ring Central has taken much longer than anticipated which has resulted in additional costs.	48,443.97	34,028.70	14,415.27	37,100.00
26 - DEMAND RESPONSE	10,494.93	5,783.50	4,711.43	The overage is primarily due the Fuel & Oil coming in higher than anticipated. The Para and DR drivers flex between the 2 modes causing some overage or savings in each category. In addition, there was a 5K repair made to one of the older vans.	69,298.38	57,395.50	11,902.88	68,750.00
30 - MEDICAL TRANSPORTATION	31,297.07	19,583.60	11,713.47	The overage is due to the addition of 4 new volunteer drivers to help offset the 81K deficit that was created by the wheelchair portion of the program. The wheelchair portion of the program will be phased out mid May leaving the volunteer portion only.	192,222.85	208,920.30	-16,697.45	249,050.00
Total MATERIALS & SERVICES	100,037.94	115,180.53	-15,142.59		1,169,925.93	1,286,696.44	-116,770.51	1,524,970.00
Total Expense	373,078.77	517,722.57	-144,643.80		5,681,063.52	11,821,627.86	-6,140,564.34	15,029,272.00
Net Income	954,230.98	-331,864.15	1,286,095.13		-554,741.60	-363,815.70	-190,925.90	0.00



April 30, 2024

Page: 1 of 5

Customer Service:
1-866-486-7782

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

Last statement: March 31, 2024
This statement: April 30, 2024

PUBLIC FUNDS INTEREST CHECKING

Account number	XXXXXX6397	Beginning balance	\$134,836.36
Low balance	\$19,136.75	Additions/Deposits	\$769,700.84
Average balance	\$264,624.75	Withdrawals/Subtractions	\$320,192.11
Interest paid year to date	\$7.82	Ending balance	\$584,345.09
Interest earned	\$2.17		

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
04-01	Deposit	677.50
04-02	Deposit	50.00
04-03	Deposit	384.09
04-03	Deposit	354.85
04-03	Deposit	297.54
04-04	Deposit	795.48
04-04	Deposit	427.54
04-04	Deposit	322.25
04-04	Deposit	37.50
04-05	Deposit	40.00
04-08	Deposit	25.00
04-09	Deposit	2,397.80
04-09	Deposit	416.61
04-09	Deposit	360.90
04-09	Deposit	314.94
04-09	Deposit	10.00
04-10	Deposit	516.56
04-11	Deposit	180.01
04-12	Deposit	304.81
04-12	Deposit	205.30
04-12	Deposit	50.00
04-12	Deposit	25.00
04-16	Deposit	200.00
04-17	Deposit	551.38
04-17	Deposit	335.46
04-17	Deposit	276.81
04-17	Deposit	221.10
04-17	Deposit	25.00

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
04-18	Deposit	2.00
04-19	Deposit	537.50
04-19	Deposit	315.79
04-19	Deposit	211.44
04-22	Deposit	890.00
04-24	Deposit	325.00
04-24	Deposit	212.09
04-24	Deposit	208.29
04-24	Deposit	6.25
04-26	Deposit	279.21
04-26	Deposit	166.11
04-26	Deposit	6.25
04-29	Deposit	212.65
04-30	Deposit	211.11
04-30	Deposit	87.50
Total Deposits/Additions		\$13,474.62

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
04-30	Interest Credit	2.17
Total Other Deposits/ Additions		\$2.17

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	346.29
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	678.04
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	901.72
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	955.42
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	960.11
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	966.81
04-01	ACH DebitRef 0921750I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,451.89
04-02	ACH DebitRef 0931140I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,100.00
04-05	ACH DebitADP Payroll Fees ADP Fees 787093823136 20240405	326.57
04-08	ACH DebitDouglas Services Web Pmts V0wt7n 20240408	462.27
04-09	ACH DebitCelayix Fees 20240409	165.00
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	326.29
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	564.14
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	637.84
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	657.27
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	990.93
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,000.98
04-09	ACH DebitRef 1001238I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,208.68
04-09	ACH DebitADP Tax ADP Tax Ka8v4 041008a01 20240409	30,216.98
04-09	ACH DebitADP Wage Pay Wage Pay 9280328702188v4 20240409	58,845.17
04-12	ACH DebitHra Veba Withdrawal Ya20355 20240412	10,000.00
04-15	ACH DebitADP Tax ADP Tax Ka8v4 4784328vv 20240415	4.60
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	343.71
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	705.51
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	887.75
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	903.83
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,108.85
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,144.26
04-16	ACH DebitRef 1071414I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,364.79
04-17	ACH DebitRef 1081116I Funds Transfer To Dep Xxxxxx7206 From Xachpl	306.31

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-19	ACH DebitADP Payroll Fees ADP Fees 792071869431 20240419	326.57
04-22	ACH DebitAflac Columbus Achpmt 76341485 20240422	874.08
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	211.05
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	531.31
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	657.27
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	665.31
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	992.94
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,070.66
04-23	ACH DebitRef 1141027I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,243.52
04-23	ACH DebitADP Tax ADP Tax Ka8v4 042409a01 20240423	28,047.08
04-23	ACH DebitADP Wage Pay Wage Pay 7810724311078v4 20240423	59,409.57
04-29	ACH DebitRef 1201552I Funds Transfer To Dep Xxxxxx7206 From Xachpl	298.72
04-30	ACH DebitRef 1211551I Funds Transfer To Dep Xxxxxx7206 From Xachpl	666.65
04-30	ACH DebitRef 1211312I Funds Transfer To Dep Xxxxxx7206 From Xachpl	836.83
Total ACH Electronic Payments/Subtractions		\$215,363.57

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
04-01	ACH Credit Square Inc 240401p2 20240401	120.32
04-02	ACH Credit Square Inc 240402p2 20240402	530.29
04-03	ACH Credit Square Inc 240403p2 20240403	47.94
04-04	ACH Credit Square Inc 240404p2 20240404	79.00
04-04	ACH Credit Bay Cities Amb A/P ACH 20240404	17,052.38
04-08	ACH Credit Square Inc 240408p2 20240408	23.97
04-09	ACH Credit Square Inc 240409p2 20240409	120.17
04-11	ACH Credit Square Inc 240411p2 20240411	191.61
04-11	ACH Credit Bay Cities Amb A/P ACH 20240411	15,872.66
04-15	ACH Credit Square Inc 240415p2 20240415	443.22
04-17	ACH Credit Odot Odot Pymnt 20240417	108,904.00
04-17	ACH Credit Square Inc 240417p2 20240417	35.88
04-17	ACH Credit Bay Cities Amb A/P ACH 20240417	18,144.44
04-18	ACH Credit Square Inc 240418p2 20240418	38.30
04-19	ACH Credit Odot Odot Pymnt 20240419	63,707.00
04-19	ACH Credit Square Inc 240419p2 20240419	11.91
04-22	ACH Credit Odot Odot Pymnt 20240422	515,277.00
04-22	ACH Credit Square Inc 240422p2 20240422	23.82
04-24	ACH Credit Square Inc 240424p2 20240424	23.82
04-25	ACH Credit Square Inc 240425p2 20240425	307.14
04-25	ACH Credit Bay Cities Amb A/P ACH 20240425	15,158.66
04-26	ACH Credit Square Inc 240426p2 20240426	9.50
04-30	ACH Credit Square Inc 240430p2 20240430	101.02
Total ACH and Electronic Deposits/Additions		\$756,224.05

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-01	POS Purchase Terminal Ly1pda25 Zoom.Us 888-799-96 66 Www.Zoom. CA XXXXXXXXXXXX6365	159.90
Total Card Transactions/Withdrawals		\$159.90

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-22	Maintenance Fee ACH Ccd Credits OR Iginated For 03/24	3.00
04-22	Maintenance Fee ACH PPD Credits OR Iginated For 03/24	33.00
Total Other Withdrawals/Subtractions		\$36.00

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
03-31	134,836.36	04-10	30,332.04	04-22	724,137.57
04-01	129,214.00	04-11	36,159.32	04-23	625,469.86
04-02	128,694.29	04-12	26,744.43	04-24	608,177.90
04-03	128,936.11	04-15	26,207.95	04-25	623,643.70
04-04	147,129.94	04-16	19,136.75	04-26	624,083.77
04-05	146,843.37	04-17	145,427.20	04-29	622,631.15
04-08	146,430.07	04-18	145,353.51	04-30	584,345.09
04-09	47,204.21	04-19	209,033.08		

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	30
Average balance for APY	\$264,382.98
Interest earned	\$2.17
Interest paid year to date	\$7.82
Statement period	04/01 to 04/30

Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Checks

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3046	\$174.00	04-15	3115	\$900.00	04-23
*3081	\$290.00	04-16	3116	\$76.25	04-22
*3083	\$750.30	04-03	3117	\$95.00	04-24
*3099	\$516.56	04-10	3118	\$777.50	04-19
3100	\$10,417.00	04-11	*3120	\$1,366.55	04-29
3101	\$247.50	04-16	*3123	\$5,400.00	04-30
*3103	\$14,326.00	04-10	*3126	\$28,236.58	04-30
3104	\$100.00	04-22	*3131	\$1,330.05	04-30
3105	\$275.00	04-16	*3141	\$1,360.48	04-30
3106	\$699.72	04-10	*3148	\$395.00	04-30
3107	\$8,211.31	04-09	*50580	\$520.32	04-04
3108	\$554.67	04-10	50581	\$92.30	04-03
3109	\$21.00	04-26	50582	\$21.69	04-09
3110	\$801.10	04-15	50583	\$1,291.78	04-10
3111	\$1,376.99	04-17	50584	\$520.32	04-17
3112	\$4,939.00	04-23	50585	\$92.30	04-18
3113	\$462.27	04-30	50586	\$21.69	04-18
3114	\$16,635.59	04-24	50587	\$1,336.82	04-24

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

Total Checks paid: 36 for **-\$104,632.64**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

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

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

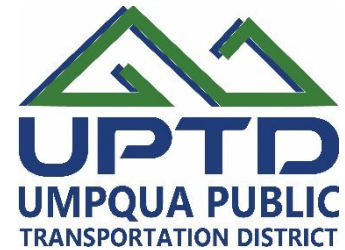
If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

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

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

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

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



May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 6

Agenda Item Title: FY 25 Budget Hearing

Summary background and description of need for agenda item:

After UPTD Budget is approved by the Budget Committee, the UPTD Board of Directors must hold a Public Meeting for the Budget Hearing. The purpose of this Hearing is to receive citizens' testimony on the budget approved by the Budget Committee. At the time the hearing was noticed, there were no major changes to the budget.

Budget Hearing Open time: _____ p.m.

Open Floor for Public Comment on UPTD Fiscal year 2023-2024 Budget:

Budget Hearing Closed time: _____ p.m.

Requested Action: Hear citizens' testimony.

By: UPTD Board of Directors

Resolution No. 24-06

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Umpqua Public Transportation District hereby adopts the budget for the fiscal year 2025-2026 in the total of \$12,611,930. This budget is now on file at Umpqua Public Transportation District, 3076 Diamond Lake Blvd, in Roseburg, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated:

General Fund	
Administration	\$ 1,225,934
Transportation Operations	\$ 3,609,809
Debt Service	\$ 46,312
Capital Outlay	\$ 343,831
Transfers Out	\$ -
Contingency	\$ -
Total	\$ 5,225,886
Bus Replacement Fund	
Capital Outlay	\$ 3,203,619
Capital Projects Fund	
Capital Outlay	\$ 4,174,139
Total Appropriations, All Funds	\$ 12,603,644
Total Unappropriated and Reserve Amounts, All Funds	\$ 8,286
TOTAL ADOPTED BUDGET	\$ 12,611,930

The above resolution statements were approved and declared adopted on this ____ day of _____ 2024.

Board Chair

A public meeting of the Board of Directors will be held on May 20, 2024 at 5:30 pm at Umpqua Public Transportation District, 3076 Diamond Lake Blvd, Roseburg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Umpqua Public Transportation District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 3076 Diamond Lake Blvd, Roseburg, OR, between the hours of 8:30 a.m. and 4:30 p.m. or online at Umpquatrastit.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. If different, the major changes and their effect on the budget are: N/A

Contact: Cheryl Cheas, General Manager

Telephone: 541-671-3691

Email: ccheas@umpquatrastit.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Proposed Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	1,711,396	1,540,000	200,000
Bus Fares/Contracts/Medical Transportation	550,860	665,000	1,237,114
Federal, State & all Other Grants, Gifts, Allocations & Donations	2,879,359	12,798,972	10,617,746
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	522,000
All Other Resources Except Current Year Property Taxes	44,597	25,300	35,070
Current Year Property Taxes Estimated to be Received		0	
Total Resources	5,186,213	15,029,272	12,611,930

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	2,708,625	4,311,625	3,353,175
Materials and Services	1,512,592	1,524,970	1,482,568
Capital Outlay	53,688	8,627,470	7,721,589
Debt Service	46,344	46,329	46,312
Interfund Transfers	0	0	0
Contingencies	0	150,000	0
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	509,494	368,878	8,286
Total Requirements	4,830,742	15,029,272	12,611,930

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	177,624	523,350	567,501
FTE	3.00	5.00	5.00
Operations	829,822	1,808,000	1,110,603
FTE	21.00	24.00	18.50
Operations Admin	203,988	484,200	447,589
FTE	4.00	5.00	5.00
Para Transit/DR/Medical Transports	107,471	1,176,275	905,217
FTE	2.00	14.50	12.50
Call Center	148,887	319,800	322,265
FTE	3.50	4.50	4.50
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	1,467,792	4,311,625	3,353,175
Total FTE	34	53	46

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2021	Estimated Debt Authorized, But Not Incurred on July 1, 2023
Full Faith and Credit	\$550,000	\$490,892
Total	\$550,000	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

**RESOURCES
GENERAL FUND**

(Fund)

UMPQUA PUBLIC TRANSPORTATION DISTRICT

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-2025		
Actual		Adopted Budget This Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
1,400,000	1,711,684	1,540,000	Net working capital (accrual basis)	200,000		
			Previously levied taxes estimated to be received			
			Interest			
			Transferred IN, from other funds			
			OTHER RESOURCES			
465,699	221,433	614,578	5311 Funding (Grant 35437)	614,578		
385,345			CRRSAA Grant			
-	379,081	329,485	5311 COVID			
441,378	400,665	458,637	5310 Funding (Grant 35502)	458,608		
		80,000	5310 Discretionary			
			5304 Funding			
261,528	261,532		STF			
1,600,419	1,610,406	2,463,802	STIF (Grant 35544)	2,463,802		
-		225,000	5339 - (Grant 35395)	225,000		
-	-	30,152	5339			
11,034	-	-	STIF Discretionary	-		
-	-	-	STP Vehicle Replacement	-		
124,689	111,907	115,000	Bus Fares & Contract Revenue	232,114		
399,009	438,953	550,000	Medical Transports	1,005,000		
15,534	43,266	25,000	Miscellaneous, advertising	35,000		
272	131	300	Interest	70		
			Local			
			State			
			Federal	-		
5,104,907	5,179,059	6,431,954	Total resources, except taxes to be levied	5,234,172	-	-
			Taxes estimated to be received			
			Taxes collected in year levied			
5104906.53	5179058.63	6,431,954	TOTAL RESOURCES	5,234,172	-	-

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - ADMIN

UMPQUA PUBLIC TRANSPORTATION

DISTRICT

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
			PERSONNEL SERVICES			
99,140	104,292	117,500	Salaries- General Manager	123,194		
77,305	86,080	95,000	Salaries- Finance Manager	99,529		
69,214	38,802	48,800	Salaries - Executive Assistant	76,800		
		60,000	Salaries - HR Director	88,410		
	37,148	45,600	Salaries - Admin Assistant	45,687		
753	325	2,000	Salaries - Overtime	300		
23,318	26,560	36,000	Payroll Taxes	35,783		
59,045	64,245	85,000	Fringe Benefits	61,831		
30,756	26,907	33,000	Retirement	35,682		
223	194	450	Worker's Comp	285		
359,753	384,551	523,350	TOTAL PERSONNEL SERVICES	567,501	0	
4.00	4.00	5.00	Total Full-Time Equivalent (FTE)	5.00	4.00	
			MATERIALS AND SERVICES			
5,614	78,839	85,500	Advertising	5,000		
2,150	594	1,500	Accounting Fees	500		
38,380	69,950	30,000	Audit Fees	40,000		
290	0	200	Background Checks	200		
787	826	1,000	Bank Service Charges	514		
1,152	487	1,000	Board Expense	500		
2,841	3,214	5,000	Training/Conference Fee/Certificates	2,000		
0	110	200	Fit For Duty/Evals	200		
14,443	13,404	16,000	Dues, Memberships, & Fees	15,000		
115	145	300	Drug and Alcohol Testing	300		
0	25,133	15,000	Election Expense	0		
18,385	24,113	23,000	IT Maintenance/Software	22,000		
2,150	0	1,200	Consultant Fees	500		
413	313	3,000	Legal Fees	3,000		
14,837	19,237	21,000	Property & Vehicle Insurance	22,000		
0	0	0	Miscellaneous	0		
4,166	0	5,000	Non-Capital Equipment Purchase	5,000		
0	155	700	Postage	400		
736	1,160	2,000	Recruitment Fees	500		
1,150	1,200	1,200	Rent - Storage	0		
227	164	500	Safety Related Expenses	500		
2,344	1,226	2,000	Travel - Lodging	2,000		
1,381	1,612	2,000	Travel - Mileage	3,800		
606	244	400	Travel - PerDiem	500		

	0	0	0	Staff Training Supplies	0		
	1,491	400	600	Staff/Community Recognition	0		
	13,502	9,890	10,000	Supplies - Office	8,400		
	4,842	5,514	5,600	Telephone - Office	2,400		
	2,348	1,385	1,600	Tablets & Cellphone	2,400		
	1,749	1,295	2,500	Travel - Airfare	0		
	8,862	4,206	5,000	Utilities	4,800		
	0	152	300	Uniforms	0		
	139,349	185,976	243,300	TOTAL MATERIALS AND SERVICES	142,414	0	0
				CAPITAL OUTLAY			
	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
	499,103	570,528	766,650	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	709,915	0	0

150-504-030 (Rev 11-18)

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - OPERATIONS

**UMPQUA PUBLIC TRANSPORTATION
DISTRICT**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: OPERATIONS	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
			PERSONNEL SERVICES			
574,750	621,300	995,000	Salaries - Bus Drivers	662,954		
0	0	100,000	Salaries - Maintenance Manager			
0	0	41,000	Salaries - Facility Service Technician	0		
0	0	0	Salaries - Over Time	5,000		
0	0	0	Personnel Employment Services	0		
56,887	60,110	95,000	Payroll Taxes	80,296		
268,740	285,026	430,000	Fringe Benefits	254,128		
49,049	59,944	112,000	Retirement	79,916		
16,838	19,829	35,000	Worker's Comp	28,309		
949,427	1,046,208	1,808,000	TOTAL PERSONNEL SERVICES	1,110,603	0	
20.60	24.00	24.00	Total Full-Time Equivalent (FTE)	18.50	18.00	
			MATERIALS AND SERVICES			
0	1,900	3,000	Advertising	0		
9	7,955	6,500	Accident Repair	1,000		
58	261	300	Background Checks	200		
17,627	8,393	8,000	Building Maintenance & Repairs	9,000		
162,500	224,183	195,000	Bus Preventative Maintenance	169,685		
2,829	1,455	1,500	Drug & Alcohol Testing	2,800		
9,592	797	5,000	Bus Shelter Maintenance	3,000		
0	1,290	50,000	Training/Conference Fee/Certificates	5,000		
0	2,895	3,000	Fit For Duty/Evals	2,500		
194,308	239,974	338,000	Fuel & Oil	175,000		
1,107	1,092	1,500	IT Maintenance/Software	1,400		
0	0	2,100	License & Fees	13,300		
0	0	0	Legal Fees	0		
33,963	37,219	40,000	Property & Vehicle Insurance	93,000		
0	0	0	Miscellaneous	0		
0	1,345	3,000	Non-Capital Equipment Purchase	4,000		
0	0	0	Postage	0		
4,170	6,734	11,000	Staff Recognition	0		
431	110	300	Safety Related Expenses	300		
0	0	0	Software and Maintenance Support	0		
0	274	2,000	Travel - Lodging	0		
0	0	500	Travel - Mileage	0		
0	0	1,000	Travel - Perdiem	0		
0	0	300	Staff Training Supplies	0		

	916,607	5,288	6,000	Supplies - Buses	6,400		
	0	358	3,000	Travel - Airfare	0		
	355,704	2,593	3,000	Tablets & Cellphone	2,800		
	291,730	236,896	60,000	Transportation Contracts	89,200		
	185	4,013	5,800	Uniforms	2,800		
	1,343,200	785,024	749,800	TOTAL MATERIALS AND SERVICES	581,385	0	0
				CAPITAL OUTLAY			
	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
	2,292,627	1,831,232	2,557,800	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,691,988	0	0

150-504-030 (Rev 11-18)

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - OPERATIONS ADMIN

UMPQUA PUBLIC TRANSPORTATION

DISTRICT

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: OPERATIONS ADMIN	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
PERSONNEL SERVICES						
59,452	63,276	141,000	Salaries- Transit Supervisor x 2	119,603		
42,327	89,350	99,000	Salaries- Operations Manager	98,404		
	47,183	49,500	Salaries - Office Manager	49,429		
82,031	44,750	45,500	Salaries - Admin Operations Assistant	41,642		
17,216	23,063	32,500	Payroll Taxes	30,898		
41,774	60,317	75,500	Fringe Benefits	68,570		
22,231	22,828	33,500	Retirement	30,907		
797	97	7,700	Worker's Comp	5,136		
			Salaries - OT	3,000		
265,827	350,863	484,200	TOTAL PERSONNEL SERVICES	447,589	0	0
3.00	5.00	5.00	Total Full-Time Equivalent (FTE)	5.00	5.00	5.00
MATERIALS AND SERVICES						
			Building Maintenance	3,800		
649	334	3,000	Drug and Alcohol Testing	200		
130	405	400	IT Maintenance/Software	14,200		
5,122	69,002	7,000	Lease	13,200		
13,200	13,200	13,200	Printing	4,400		
2,618	4,597	4,600	Training/Conference Fee/Certificates	2,800		
1,361	1,949	4,000	Supplies - Office	7,000		
5,607	10,047	9,000	Telephone	6,200		
3,511	5,121	5,200	Tablets & Cellphone	1,800		
1,356	1,507	1,900	Travel - Airfare	0		
922	327	4,000	Utilities	5,600		
3,725	5,001	5,000	Fit For Duty/Evals	330		
0	4,674	700	Travel - Mileage	1,400		
1,729	390	600	Travel - Lodging	4,000		
2,284	853	4,500	Travel - PerDiem	800		
523	224	1,000	Safety Supplies/Svcs	200		
83	130	200	Uniforms	0		
0	250	400	Non-Capital Equip/Purchases	2,500		
5,489	1,030	2,500				
48,310	119,040	67,200	TOTAL MATERIALS AND SERVICES	68,430	0	0
CAPITAL OUTLAY						
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
314,137	469,903	551,400	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	516,019	0	0

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - PARA TRANSIT

UMPQUA PUBLIC TRANSPORTATION

DISTRICT

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: PARA TRANSIT	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
PERSONNEL SERVICES						
84,886	164,433	250,000	Salaries - Para Transit - Drivers	138,012		
7,871	15,939	24,000	Payroll Taxes	17,013		
36,080	53,905	130,000	Fringe Benefits	62,573		
13,291	15,923	25,000	Retirement	13,801		
2,098	5,179	7,700	Worker's Comp	4,879		
0	354		Salaries - OT	5,000		
144,226	255,379	436,700	TOTAL PERSONNEL SERVICES	241,278	0	0
2.00	6.00	6.00	Total Full-Time Equivalent (FTE)	3.00	3.00	3.00
MATERIALS AND SERVICES						
		1,500	Uniforms			
12,849	33,354	50,000	Bus Preventative Maintenance	10,500		
115	470	400	Drug & Alcohol Testing	450		
15,433	30,577	46,000	Fuel & Oil	20,600		
88	365	600	IT Maintenance/Software	600		
1,495	3,717	4,870	Telephone - Cellular & Tablets	4,500		
29	68	200	Safety Supplies/Svc	200		
	533	1,500	Uniforms	1,200		
	7	2,000	Supplies - Vans	1,000		
29	58	200	Background Checks	200		
		300	Training/Conference Fee/Certificates	700		
	370	200	Fit For Duty/Evals	200		
		1,500	Licenses & Fees	8,000		
0	0	500	Non-Capital Equip/Purchases	500		
30,037	69,520	109,770	TOTAL MATERIALS AND SERVICES	48,650	0	0

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - DEMAND RESPONSE

UMPQUA PUBLIC TRANSPORTATION

DISTRICT

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: DEMAND RESPONSE	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
PERSONNEL SERVICES						
173,680	181,201	259,000	Salaries - Demand Response	167,566		
17,434	17,611	26,600	Payroll Taxes	22,723		
76,431	90,135	101,500	Fringe Benefits	61,200		
17,129	16,541	26,250	Retirement	16,757		
4,428	3,817	8,225	Worker's Comp	6,051		
			Salaries - OT	5,000		
289,101	309,305	421,575	TOTAL PERSONNEL SERVICES	279,297	0	0
	4.00	4.00	Total Full-Time Equivalent (FTE)	4.00	4.00	4.00
MATERIALS AND SERVICES						
46,405	40,367	29,000	Bus Preventative Maintenance	19,200		
1,152	755	200	Drug & Alcohol Testing	400		
44,438	43,992	31,000	Fuel & Oil	53,560		
1,144	725	2,000	IT Maintenance/Software	600		
8,389	6,854	2,100	Telephone - Cellular & Tablets	3,000		
2	0	1,500	License & Fees	3,600		
87	119	100	Background Checks	100		
	1,932	800	Uniforms	500		
	886	800	Supplies - Vans	400		
116	143	200	Safety Supplies/Svcs	200		
	4,620	250	Fit For Duty/Evals	200		
	80	300	Training/Conference Fee/Certificates	500		
0	0	500	Non-Capital Equip/Purchases	500		
101,732	100,473	68,750	TOTAL MATERIALS AND SERVICES	82,760	0	0
CAPITAL OUTLAY						

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - CALL CENTER

**UMPQUA PUBLIC TRANSPORTATION
DISTRICT**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: CALL CENTER	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
			PERSONNEL SERVICES			
	42,693	32,000	Salaries - Call Center Supv (split w/medical transport)	46,018		
135,135	108,569	146,000	Salaries - Call Center	155,239		
	12,607	17,500	Payroll Taxes	18,446		
	78,445	106,000	Fringe Benefits	81,278		
	21,096	18,000	Retirement	20,126		
	142	300	Worker's Comp	158		
			Salaries - OT	1,000		
247,425	276,277	319,800	TOTAL PERSONNEL SERVICES	322,265	0	0
			Total Full-Time Equivalent (FTE)	4.50	4.00	4.00
			MATERIALS AND SERVICES			
	0	0	Building Maintenance	150		
	583	300	Drug and Alcohol Testing	400		
23,888	28,782	23,000	IT Maintenance/Software	41,000		
	2,166	3,200	Supplies - Office	4,800		
	4,582	5,200	Telephone	6,200		
	254	550	Telephone - Cellular and Tablets	550		
	1,199	3,700	Utilities	3,800		
	0	400	Uniforms	0		
	1,199	550	Non-Capital Equipment	2,800		
	0	200	Training/Conf Fee/Certificates	500		
33,872	44,103	37,100	TOTAL MATERIALS AND SERVICES	60,200	0	0
			CAPITAL OUTLAY			
	0	0	TOTAL CAPITAL OUTLAY	0	0	0
281,297	320,380	356,900	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	382,465	0	0

REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - MEDICAL TRANSPORTATION

**UMPQUA PUBLIC TRANSPORTATION
DISTRICT**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: MEDICAL TRANSPORTATION	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
PERSONNEL SERVICES						
0	14,086	32,000	Salaries - Call Center Supv	19,722		
0	45,143		Salaries - Drivers	218,093		
0	0	162,000	Salaries - OT	5,000		
0	6,179	21,000	Payroll Taxes	32,676		
0	12,226	77,500	Fringe Benefits	77,760		
0	5,936	20,000	Retirement	23,781		
0	2,119	5,500	Worker's Comp	7,610		
0	85,688	318,000	TOTAL PERSONNEL SERVICES	384,642	0	0
		3.00	Total Full-Time Equivalent (FTE)	5.50	5.50	5.50
MATERIALS AND SERVICES						
			Capital - STIF Repayment	178,169		
203	91	100	Background checks	100		
315	110	400	Drug and Alcohol Testing	700		
	0	0	Inspections			
1,903	1,462	2,500	Supplies	1,400		
4,599	8,859	10,000	Appreciation Events	5,000		
186,456	149,123	166,000	Volunteer Mileage Reimbursement	244,400		
	11,195	31,000	Fuel & Oil	43,260		
171	9,477	28,500	Bus Preventative Maintenance	19,200		
	609	1,000	Telephone - Cellular & Tablets	2,000		
	0	1,500	License & Fees	2,700		
1,407	4,754	6,000	Incentive Bonus	0		
	0	800	Uniforms	400		
	0	200	Safety Supplies/Svcs	200		
	65	300	Training/Conference Fee/Certificates	500		
0	0	500	Non-Capital Equip/Purchases	500		
		250	Fit For Duty	200		
195,053	185,744	249,050	TOTAL MATERIALS AND SERVICES	498,729	0	0
CAPITAL OUTLAY						
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
195,053	271,432	567,050	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	883,371	0	0

REQUIREMENTS SUMMARY

FORM

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

LB-30

GENERAL FUND

**UMPQUA PUBLIC
TRANSPORTATION DISTRICT**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
			PERSONNEL SERVICES NOT ALLOCATED			
			Administrative Wages			
			Payroll Taxes			
			Health Insurance			
			Workers Comp			
			TOTAL PERSONNEL SERVICES			
			Total Full-Time Equivalent (FTE)			
			MATERIALS AND SERVICES NOT ALLOCATED			
			Advertising/Marketing			
			Legal Services			
			Accounting Services			
			Management Services			
			Consulting Services			
			Audit Fees			
			Transportation Contracts			
			Telephone/Communications			
			Office Supplies			
			Training			
			Dues & Memberships			
			Insurance			
			Other Materials and Supplies			
0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY NOT ALLOCATED			
	45,750	30,152	Capital - STIF Repayment	343,831		
0	45,750	30,152	TOTAL CAPITAL OUTLAY	343,831	0	0
			DEBT SERVICE			
29,085	30,024	38,910	Principal	31,992		
17,274	16,320	7,419	Interest	14,320		
29,085	30,024	46,329	TOTAL DEBT SERVICE	46,312	0	0

			INTERFUND TRANSFERS			
			Transfers to Capital Projects	0		
0	0	0		0		
0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
	0	150,000	OPERATING CONTINGENCY			
			RESERVED FOR FUTURE EXPENDITURE			
		368,878	UNAPPROPRIATED ENDING BALANCE	8,286		
29,085	75,774	595,359	Total Requirements NOT ALLOCATED	398,429		0
2,273,550	5,283,105	5,836,595	Total Requirements for ALL Org.Units/Programs within fund	4,835,743		
			Ending balance (prior years)			
2,302,635	5,358,879	6,431,954	TOTAL REQUIREMENTS	5,234,172	0	0

150-504-030 (Rev 11-18)

**RESOURCES
BUS REPLACEMENT FUND**

(Fund)

UMPQUA PUBLIC TRANSPORTATION DISTRICT

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	BUDGET FOR NEXT YEAR 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
		-	Available cash on hand* (cash basis) or			
			Net working capital (accrual basis)			
			Previously levied taxes estimated to be received			
		0	Loan Proceeds			
			Interest			
715,000		-	Transferred IN, from General Fund			
			OTHER RESOURCES			
255,000		2,400,000	5339 - (Grant 35395)	2,400,000		
690,921	6,282	690,921	STP - (Grant 34248)			
205,000		205,000	STIF Discretionary			
		809,901	STBG - (Grant 35326)	803,619		
		255,000	5339 -			
1865921	6282	4360822	Total resources, except taxes to be levied	3,203,619	-	-
			Taxes estimated to be received			
			Taxes collected in year levied			
1865921	6282	4360822	TOTAL RESOURCES	3,203,619	-	-

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM

REQUIREMENTS SUMMARY
 NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

LB-30

Bus Replacement Expenses
 (name of fund)

**UMPQUA PUBLIC
 TRANSPORTATION DISTRICT**
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
			PERSONNEL SERVICES NOT ALLOCATED			
0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			Total Full-Time Equivalent (FTE)			
			MATERIALS AND SERVICES NOT ALLOCATED			
0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY NOT ALLOCATED			
9,350	7,000	4,360,822	Bus Replacement	3,203,619		
9,350	7,000	4,360,822	TOTAL CAPITAL OUTLAY	3,203,619	0	0
			DEBT SERVICE			
0	0	0	TOTAL DEBT SERVICE	0	0	0
			INTERFUND TRANSFERS			
			Bus Replacement Fund			
0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
			OPERATING CONTINGENCY			
			RESERVED FOR FUTURE EXPENDITURE			
		0	UNAPPROPRIATED ENDING BALANCE	0	0	0
9,350	7,000	4,360,822	Total Requirements NOT ALLOCATED	3,203,619	0	0
			Total Requirements for ALL Org.Units/Programs within fund	0		
	0		Ending balance (prior years)			
9,350	7,000	4,360,822	TOTAL REQUIREMENTS	3,203,619	0	0

**RESOURCES
CAPITAL PROJECTS**

(Fund)

UMPQUA PUBLIC TRANSPORTATION DISTRICT

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget For Next Year 2024-2025		
Actual		Adopted Budget The Year Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
1040457	1,711,684		Available cash on hand* (cash basis) or			
			Net working capital (accrual basis)			
			Previously levied taxes estimated to be received			
535000	0	0	Loan Proceeds			
			Interest			
860835	-	-	Transferred IN, from other funds	522,000		
			OTHER RESOURCES			
		2,148,496	5339 - (Grant 35395)	1,575,000		
	6,242		STB Grant			
		2,088,000	5339 - (Grant 35335)	2,077,139		
			5310 - Bus Shelters			
2436292	1717926	4236496	Total resources, except taxes to be levied	4,174,139	-	
			Taxes estimated to be received			
			Taxes collected in year levied			
2,436,292	1,717,926	4,236,496	TOTAL RESOURCES	4,174,139	-	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

LB-30

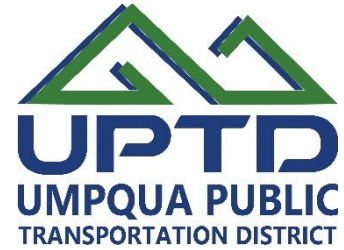
CAPITAL PROJECTS

**UMPQUA PUBLIC
TRANSPORTATION DISTRICT**

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025		
Actual		Adopted Budget This Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2021-2022	First Preceding Year 2022-2023					
			PERSONNEL SERVICES NOT ALLOCATED			
0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			Total Full-Time Equivalent (FTE)			
			MATERIALS AND SERVICES NOT ALLOCATED			
0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY NOT ALLOCATED			
10,996	6,242	4,236,496	Capital Projects	4,174,139		
10,996	6,242	4,236,496	TOTAL CAPITAL OUTLAY	4,174,139	0	0
			DEBT SERVICE			
0	0	0	TOTAL DEBT SERVICE	0	0	0
			INTERFUND TRANSFERS			
			Capital Outlay			
0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
			OPERATING CONTINGENCY			
			RESERVED FOR FUTURE EXPENDITURE			
			UNAPPROPRIATED ENDING BALANCE	0	0	0
10,996	6,242	4,236,496	Total Requirements NOT ALLOCATED	4,174,139	0	0
			Total Requirements for ALL Org.Units/Programs within fund	0		
	0		Ending balance (prior years)			
10,996	6,242	4,236,496	TOTAL REQUIREMENTS	4,174,139	0	0



May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 6.1

Agenda Item Title: Adopting Resolution 24-06

Summary background and description of need for agenda item:

After the UPTD Budget was approved by the Budget Committee and the Budget Hearing was noticed to the public, the UPTD Board of Directors was provided with additional information that requires changes to the budget. Desired changes may be made prior to, or after adoption.

Attached are the summary pages for scenarios provided by the Finance Manager for review and discussion.

Scenario 6 which has been discussed and selected during a Special Meeting.

Additional scenarios, 8-13, provided via email for comparison.

Requested Action: If satisfied, motion to adopt Resolution 24-06 with changes.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: UPTD Board of Directors

Scenario 6

Built with corrected Income and No Capital Projects

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Remove \$225,000 (This is a Capital Proj)
4. Correct Medical Transport Income - Volunteers only
5. 0% Cola for all - No additional medical costs
6. Remove Exec. Asst.
7. Remove Medical Transportation Drivers (3) Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve

Total Unappropriated and Reserve Amounts, All Funds \$ 54,252

Scenario 8

Built with corrected Income and Capital Income & Match for 1 Bus

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Added all income for CAP
4. Correct Medical Transport Income - Volunteers only
5. 0% Cola for all - Medical cost increase \$75 to employee only & 20% to dependents
6. Remove Exec. Asst.
7. Remove 3 Medical Transportation Drivers Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve
10. Add \$20,294 Match for 1 bus

Total Unappropriated and Reserve Amounts, All Funds \$ 184,409

Scenario 9

Built with corrected Income and Capital Income & Match for 1 Bus

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Added all income for CAP
4. Correct Medical Transport Income - Volunteers only
5. **0% Cola for all - Medical cost increase \$50 to employee only & 20% to dependents**
6. Remove Exec. Asst.
7. Remove 3 Medical Transportation Drivers Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve
10. Add \$20,294 Match for 1 bus

Total Unappropriated and Reserve Amounts, All Funds \$ 162,351

Scenario 10

Built with corrected Income and Capital Income & Match for 1 Bus

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Added all income for CAP
4. Correct Medical Transport Income - Volunteers only
5. **0% Cola for all - Medical cost increase \$25 to employee only & 20% to dependents**
6. Remove Exec. Asst.
7. Remove 3 Medical Transportation Drivers Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve
10. Add \$20,294 Match for 1 bus

Total Unappropriated and Reserve Amounts, All Funds \$ 139,601

Scenario 11

Built with corrected Income and Capital Income & Match for 1 Bus

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Added all income for CAP
4. Correct Medical Transport Income - Volunteers only
5. **0% Cola for all - Medical cost increase \$75 to employee only & no additional to dependen**
6. Remove Exec. Asst.
7. Remove 3 Medical Transportation Drivers Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve
10. Add \$20,294 Match for 1 bus

Total Unappropriated and Reserve Amounts, All Funds \$ 122,502

Scenario 12

Built with corrected Income and Capital Income & Match for 1 Bus

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Added all income for CAP
4. Correct Medical Transport Income - Volunteers only
5. **0% Cola for all - Medical cost increase \$50 to employee only & no additional to dependen**
6. Remove Exec. Asst.
7. Remove 3 Medical Transportation Drivers Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve
10. Add \$20,294 Match for 1 bus

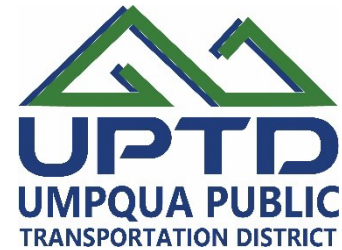
Total Unappropriated and Reserve Amounts, All Funds \$ 99,752

Scenario 13

Built with corrected Income and Capital Income & Match for 1 Bus

1. Correct Networking Capital to 500,000 from 200,000
2. Correct STIF to 2,040,397 from 2,263,802 (per Drew)
3. Added all income for CAP
4. Correct Medical Transport Income - Volunteers only
5. **0% Cola for all - Medical cost increase \$25 to employee only & no additional to dependen**
6. Remove Exec. Asst.
7. Remove 3 Medical Transportation Drivers Wages & Mat. Services
8. Remove 2 DAR Drivers
9. Remove \$522K in Cap Reserve
10. Add \$20,294 Match for 1 bus

Total Unappropriated and Reserve Amounts, All Funds \$ 77,002



May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8

Agenda Item Title: Old Business

8.1 Update to Board Bylaws

Summary background and description of need for agenda item:

During the April 8, 2024, Regular Board Meeting, the Board Approved and Adopted Resolution 24-01, a Resolution Adopting the UPTD Action Plan. The Action Plan included a commitment to move the Board meeting from the 2nd Monday of the month to the 3rd Monday of the month.

During the April 8, 2024, Regular Board Meeting, the Board also Approved and Adopted Resolution 24-05, a Resolution Resolving to Update Bylaws to Move the Monthly Board Meetings to the Third Monday of Each Month.

Requested Action: The revised bylaws are attached for review. No further action required.

By: Cheryl Cheas, General Manager, CCTM

UMPQUA PUBLIC TRANSPORTATION DISTRICT BOARD OF DIRECTORS' BYLAWS

OVERVIEW

The seven UPTD Board Members are elected at large and vote among themselves to name a Chair and Vice-Chair. The Board's responsibility is to set policies that ensure the health of the agency. The Board typically meets monthly on the third Monday at 3076 NE Diamond Lake Blvd, Roseburg, Oregon, at 5:30 p.m.

Members of the public may be invited to make comments during the public forum section of the meeting. The meetings are advertised in local newspapers to announce the place and time.

The Chair runs the meeting and builds the next agenda, working with the UPTD General Manager, who is the agency's CEO. Board meeting packets are typically provided by mail and/or email a week prior to each meeting.

BOARD OF DIRECTORS' BYLAWS

1. **General:**

These Bylaws shall govern the activities of the Board of Directors of the Umpqua Public Transportation District (hereinafter known as UPTD). The Bylaws have been established under the authority of the UPTD Board and shall serve as a permanent guide for all Board functions.

2. **Objectives:**

The UPTD Board of Directors is committed to maintaining safe and reliable public transit service to the citizens served within UPTD's jurisdictional boundaries. To that end, it shall adopt budgets, supervise UPTD's General Manager, and generally oversee the operations of UPTD.

3. **Organization:**

a. **Membership:**

The UPTD Board of Directors consists of seven (7) members elected from and by the citizenry at large as provided by law and UPTD's policy and formation documents.

Notwithstanding the requirements of ORS 198.115, it is in the District's best interest to not have any conflict of interests, UPTD defines by Resolution that any individual who is an employee of the District or any contracted provider to the District is not eligible to serve as a member of the governing board of UPTD, so long as they are employed by the District or an entity that provides transportation services for UPTD.

b. **Vacancies:**

In the event of a vacancy on the Board, the vacancy shall be published as soon as possible for the term of two weeks in a newspaper of general circulation in Douglas County, Oregon, and on UPTD's website. The Board will then review applications from all citizens meeting the minimum qualifications, required by law or other authority, decide whether interviews are appropriate, select and appoint one of the applicants to fill the unexpired term created

by the departing member. If none of the applicants prove satisfactory to the Board, it may republish the vacancy or fill the position by appointment from the citizenry at large.

c. Conduct:

In all UPTD activities, Board Members shall conduct themselves in a manner likely to benefit UPTD objectives and operations and shall refrain from behavior that disrupts Board decision-making or decorum. To maintain order at any Board meeting, the Chair may, at their discretion, exclude from the meeting a Board member whose behavior disrupts or threatens to disrupt Board decision-making or decorum. A Board member barred from attending a board meeting in person, however, must be afforded a reasonable opportunity to participate in the meeting by telephone or video conferencing, as long as such participation does not disrupt Board decision-making or decorum.

4. Order of Business:

- a. The Board Chair shall call the meeting to order and conduct business in accordance with the prepared agenda.
 - i. On the rare occasion that the Chair and Vice Chair are not available to be in attendance, the Person that served the longest, by seniority followed by age, shall call the meeting to order and conduct business in accordance with the prepared agenda.
- b. The Recording Secretary or designee shall call the roll recording those present or absent and assist in the orderly completion of the agenda's business in keeping with Robert's Rules of Order.
- c. Anything not covered in the Bylaws will revert to Robert's Rules of Order.

5. Officers:

Officers of the Board shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected from the members of the Board. The Chair shall appoint the Executive Assistant to the General Manager as the Recording Secretary for the Board. The Chair shall not serve for more than two (2) years in a row.

- a. The Chair shall preside at all Board meetings, appoint all committees with the consent of the Board of Directors, and authorize calls for all Board meetings, unless called by the Board of Directors.
- b. In the absence of the Chair, or upon request of the Chair, the Vice-Chair shall exercise the Chair's functions, and may, upon the request of the Chair, take over any duties that he or she is unable to perform.

6. Committees:

- a. The Board may appoint representatives for subcommittees of which a Board Member shall be appointed as an ex-officio member, except that the Budget Committee will include all Board Members as fully participating, voting members, that count toward quorum.
- b. Subcommittees shall consist of not less than three (3) representatives who shall elect their own officers.
- c. Subcommittees shall keep written minutes and provide reports of findings and recommendations to the Board.
- d. Subcommittees shall be considered as either being ad hoc or standing.

7. Meetings:

- a. All meetings of the Board shall be held in conformance with state laws, including, but not limited to, the State of Oregon Public Meetings Law.
- b. At the July meeting, or if no meeting is held in July in any particular year due to lack of a quorum or otherwise, then at the first meeting of the new fiscal year, the first item of business of the Board shall be to elect new officers. The newly elected officers shall preside for a period commencing with the meeting at which they are elected and continuing until the election of the new officers for the following fiscal year.
- c. Meetings of the Board shall generally be held monthly at a date and time designated by the Board at its discretion.
- d. Elected and appointed representatives, Staff, and members of the Umpqua Public Transportation District may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting, and allows for the public to listen.

8. Special Meetings and Notices:

a. Special Meetings:

Special meetings of the Board may be called by the Chair or Board with a minimum of twenty-four (24) hours' notice to all members and interested parties in accordance with Section 7a above.

b. Notices:

- i. The Recording Secretary or designee will dispatch all notices through the United States Postal Service and/or email to each member and any interested parties at least five (5) and not more than thirty (30) days prior to the meeting stating the agenda thereof. Notice may be given to each Board member by telephone advising the date and time of the meeting.
- ii. Notices will be sent to any requesting party at least five (5) days prior to the meeting stating the agenda thereof.

9. Quorum (all meetings):

- a. Four (4) Board Members shall constitute a quorum.
- b. If a quorum is not present at a regularly scheduled meeting, the meeting shall be adjourned by the Board Members present to the next regularly scheduled meeting date.
- c. Attendance via electronic and virtual means count towards quorum for Board meetings.

10. Voting:

- a. Each Board Member shall have an equal vote in all Board decisions.
- b. The Chair is excluded from bringing a motion to the table.
- c. Each Board Member present shall be entitled to one vote.
- d. Each Board Member present shall vote "yes" or "no". Abstentions are permitted if a member has a potential conflict of interest under applicable law and states the nature of the conflict if the member was absent from previous discussion of the subject or has not had time to review that previous discussion.
- e. No member shall be required to explain the reasons for a "yes" or "no" vote.

- f. In the event of an actual or potential conflict of interest by a Board member, they must inform the rest of the Board and publicly announce to disclose the nature of the conflict in each meeting when the subject matter in which the actual or potential conflict is the topic of discussion prior to abstaining, discussing, recommending, voting, or taking action on an issue (ORS 244.020). If it is a potential conflict of interest, the Board member may participate in official action once the nature of the conflict has been announced. If it is an actual conflict of interest, the Board member must recuse themselves to the audience area of the meeting until a decision has been made by the rest of the Board. The Board member with the actual conflict of interest shall not be involved in the discussion or voting of the issue at hand (ORS 224.120(2)(A)). If the vote of the Board member with potential or actual conflict of interest is needed to meet a requirement of a minimum number of votes to take official action, the Board member may be eligible to vote, but not permitted to participate as a public official in any discussion on the issue out of which the actual conflict arises (ORS 224.120(2)(B)).

11. Election and Tenure:

- a. Officers shall be elected at the first July meeting of the Board per Section 7b above and shall immediately organize for conduct of business at that meeting.
- b. If a quorum is not present at the July meeting, elections will be held at the next meeting scheduled in accordance with Section 9b above.
- c. Officers' tenure begins immediately upon their election and continues for the period set forth in Section 7b above.
- d. If an officer is unable to complete their term, they will notify the Board in writing.
- e. During Douglas County Special Election years, newly elected officials and/or re-elected officials are to be sworn in as Directors of the UPTD Board prior to the first Board meeting of the fiscal year by Notary Public as close to but not prior to July 1 of election year to ensure that all Directors are available for quorum at start of the fiscal year for any emergency and/or at start of the first Board meeting of the fiscal year.
- f. During Douglas County Special Election years, newly elected officials are to be provided the courtesy *Board Binder* included with the researched, updated or most recently updated, applicable information as soon as practicable, once Douglas County Special Election is complete or shortly thereafter, but prior to first Board meeting of the fiscal year.

12. Minutes:

Minutes of each Board meeting will be recorded, and a copy provided to each member. The minutes will stand as read at the next meeting unless corrections are made by the Board. Except for Executive Sessions, copies of Board Meeting minutes will also be provided to any requesting party within a reasonable period of time after the meeting at which they are approved.

Audio visual recordings of the meetings shall be made available to the public via posting to UPTD's YouTube media site within 30 days following each meeting or as soon as is practicable.

13. Records Retention:

UPTD retention schedule for all meeting records adhere to OAR 166-150-0005(17). Records retention for all UPTD meeting records are retained for the following: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanent (b) Retain executive session minutes: 10 years (c) Audio or visual recordings: 1 year after minutes prepared and approved (d) Other records and exhibits not pertinent to minutes: 5 years.

14. Operation:

The fiscal year shall be from the first day of July of one year to the last day of June of the following year.

15. Staff Assistance:

The General Manager shall act as executive person for the Board and provide advice and assistance as requested by the Board.

16. Roberts Rules of Order

Anything not covered in the Bylaws will revert to Robert's Rules of Order.

17. Amendments:

Adjustments or modifications may be made to the organizational structure of the Board or to these Bylaws by a majority vote of all the Board Members present and voting at a regularly scheduled meeting.

Adopted 01/28/2019

Rev. 02/10/2020

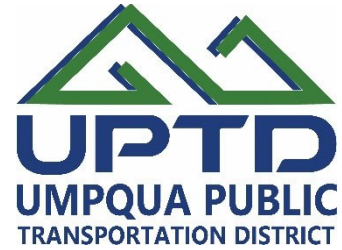
Rev. 04/19/2021

Rev. 09/13/2021

Rev. 09/12/2022

Rev. 10/09/2023

Rev. 04/08/2024



May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9 - New Business

Agenda Item Title: UPTD Action Plan - Internal Controls - Job Descriptions

Summary background and description of need for agenda item:

The UPTD Board has created and adopted an Action Plan that has been submitted to ODOT.

Item #2 on the Action Plan - Internal Controls state the following:

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

Attached with this plan is the current internal control policy for UPTD. The Board recommends updating this policy now that there are more staff, to ensure adequate separation of duties.

Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director, with feedback from others as needed, by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position. Position Descriptions will be provided to the Board by the HR Director at the May 2024 meeting for review and approval.

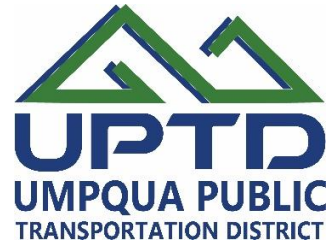
Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.

The HR Director has provided the attached position descriptions for Board Review and Approval.

Requested Action: Review and, if satisfied, motion to approve the position descriptions provided.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Rebecca Stafford, HR Director



Position: General Manager

Reports to: Board of Directors

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; directs the fiscal management of the agency by applying prudent financial stewardship of public funds; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources.

CORE JOB FUNCTIONS:

Umpqua Public Transportation District's (UPTD) General Manager provides overall leadership and direction to all UPTD services and resources; and serves as principal advisor to the Board of Directors. The General Manager establishes annual goals and objectives, short- and long-range plans, and procedures to ensure the policy direction of the Board of Directors is carried out in an expeditious and cost-effective manner. A primary responsibility is to serve as a representative and to strengthen relationships with other agencies, jurisdictions, state and federal regulatory agencies, local media, citizen interest groups and private businesses. As the General Manager, provides leadership and serves as the top-level executive responsible and accountable for interpreting and carrying out the Board of Director's directives. Acts as liaison between the Board of Directors and all UPTD employees and is sole employee answering directly to the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, develop, expand, and enhance the scope, type, efficiency, quality, and variety of transit services provided by UPTD in response to community needs and customer requirements, and consistent with Board of Directors policies and directives.
- Direct and oversee the operation, maintenance, and promotion of the transit system in an efficient manner providing safe, efficient, and effective service to the public.
- Work collaboratively with the Board of Directors to formulate, develop, and implement long- and short-range goals and objectives for UPTD; develop proposals and make recommendations concerning UPTD directions, services, funding, management, and related issues.
- Supervise and evaluate the performance of UPTD management staff; provide leadership and executive direction; review and evaluate the progress of management programs, projects, and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Attend, chair, and participate in a variety of meetings within UPTD and in the community; confer with UPTD managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers, and others to exchange information and resolve complex management issues related to UPTD services and operations.
- Develop and project a positive image for UPTD; interact with media representatives and participate in interviews as requested; prepare or approve news releases, public service announcements and advertising related to UPTD services and special programs.
- Respond to inquiries from external sources regarding UPTD services, programs, and projects; provide information concerning existing transit services and future service plans; resolve complex issues related to unique circumstances and unusual situations.
- Prepare and review comprehensive narrative and statistical reports to the Board of Directors and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; direct the development and distribution of agendas for meetings of the Board of Directors and other groups as required.
- Direct the development of UPTD's annual budget; review and analyze funding requests and determine appropriate priorities; ensure the application of sound fiscal management principles and practices, and the integrity of UPTD's financial position.
- Direct and oversee the preparation of specifications, bid documents, advertisements and other materials required for the purchase of vehicles, equipment, and services; ensure

compliance with the Board of Directors policies and applicable laws, ordinances, and regulations; communicate with vendors and suppliers to ensure efficient procurement of goods and services.

- Administer and manage all transit related grant applications, contracts, leases.
- Assist legal counsel, act as final arbiter in interpreting legislation and regulations that govern UPTD.
- Direct the ongoing development and evaluation of UPTD services; ensure the preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability, and adequacy of transit services.
- Attend a variety of meetings in the community and region and make oral presentations as requested.
- Ensure the preparation, maintenance, retention, storage, and accessibility of UPTD records and reports.
- Performs other duties of a similar nature or level.
- Coordinate and make informed decisions to keep operations running smoothly when responding to emergency situations including state or federal emergency proclamations

Knowledge, Skills, and Abilities:

The General Manager of UPTD is thoroughly competent, fully seasoned, and possesses the extensive knowledge, skills and abilities listed.

- Knowledge of: Principles and practices of effective rural community public transit agency management.
- Applicable local, state, and federal laws, grants, circulars, and other regulations related to public transportation and the Federal Transit Administration (FTA) Rural community transportation services, alternatives, and technology.
- Local, regional, state, and federal agencies, organizations and groups involved in transit planning and development.
- Transit service design, development, enhancement, and expansion.
- Budget preparation, administration, and control.
- Local economy and transportation infrastructure.
- Fiscal management principles, practices, and methodology.

- Oral and written communication skills, including effective public speaking techniques.
- Principles of management and supervision.
- Consensus- and team-building skills.

Skill and Ability to:

- Plan, organize, direct, and provide executive leadership in the management of UPTD.
- Represent UPTD at meetings with the Board of Directors, local officials, civic groups, regulatory agencies, and community business leaders.
- Develop and implement long- and short-range plans in accordance with UPTD goals and customer needs.
- Monitor legislative and environmental trends for the future of rural public transportation in Douglas County and the connecting areas.
 - Speak effectively before large groups on complex and sensitive issues related to the accessibility, routes, costs, and efficiency of public transit services.
 - Confer with Board of Directors members and provide timely updates on UPTD projects, programs, and finances.
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, elected officials, and the public sufficient to exchange or convey information and to receive work direction.
- Ability to demonstrate strong listening skills.
- Ability to read, analyze, and interpret complex documents, including legislation and contracts.
- Establish and maintain effective and cooperative working relationships with others.
- Supervise and evaluate the performance of management personnel.
- Ability to respond effectively to sensitive inquiries or complaints. Delegate authority and responsibility.

Education and Experience:

- A bachelor's degree in public administration, General Business Administration, Transportation Planning, or closely related field.

OR

- Ten (10) years of progressively responsible management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential function of the General Manager.

Physical Requirements:

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to 30 thirty pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug/Alcohol Workplace Free Policy.
- This position serves as the Drug and Alcohol Program Manager (DAPM). FTA DAPM certification is required.
- Comprehensive background check.

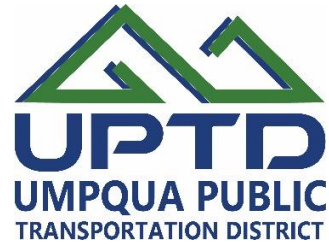
This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.

Umpqua Public Transportation District is an equal opportunity employer and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, veterans' status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.

Employee acknowledgement of receipt of job description.

General Manager's Signature Date

Board of Directors Chair's Signature Date



Position: Operations Manager

Reports to: General Manager

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources.

CORE JOB FUNCTIONS:

The Operations Manager is responsible for the daily operation of the transit service, including driver safety training, and fleet oversight in compliance with State and Federal safety requirements. The Operations Manager ensures coordination between drivers, dispatch, and fleet for efficient and safe operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees Transit Operations by directing, organizing, and managing operation activities for Fixed Route, Commuter Route, Paratransit and Dial a Ride Demand Response.
- Analyzes and plans existing transit operations by researching, developing, and implementing service improvements and modifications.
- Supports long-range transit planning projects with analysis, review and recommendations.
- Advise on the development of connection centers, bus stops, landscapes, employee and visitor parking lots.

- Ensures compliance in accordance with FTA/ODOT standards, Americans with Disabilities Act (ADA) regulations, departmental policies, as well as applicable federal, state, and local laws and regulations.
- Recruit, train, motivate and evaluate transit supervisors, office manager, dispatch supervisor and operations administrative assistant.
- Works closely with supervisors to ensure staff are monitoring, training, and evaluating performance of assigned personnel as well as monitoring employee attendance and tracking employee vacation and leave.
- Provides guidance and oversight to the transit supervisors to ensure management of vehicle maintenance is completed on time and in compliance with vehicle manufacturer recommendations and requirements.
- Analyze accident and incident information to make suggestions for new training or altering of new employee training. Oversee tracking of road call emergencies and vehicle accidents, ensure necessary information and all documentation is maintained in accordance with record retention rules and as necessary for insurance purposes.
- Compiles data and presents reports and findings concerning system operational statistical data.
- Maintains current GTFS data and reports changes to third party support provider
- Maintains on-board fixed route stop announcement data
- Investigates accidents, as assigned, including receiving and responding to drivers' incidents and accidents, and conducting internal accident investigations.
- Assists in the preparation and allocation of departmental budget and subsequent expenditures by monitoring payroll and implementing staffing level adjustments.
- Performs routine inspections to maintain UPTD compliance with the ADA, OSHA, EPA and FTA of all UPTD facilities.
- Ensures that facilities maintenance and repairs are properly attended to.
- Updates the repair and maintenance data into the transit asset management plan.
- Consults with departmental staff, other District departments, and outside agencies by coordinating activities, providing technical expertise, and receiving advice/direction, as needed.
- Helps establish emergency support relationship with local governments. Assumes a support role for Emergency Support Function during emergency operations/natural disasters.
- Performs other duties and projects, as assigned.

Knowledge, Skills, and Abilities:

Knowledge of:

- Managerial and supervisory principles.
- Budgetary management practices related to municipal and/or public transit funds.
- Strategic planning principles.
- Advanced principles and practices in transit operations.
- Applicable Federal, State, and local laws, regulations, codes, and/or statutes.
- Conducting objective research.
- Project management principles.

Ability to:

- Monitor and maintain inventory of assigned equipment.
- Manage programs and complex projects.
- Coordinate with outside government agencies.
- Perform complex mathematical calculations.
- Monitor and evaluate subordinates.
- Delegate and prioritize work.
- Interpret a variety of transit related data, plans, reports, and/or other related items.
- Manage multiple tasks simultaneously.
- Use independent judgement to solve complex problems.
- Perform project reviews and revisions.
- Interpret and apply applicable laws, rules, and regulations.
- Prepare, review, and analyze technical reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.
- Be on-call 24/7 to respond to emergencies; be able to work nighttime hours and weekends, if needed.

Education and Experience:

- An associate or bachelor's degree in public administration, business, transportation, or related field.
OR
- Minimum of three years of supervisory or management experience, including at least three years in the transportation field; or a combination of education and experience equivalent to these requirements.

Physical Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. The use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Commercial Driver’s license with passenger endorsement at time of hire and maintained during the length of employment.
- Oregon D.O.T Medial Certification
- Adherence to UPTD’s Drug/Alcohol Workplace Free Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

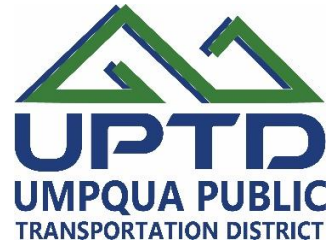
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Employee acknowledgement of receipt of job description.

_____	_____
Operation Manager’s Signature	Date

_____	_____
General Managers Signature	Date



Position: Finance Manager

Reports to: General Manager

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources.

CORE JOB FUNCTIONS:

Plans, organizes, leads, and manages the UPTD's financial activities including accounting, fiscal management, financial forecasting, and ensures compliance in all fiscal activities. Performs professional duties providing for custody and control of UPTD resources and in reporting financial information. Supports UPTD's strategic and business goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and manages UPTD's financial accounting activities, payroll, accounts receivable, accounts payable, fixed assets, inventory. Balances revenues, expenditures, and debt issuance; provides financial analysis, and audit guidance. Monitors and

approves division expenditures in accordance with UPTD policies and principles of sound fiscal management.

- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports and to summarize current projected agency financial position. Reviews grant expenditure records.
- Primary contact for the Auditor and oversees UPTD's annual audit process.
- Assures adequate internal controls, accurate record keeping and timely reporting in compliance with established laws, codes, regulations, and policies.
- Administers and evaluates UPTD fiscal activities to include cash management and cash requirement needs, budget preparation and subsequent budget vs. actual performance analysis, financial forecasts and projections of revenues and expenses. Prepares and develops annual UPTD budget. Communicates the fiscal health of UPTD to the General Manager and the Board of Directors.
- Participates in the development and/or revision of accounting procedures and systems to meet management's needs, state requirements and federal regulation relating to grants, fixed assets, and capital projects.
- Oversees the accounting for contracts and grants; reviews and provides opinion of contract and grant financial requirements; oversees the maintenance of procedures for allocating direct and indirect costs to programs; assists in altering the accounting system to accommodate legislative or programmatic changes.
- Performs Farebox responsibilities as needed.
- Primary contact and administrator for outside vendors seeking to advertise with UPTD.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management principles and practices.
- Generally Accepted Accounting Principles (GAAP).
- Applicable Federal, State, and Local laws, rules, and regulations.
- Risk management theory and principles.
- Finance theory and principles.
- Financial reporting requirements.
- Budgeting principles and practices.

Skilled in:

- Compiling, analyzing, and preparing financial information.
- Developing and administering budgets.
- Applying contract, grant, and other administrative limitations to project activities.
- Working with mathematical concepts such as probability and statistics.

- Reading, analyzing, interpreting finance and accounting related materials and reports.
- Interpreting and applying applicable Federal, State, and Local laws, rules, and regulations.
- Presenting information and responding to questions from groups of managers, clients, customers, and the public.
- Developing and implementing internal control procedures.

Education and Experience:

Bachelor's degree in accounting, Finance, General Business or Public Administration or a related field and five years of increasingly responsible government accounting, including two years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Requirements:

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to 30 thirty pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug/Alcohol Workplace Free Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

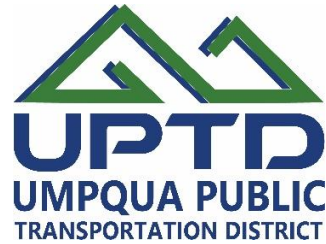
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Employee acknowledgement of receipt of job description.

Financial Manager's Signature Date

General Managers Signature Date



Position: HR Director

Reports to: General Manager

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

Supports Umpqua Public Transportation District's vision, mission, and values by exhibiting the following behaviors of a teammate: A personal commitment to providing outstanding customer service, excellence, collaboration, innovation, respect, and personalization, caring for our community, teamwork, and ownership of actions. Demonstrate integrity, honesty, and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; communicate effectively, exhibit self-control, and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; practice workplace safety, take responsibility for efficient, effective use of time, equipment, and resources.

CORE JOB FUNCTIONS:

The Human Resources Director will plan, lead, direct, develop, and coordinate the policies, activities, ensuring legal compliance and implementation of the organization's mission and talent strategy. Recruits, interviews, hires, and trains new staff. Handles discipline and termination of employees in accordance with company policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.

- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for staff.
- Performs other duties as required.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Degree in Human Resources or related field preferred
- 5+ years of experience in a Human Resources role
- Strong knowledge of employment laws and regulations

- Excellent communication and interpersonal skills-Detail-oriented with strong organizational skills
- Ability to handle confidential information with discretion.

Physical Requirements:

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to 30 thirty pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug/Alcohol Workplace Free Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

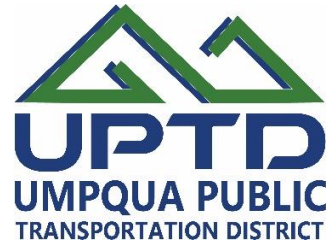
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Employee acknowledgement of receipt of job description.

HR Director's Signature Date

General Managers Signature Date



Position: Office Manager

Reports to: Operations Manager

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

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CORE JOB FUNCTIONS:

The Office Manager position plays a critical role in partnering with Senior Leadership in strategic decision making as the district grows and enhances our transportation services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

First Line Customer Support

- Answer incoming calls, check phone messages, and reroute to appropriate staff members.
- Dispatch and answer radio calls from drivers and assist as needed including contacting other staff members to resolve issues.
- Provide trip planning assistance, route information, and other pertinent information to customers via email, by phone, and in person. This includes instructing customers on how to use printed materials and website.

- Conduct sales of fare media to customers and manage cash and credit payments.
- Record compliments, comments and complaints and ensure that information is shared and assigned to appropriate staff.

Office Administration

- Receive, separate, and disburse mail to appropriate staff members.
- Maintain office supplies.
- Manage the lost and found process.
- Order various supplies including printed products.
- Other duties as assigned.
- Partner with HR to update and maintain office policies as necessary.
- Process daily bank deposit reconciliation and scan to Finance Manager.

Community Outreach

- Engage in community outreach functions representing UPTD which will require public speaking and interaction with the public.
- Provide travel training to transit users and agencies.
- Process and Recommend requests for event participation to provide benefit and exposure for UPTD.
- Develop, coordinate, and conduct community presentations at expos, fairs and tradeshows and other public forums to enhance visibility and positive image.
- Plan and coordinate all aspects of event logistics including scheduling, staffing, parades, displays, promotional items, vehicle requests including event set up and tear down.

ADA Eligibility Administration

- Ensures the eligibility process for ADA paratransit is completed for FTA requirements and may need to work with UPTD Operations Manager to resolve client eligibility concerns.
- Maintain knowledge of rules and regulations governing private information.
- Maintain and safeguard HIPPA regulated information including confidential eligibility and interview information on abilities and limitations and medical information.
- Provide education or guidance to drivers regarding deuced fare eligibility.
- Provide ADA education and materials, as related to public transportation, to customers and staff and may act as an advisor for to other agencies and providers.
- Provides training to Umpqua Rides users including information on how to book a ride and how to use the bus.
- Prepares written correspondence including eligibility determination letters.
- Maintains a filing system and records retention program for client and program records.

Knowledge, Skills, and Abilities:

Knowledge:

- Best practices in customer service, event coordination, and public relations.
- Modern office procedures, methods, and office computer equipment.
- The American with Disabilities Act (ADA) and specific applications to public transportation.
- Principles and practices of records management and confidentiality.
- Working knowledge of DOT and FTA regulations.

Skills:

- Effective organizational skills, time management and customer service skills.
- Excellent verbal and written communication skills.
- Proficient in using Microsoft Office suite, the internet, and basic office functions.
- Basic mathematical skills.

Abilities:

- Ability to produce timely, accurate and complete work. Excellent time management and organizational skills with a proven ability to meet deadlines.
- Ability to interpret and comply with directions and relevant regulatory requirements.
- Ability to adhere to rules regarding confidential information and use a high level of discretion.
- Ability to use internet, software programs, and technology effectively and efficiently.
- Ability to maintain a positive work environment.
- Ability to work safely and support a culture of workplace safety.
- Ability to manage a busy call center with heavy foot traffic.

Education and Experience:

- Education/Training: High School Diploma or Equivalent. Preferably a business-related associate degree.
- Experience: 2 years clerical experience. Proficient with Microsoft Office and Outlook.

Physical Requirements:

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Working Conditions:

Work is performed predominantly in an office environment and may require frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Driver’s license at time of hire and maintained during the length of employment.
- Adherence to UPTD’s Drug/Alcohol Workplace Free Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.
- National Transit Institute Comprehensive ADA Paratransit Eligibility certification within 90 days of hire.

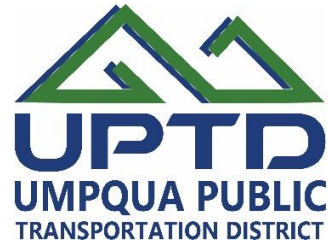
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Employee acknowledgement of receipt of job description.

_____	_____
Office Manager’s Signature	Date

_____	_____
Operation Managers Signature	Date



Position: Dispatch Supervisor

Reports to: Operations Manager

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

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CORE JOB FUNCTIONS:

The Dispatch Supervisor performs a variety of tasks related to the supervision of the daily operations of UPTD's dispatch center including ADA Paratransit and Dial-A-Ride scheduling. The Dispatch Supervisor supervises the dispatchers and demand response drivers. The Dispatch Supervisor will oversee the operations of a fleet of vehicles, ensuring they are running efficiently and on schedule. Tracking the location of each vehicle and coordinating routes for drivers, communicating with clients to ensure they arrive on time, and handling any issues that may arise during transport. The Dispatch Supervisor must be proficient in using technology to manage logistics, including GPS systems, dispatch software, and communication devices. They must also have strong leadership abilities to manage and motivate a team of drivers and dispatchers. They must be able to think critically and problem-solve, as well as be able to make quick decisions under pressure. The Dispatch Supervisor plays a critical role ensuring that clients arrive safely and on time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the scheduling, dispatching, and routing of drivers and vehicles to ensure timely delivery and pickup of passengers.
- Train and oversee staff, monitor performance, provide ongoing technical guidance, direction, and counseling to dispatch center staff and drivers insuring acceptable standards of customer interactions.
- Monitor real-time dispatch software and communication systems to manage the flow of vehicles and ensure adherence to schedules and routes.
- Trains demand response drivers for ride check offs, wheelchair securement, and PASS trainer.
- Implement and enforce safety protocols and compliance with transportation regulations to conduct regular vehicle inspections and driver safety training.
- Coordinate regular vehicle maintenance and repairs, minimizing downtime and ensuring fleet reliability.
- Resolve customer service issues related to dispatch, including delays, accidents, or complaints, ensuring high levels of customer satisfaction.
- Process billing for Bay Cities in a timely manner.
- Oversees the volunteer driver program.
- Manages PTO requests and timekeeping for dispatchers and demand response drivers.
- Analyze operational data and reports to identify trends, inefficiencies, and opportunities for process improvement in the dispatch system.
- Develop and maintain relationships with external partners, such as Bay Cities to ensure smooth operations and compliance.
- Lead emergency response efforts for incidents involving company vehicles, coordinating with emergency services, and implementing contingency plans to minimize disruption.

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods and techniques of delivering public transportation and paratransit services to seniors and disabled persons certified under the ADA.
- Methods and techniques of dispatching commercial passenger vehicles.
- Modern office procedures, methods and equipment including computers.
- Principles and procedures of record keeping.
- Dispatching techniques with the use of two-way radio systems for communicating

and receiving information. Streets, landmarks, and geography of Douglas County.

- Pertinent federal, state, and local laws, codes and regulations governing public transportation for seniors and individuals certified under the ADA.

Ability to:

- Supervise other employees.
- Provide safe and reliable public transportation services to the mobility impaired. Create and maintain a detailed schedule for providing dispatching services.
- Respond in a courteous manner to requests and inquiries from the public. Effectively and professionally handle difficult and sensitive citizen inquiries and complaints.
- Operate office equipment including two-way radios, computers, and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems. Perform a wide variety of general clerical duties.
- Maintain accurate and complete records of transportation, paratransit services and other demand response services.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience:

High School Diploma or GED and four years of increasingly responsible communications, dispatch, or clerical experience.

Physical Requirements:

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending, and lifting and carrying up to 30 thirty pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Driver's license at time of hire and maintained during the length of employment.
- Adherence to UPTD's Drug/Alcohol Workplace Free Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

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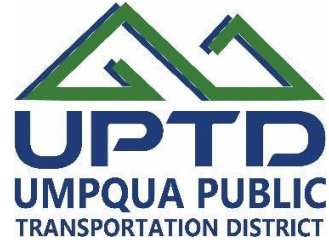
Employee acknowledgement of receipt of job description.

Dispatch Supervisor's Signature

Date

Operation Managers Signature

Date



Position: Transit Supervisor/Trainer

Reports to: Operations Manager

Status: Full-Time, Exempt

JOB DESCRIPTION

EXPECTATIONS:

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CORE JOB FUNCTIONS:

The Transit Supervisor, as the first-line supervisor, supervises, directs, reviews, plans, trains, and evaluates the work of subordinate personnel engaged in a variety of transit service activities at Umpqua Public Transportation District (UPTD).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate the day-to-day operations of the transit system, including scheduling, dispatching, and route planning.
- Monitor the performance of transit operators, ensuring adherence to schedules, safety protocols, and customer service standards.
- Provide leadership and guidance to transit operators, conducting regular performance evaluations, and implementing training programs to improve performance and customer satisfaction.

- Oversee the maintenance and repair of transit vehicles, coordinating with mechanics and ensuring compliance with safety regulations and maintenance schedules.
- Investigate and resolve customer complaints and inquiries, demonstrating a commitment to providing excellent customer service and resolving issues in a timely manner.
- Stay updated on industry trends, technological advancements, and regulatory changes, implementing best practices, and ensuring compliance with applicable laws and regulations.
- Prepare reports and analyze data related to transit operations, including ridership numbers, on-time performance, and customer feedback, using this information to identify areas for improvement and implement strategies to enhance efficiency and customer satisfaction.
- Maintains training files and records.
- Develop and update training curricula and training manuals.
- Routinely conducts observed and unobserved check rides to ensure customer service, on time performance, route compliance, and operations safety; discusses findings with transit driver and Operations Manager.
- Administers new hire and reoccurring driver training including but not limited to classroom theory, behind-the-wheel, and post-accident training.
- Perform bus driver duties when needed.
- Perform administrative operations assistant duties when needed.
- Perform fitness for duty assessment: hygiene, uniforms, signs of fatigue, signs of drug and/or alcohol use.
- Promote a culture of safety and professionalism among transit operators, enforcing policies and procedures and ensuring compliance with all safety regulations.

Knowledge, Skills, and Abilities:

- Strong leadership abilities with the ability to motivate and inspire a team to achieve operational excellence.
- Excellent communication skills, both written and verbal, with the ability to effectively communicate with employees, management, and customers.
- Strong problem-solving and decision-making skills, with the ability to quickly analyze situations and make sound judgments.
- Exceptional organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Proficiency in computer systems and software, including scheduling software, maintenance management systems, and Microsoft Office Suite.
- Knowledge of transit operations, regulations, and safety protocols.
- Ability to work effectively under pressure and handle emergencies or unexpected situations with calmness and professionalism.
- Strong customer service skills, with a focus on providing a positive experience for passengers.
- Ability to work collaboratively and build effective relationships with employees, management, and the community.
- Flexibility to work variable hours, including evenings, weekends, and holidays, and on-call as needed.

Education and Experience:

- High School Diploma or GED
- Minimum of 3 years of experience in transit operations, with at least 1 year in a supervisory or leadership role.
- Certified Community Transit Supervisor (CCTS)
- PASS Certificate or Train the Trainer
- Drug and Alcohol Reasonable Suspicion Certification
- Vehicle Maintenance Management and Inspection (VMMI)

Physical Requirements:

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Working Conditions:

Work is performed predominantly in an office environment and requires frequent travel to other locations to attend meetings and conduct work.

Special Requirements:

- Valid Oregon Class B Commercial Driver’s license with passenger endorsement with no air brake restriction at time of hire or ability to obtain one within 90 days of hire and maintained during the length of employment.
- Oregon D.O.T. Medical Certification
- Adherence to UPTD’s Drug/Alcohol Workplace Free Policy. This is a "mandatory testing" position that requires Drug Testing.
- Comprehensive background check.

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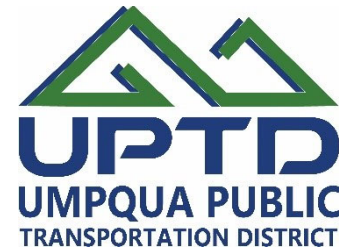
Employee acknowledgement of receipt of job description.

Transit Supervisor’s Signature

Date

Operation Managers Signature

Date



May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 10.1

Agenda Item Title: STIF Project Updates

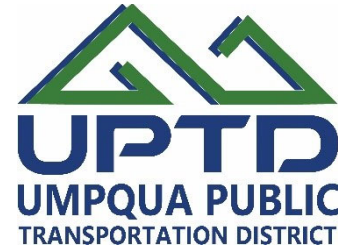
Summary background and description of need for agenda item:

UPTD is required to accurately track the disbursement of all STIF funding and outcome measures.

Finance Manager is tracking expenditures. Outcome measures are included in STIF Project Reports but not as an “at a glance report”.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager



May 20, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 10.2

New Business

10.2 UPTD Action Plan Update

Following the UPTD Financial Site Review, the UPTD Board met in a Special Board meeting to review and discuss the observations and recommendations that resulted from the site review. The UPTD Board voted unanimously to submit the Action Plan to ODOT.

The General Manager has been asked to provide ongoing updates to the plan.

- 2 – Internal Controls – Position Descriptions presented on Agenda tonight – New Business
- 6 – OPTIS Report Reconciliation – Unallocated Expense Report attached
- 6 – APR Reports for Q1, Q2 and Q3 attached. SPR Q3 Projects 1-7 Attached
- 6 – Grant Reimbursement Request Jan-April attached

Requested Action: For review and discussion. If changes are needed, motion to approve requested changes to the UPTD Action Plan.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager

Umpqua Public Transportation District Board of Directors Action Plan

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

Summary of Preliminary Observations of Review Topics and Board Action

1. Organizational Structure

Finding/Observation:	The District was not sufficiently staffed in its initial operations. The organizational structure as presented during this review appeared consistent with peer organizations of comparable size.
Corrective Action:	Attached with this report is the Organization Chart. The Board requests the General Manager to update the chart, effective 3/22/2024, to reflect that the Board of Directors oversees the General Manager. UPTD will institute a 12-month freeze in hiring for all but necessary vehicle operator positions, effective 3/22/2024. In the event that a supervisory or management role becomes vacant, that is critical to the operations of the district, the Board will entertain a request to fill that position.
Due Date:	3/22/2024
Status:	Complete
Amount Saved:	\$542,112
Comments:	By eliminating 6 positions from the projected compensation and reducing a possible COLA from 5% to 2%, the savings is as stated above. 2 of these positions had already been filled while the employees were out on leave. 3 were projected for future hire. The Executive Assistant Position has been a RFT position for 5 years but was not filled by the time of the review.
Updates:	Updated ORG chart was provided on 3/14/2024.
	4/08/2024 - The Board made a motion to start the process of replacing the Transit Supervisor. Recommendation was made to include Executive Assistant position in the budget.
	5/7/2024 - The Board authorized hiring a Transit Supervisor. After reviewing NEMT Actual income and expenses by mode, decision was made to layoff 5 positions.

2. Internal Controls

Finding/Observation:	<p>ODOT uses a series of internal control standards that should be implemented by every subrecipient transit agency. These controls include elements such as sufficient segregation of duties to ensure a system of supervision and approvals for agency expenditures.</p>
Corrective Action:	<p>Attached with this plan is the current internal control policy for UPTD. The Board recommends updating this policy now that there are more staff, to ensure adequate separation of duties.</p> <p>Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director, with feedback from others as needed, by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position. Position Descriptions will be provided to the Board by the HR Director at the May 2024 meeting for review and approval.</p> <p>Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.</p> <p>All policies and procedures and business practices will be reviewed by the HR Director, updated and put in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>
Due Date:	9/16/2024
Status:	In progress
Amount Saved:	N/A
Comments:	<p>5/20/2024 Need clarification regarding updating the Fiscal (Internal Control) Policy. Typically this policy would be revised by the Finance Manager, however, direction in this section states that all policies and procedures will be reviewed by the HR Director.</p>
Updates:	<p>Position descriptions were provided to the Board for review at the beginning of May. 5/20/24 - HR Director is on the agenda to present for Board approval.</p> <p>Fiscal (Internal Control) Policy update.</p> <p>Transition of duties of the General Manager needs to be clarified.</p> <p>Policy, procedure and business practice review.</p>

3. Financial Management Systems

Finding/Observation:	UPTD uses QuickBooks as its accounting software. This software was not designed to meet generally accepted accounting principles. Importantly, the software lacks the native functionality to meet the financial management system requirements imposed by 2 CFR § 200.302(b)(1) – (5). The District has developed some workarounds to effect some of these requirements, but the shortcomings of this software cannot be overlooked.
Corrective Action:	<p>UPTD is committed to updating the current software and demonstrations and pricing has already been acquired. Further analysis of the software is planned in the coming months. As UPTD is in a serious cash flow deficit, and this software is expensive, UPTD will seek out grant funding to implement a new financial management system. There is a grant available for application in January 2025. The Board and UPTD are committed to implementing this new system within three years. Finance Manager will be responsible to oversee the implementation and migration of financial information into the new system. General Manager will be responsible for applying for grant funding to implement and maintain the new system.</p> <p>March 2024 – January 2025: Research software, review pricing, research grant opportunities January 2025 – June 2025: Application for grants, RFP for software July 2025 – June 2026: Install and convert software, migrate current financial information into new system.</p>
Due Date:	6/1/2027
Status:	In progress
Amount Saved:	N/A– Compliance Based
Comments:	If grant is not awarded, this can be incorporated into the next STIF plan.
Updates:	No updates at this time

4. Single Audits

Finding/Observation:	By Oregon law and federal award management regulations, single audits must be completed for the preceding fiscal year nine months following the close of the year. UPTD has not completed audits on time any year since its formation.
Corrective Action:	A new financial management system will be implemented within three years. This should ensure that no findings arise around financial systems. Effective 3/22/2024, QuickBooks will be the only data source for tracking and maintaining financial transactions until a new financial system can be implemented. To ensure compliance with timeliness of audit completion, ALL documentation needed for the audit shall be submitted to the auditors no later than October 31 st of each year.
Due Date:	3/22/24 Start
Status:	In progress
Amount Saved:	N/A – Compliance Based
Comments:	Auditors are still behind. They expect to complete our audit by September.
Updates:	Finance Manager has been uploading documents for the FY24 Audit.

5. Response to Single Audit Findings

<p>Finding/Observation:</p>	<p>It is management’s responsibility to respond timely to audit findings. Management generally provided a timely response to each finding; however, due to the number of repeat findings, the corrective actions proposed were either not implemented or not effective in remedying the audit finding.</p> <ul style="list-style-type: none"> • <i>For the period ended June 30, 2020</i> – due March 31, 2021, the audit was completed on September 17, 2021. 8 findings. • <i>For the period ended June 30, 2021</i> – due March 31, 2022, the audit completed March 20, 2023. 14 findings, all 14 findings represent repeat findings from the previous audit period. • <i>For the period ended June 30, 2022</i> – due March 31, 2023, the audit completed June 30, 2023. 4 findings, all 4 findings represent repeat findings from the previous audit period.
<p>Corrective Action:</p>	<p>Attached with this report are the UPTD Corrective Action Plans from FY 2020-2021 and FY 2021-2022 as well as the internal tracking mechanism utilized to ensure all findings were remedied. For the FY2022-2023 audit that is underway, there are four audit findings so far. The response from the Finance Manager is as follows:</p> <ul style="list-style-type: none"> • <u>Finding 2022-01</u>: Source documentation, strengthen controls over financial reporting: <ul style="list-style-type: none"> ○ All monthly Financial Statements, bank statements and all other required documents and reports for the FY 22-23 were uploaded in a timely manner to the Auditor’s drop box after the year end of 6/30/2023. The auditors have been working diligently on the audit and have not requested any more documentation from UPTD. Upon completion of the FY 22-23 Audit, UPTD and the Board of Directors will receive a copy. The auditor has recently stated that the audit will not be completed by 3/31/2024 due to the lack of auditors in the state of Oregon. This is an ongoing issue for Oregon. • <u>Finding 2022-2</u> Fiscal Management System, Ensure Compliance with Federal Regulations Over Accounting Systems: <ul style="list-style-type: none"> ○ The Finance Manager records income and expenses on a daily basis. A Chart of Accounts has been created for each area of the business (i.e. – Admin, Ops, Para, DR, Med. Transportation), in addition Job Codes have been created for all Federal and State Grants, this is as a work around in QuickBooks to help code income and expenses to the correct Grants which aids in completing ODOT quarterly reports and Single Audits. The General Ledger reflects the Chart of Account and Job Code for all entries made in QuickBooks. • <u>Finding 2022-03</u> - Source Documentation:

	<ul style="list-style-type: none"> ○ UPTD has a current Fiscal Policy. The reports for expenditures are generated from the GL at the end of each quarter and are utilized to create the Reimbursement Requests. The income and expenses in the GL have been coded with a Job Code that coincides with each Federal and State Grant. • <u>Finding 2022-04</u> – Fiscal Management System: <ul style="list-style-type: none"> ○ The Finance Manager records income and expenses on a daily basis. A Chart of Accounts has been created for each area of the business (I.E. – Admin, Ops, Para, DR, Med. Transportation), in addition Job Codes have been created for all Federal and State Grants, this is as a work around in QuickBooks to help code income and expenses to the correct Grants which aids in completing ODOT quarterly reports and Single Audits. The General Ledger reflects the Chart of Account and Job Code for all entries made in QuickBooks at the time of entry.
Due Date:	3/22/2024
Status:	In process
Amount Saved:	N/A Compliance Based
Comments:	<p>FY19 did not meet the threshold for an audit and was complete as "Report in Lieu of Audit.</p> <p>RFP to engage with an Auditor was complete November 2020.</p> <p>UPTD contracted with UVF and portal was created to upload documents 12/2020.</p>
Updates:	Auditors expect FY23 Audit to be complete in September 2024.

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

Finding/Observation:	During the last biennium, UPTD was late submitting requests for payment in all eight quarters. Timely submission of required quarterly reporting is a condition of the grant award; continued failure to meet these conditions could result in suspension of payments.
Corrective Action:	<p>Job codes have been added in QuickBooks to correspond to each grant and accounting will continue forward this way to ensure that expenditures line up with each funding source.</p> <p>Effective 3/22/2024, all UPTD expenses will be tracked through QuickBooks and no longer through an Excel Spreadsheet, until a grant management financial system can be implemented.</p> <p>Reimbursements will be timely; attached to this plan is a quarterly report process that was utilized during the last quarter to submit an on-time report. This will be the process going forward with the General Manager and the Finance Manager.</p> <p>Additionally, it is written in the Finance Manager Position Description duties to include grants management and administration. Quarterly reports should be submitted by the Finance Manager. General Manager and Finance Manager will need to reach out to ODOT to get Finance Manager access and correct permissions for submission of quarterly reports, effective 3/22/2024.</p> <p>HR Director has access to approve quarterly reports and should do so in the absence of the General Manager.</p> <p>Effective this quarter, it is the request of the Board that all quarterly reports be submitted at least 5 business days before the deadline. (40 days after the end of the quarter)</p> <p>It is understood that invoices may be required to be submitted with OPTIS reports going forward and UPTD is prepared to comply with that requirement.</p> <p>In regard to the discrepancy in reporting, the General Manager and Finance Manager will reach out to Drew Orr by 3/31/2024 to seek help in reconciling all of the UPTD quarterly reports in OPTIS to find the discrepancy and clean up the reports, so they are accurate going forward.</p> <p>If work has begun on this reconciliation, beginning with the May 2024 meeting, the Finance Manager will give an update to the Board on the status of the reconciliation each month.</p> <p>Finance Manager will provide grant reimbursement request reports at each meeting following the month of submittal for Board review</p>
Due Date:	3/22/2024
Status:	In process
Amount Saved:	N/A
Comments:	The Finance Manager has access to submit reports and has been entering reports for 2 years.
Updates:	Reimbursements will be timely: Finance Manager has submitted monthly reimbursement requests for 3rd quarter and April.
	Quarterly reports will be submitted 5 days early: Report was submitted on time, not early. Reports attached for Q3.
	Finance Manager and General Manager met with Drew Orr to discuss discrepancies. Finance Manager is working on changes. GM is currently reviewing unallocated expenses. Documentation attached.
	Grant reimbursement requests from Jan-April are attached for review.

7. Cash Flow Analysis

<p>Finding/Observation:</p>	<p>An examination of cash flows (expenditures and revenues over the last 38 months was undertaken as part of this review. Monthly cash-flow analysis is not a routine aspect of reports provided to the Board.</p> <p>Since January 2022, expenditures exceeded revenue collections in 18 of 26 months. At calendar year end in 2022, despite 8 months where expenditures exceeded revenues, the agency still had \$1.3 million in the bank.</p> <p>Calendar year 2023, however, was much different; the magnitude of expenditures over revenues rose to \$-86,542.05; the net result was the bank balance on 12/31/2023 was \$313,810.25. By February 29, 2024, was \$23,248.53.</p>
<p>Corrective Action:</p>	<p>Effective 4/8/2024, profit and loss statements and trending variance reports will be added to the monthly Board packets. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>Winston/Sutherlin service was recently converted to a fixed route from a commuter route. This correspondingly triggered the requirement to provide complementary paratransit over a vast service area. This service will be converted back to a commuter route by 7/1/2024.</p> <p>Operations Manager will review all current routes and services and provide a recommendation to the Board at the 04/08/2024 meeting on other routes/services that could be reduced.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting that will require Board approval to implement service enhancements or expansions. There will be a requirement in place for UPTD staff to provide a finance and staffing plan for each implementation or enhancement requested.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting to update the Board bylaws to move monthly Board meetings to the 3rd Monday of each month to ensure the Finance Manager has sufficient time to gather all financial reports necessary to complete the Board packet.</p> <p>Effective with the May 2024 regular Board meeting, the General Manager will furnish meeting packets to the Board at least seven calendar days prior to each meeting to allow sufficient time for Board review prior to the meetings.</p>
<p>Due Date:</p>	<p>4/8/24</p>
<p>Status:</p>	<p>In process</p>
<p>Amount Saved:</p>	<p>Winston/Sutherlin Annual Reduction- \$262,925 Remove Overtime Annual - \$68,000 Transferring 2 Drivers Para to NEMT Annual Savings -\$487,805 Combined Annual Savings - \$784,730 Plus \$30,000 income Immediate savings by reducing ParaTransit Hours– \$81,567</p>
	<p>The Operations Manager has been working on the revision for the Winston and Sutherlin routes to bring them back to Commuter Routes. This results in a 4 hour/day reduction in revenue service hours for Sutherlin and 7 hours/day for Winston with a 40 mile/day reduction for Sutherlin and 110 miles/day for Winston.</p>

<p>Comments:</p>	<p>Lifting the ParaTransit requirement for these areas will result in reduction in overtime which ran at \$34,000 for the first 2 quarters of this year. 2 drivers moving to medical transportation, will result in a reduction of 16 hours/day for 305 service days/year. The hours related cost for this service with the recent level of overtime is \$99.96. Just this hours related cost result in \$487,805 savings.</p> <p>Implementing the change to the ParaTransit service area on May 1, 2024 results in reducing 816 ParaTransit revenue service hours over 51 service days, resulting in a savings of \$81,567.</p> <p>The transition to NEMT, which is now generating enough to pay for the full cost of operating plus profit, will allow our drivers to remain employed, reduce the burden on Federal and STIF dollars and generate income. This number is projected, at current rates, approximately \$2,500/month.</p>
<p>Updates:</p>	<p>4/11/2024? - ODOT Expressed concern over the 7/1/2024 timeline for the changes to the commuter routes. GM spoke with Operations Manager. Revised date for changes to 6/1/2024.</p> <p>ODOT advised they did not feel the timeline for the change to commuter service is aggressive enough. Asked that the timeline be moved up to sometime in May.</p> <p>4/25/2024 - ODOT has asked that we add detailed information regarding the immediate action and resulting savings to the Action Plan reflecting the rest of FY24. Cash flow analysis providing the method used to project the savings for each item listed under #7 to be added to the plan.</p> <p>5/1/2024 Cash Flow Analysis presented to the Board. Board reviewed and approved addition of 7A, 7B and 7C showing method used to project savings and timelines moved from 7/1/2024 to 5/13/2024..</p> <ul style="list-style-type: none"> • 7A Winston Route conversion from hourly service to commuter service • 7B Sutherlin Route conversion from hourly service to commuter service • 7C ParaTransit – Dial A Ride service area change

Corrective Actions – Immediate Effect

7A.

Cash Flow Analysis – Actions with Detail – Winston Route conversion to Commuter Service																									
Corrective Action:	<p>Convert Winston Route from Hourly Fixed to Commuter – Effective 5/13/2024 Methodology – Projection Based Q1 & Q2 Actuals - Jul - Dec 23 Includes OPS & OPS Admin Payroll & Materials and Services</p> <table border="0"> <tr> <td>Fixed Route Total</td> <td style="text-align: right;">1,051,591.94</td> </tr> <tr> <td>Miles Related Cost</td> <td style="text-align: right;">239,350.96</td> </tr> <tr> <td>Hours Related Cost</td> <td style="text-align: right;">812,240.98</td> </tr> </table> <table border="0"> <tr> <td>Fixed Route</td> <td></td> </tr> <tr> <td>Miles Related Cost</td> <td style="text-align: right;">1.07</td> </tr> <tr> <td>Hours Related Cost</td> <td style="text-align: right;">80.14</td> </tr> </table> <p>Immediate Effect – May 2024 7 hours/Day – 110 Miles/Day – 14 Service Days = 98 hours, 1,540 miles Winston - May</p> <table border="0"> <tr> <td>Miles Related Cost</td> <td style="text-align: right;">1,647.80</td> </tr> <tr> <td>Hours Related Cost</td> <td style="text-align: right;">7,853.46</td> </tr> <tr> <td>May Total Reduction</td> <td style="text-align: right;">\$9,501.26</td> </tr> </table> <p>Immediate Effect – June 2024 7 hours/Day – 110 Miles/Day – 20 Service Days = 140 hours, 2,200 miles Winston - June</p> <table border="0"> <tr> <td>Miles Related Cost</td> <td style="text-align: right;">2,354.00</td> </tr> <tr> <td>Hours Related Cost</td> <td style="text-align: right;">11,219.23</td> </tr> <tr> <td>June Total Reduction</td> <td style="text-align: right;">\$13,573.23</td> </tr> </table> <p>Winston 2024 - May - June Cost Reduction \$23,074.49</p>	Fixed Route Total	1,051,591.94	Miles Related Cost	239,350.96	Hours Related Cost	812,240.98	Fixed Route		Miles Related Cost	1.07	Hours Related Cost	80.14	Miles Related Cost	1,647.80	Hours Related Cost	7,853.46	May Total Reduction	\$9,501.26	Miles Related Cost	2,354.00	Hours Related Cost	11,219.23	June Total Reduction	\$13,573.23
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Due Date:	5/13/2024																								
Update:	<p>Press release went out May 1, 2024 Routes are re-mapped, ridership levels evaluated, time tables and schedules are revised. Run cut for route bids are complete. New schedules published and available to public. Website updated with new schedules. Bids for routes are complete. New routes awarded 5/8. Revised service implemented 5/13/2024 5/13/2024 Effective date met for service change.</p>																								
Amount Saved:	\$23,074																								

7B.

Cash Flow Analysis – Actions with Detail – Sutherlin Route conversion to Commuter Service	
	Convert Sutherlin Route from Hourly Fixed to Commuter – Effective 5/13/2024 Methodology – Projection Based Q1 & Q2 Actuals - Jul - Dec 23 Includes OPS & OPS Admin Payroll & Materials and Services Fixed Route Total 1,051,591.94 Miles Related Cost 239,350.96 Hours Related Cost 812,240.98 Fixed Route Miles Related Cost 1.07 Hours Related Cost 80.14 Immediate Effect – May 2024 4 hours/Day – 40 Miles/Day – 14 Service Days = 56 Hours - 560 Miles Sutherlin - May Miles Related Cost 599.20 Hours Related Cost 4,487.84 May Total Reduction 5,087.04 Immediate Effect – June 2024 4 hours/Day – 40 Miles/Day – 20 Service Days = 80 Hours - 800 Miles Sutherlin - June Miles Related Cost 856.00 Hours Related Cost 6,411.20 May Total Reduction 7,267.20 Sutherlin 2024 - May - June Cost Reduction 12,354.24
Due Date:	5/13/2024
Update:	Press release went out May 1, 2024 Routes are re-mapped, ridership levels evaluated, time tables and schedules are revised. Run cut for route bids are complete. New schedules published and available to public. Website updated with new schedules. Bids for routes are complete. New routes awarded 5/8. Revised service implemented 5/13/2024 5/13/2024 Effective date met for service change.
Amount Saved:	\$12,354

7C.

Cash Flow Analysis – Actions with Detail – Change ParaTransit and Dial A Ride Service Area																				
Corrective Action:	<p>Reduce ParaTransit Service to Match Revised Fixed Route. Reduce the number of ParaTransit Drivers by 2 resulting in a reduction of ParaTransit hours. This projection is solely based on hours. Although miles are not baked into this projection, they will provide an additional savings. Currently, the average ride is over 10 miles. This number will drop with the reduced service area, as will the number of rides. Hours is the only constant.</p> <p>Methodology – Projection Based Q1 & Q2 Actuals Jul - Dec 23</p> <table border="0"> <tr> <td>ParaTransit</td> <td>334,493.39</td> <td></td> </tr> <tr> <td>Miles Related Cost</td> <td>49,599.09</td> <td>0.82</td> </tr> <tr> <td>Hours Related Cost</td> <td>284,894.30</td> <td>99.96</td> </tr> </table> <p>Immediate Effect – May 2024 16 Hours/Day – 14 Service Days – 224 Hours</p> <table border="0"> <tr> <td>ParaTransit May</td> <td></td> </tr> <tr> <td>Hours Related Cost</td> <td>\$22,391.04</td> </tr> </table> <p>Immediate Effect – June 2024 16 Hours/Day - 20 Service Days = 320 Hours</p> <table border="0"> <tr> <td>ParaTransit</td> <td></td> </tr> <tr> <td>Hours Related Cost</td> <td>\$31,987.20</td> </tr> <tr> <td>ParaTransit May - June Cost Reduction</td> <td>\$54,378.00</td> </tr> </table>	ParaTransit	334,493.39		Miles Related Cost	49,599.09	0.82	Hours Related Cost	284,894.30	99.96	ParaTransit May		Hours Related Cost	\$22,391.04	ParaTransit		Hours Related Cost	\$31,987.20	ParaTransit May - June Cost Reduction	\$54,378.00
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Hours Related Cost	\$31,987.20																			
ParaTransit May - June Cost Reduction	\$54,378.00																			
Due Date:	5/13/2024																			
Amount Saved:	\$54,378																			
Update:	<p>Press release went out May 1, 2024 Dispatch has been instructed not to schedule OT unless directed by management. Meeting/Training with Dispatch is complete. Driver Meeting was delayed due to layoffs. Lessons learned: Drivers meeting should have occurred the same days as layoffs. Drivers found our from other employees and their clients that there was a layoff happening. Changes to service implemented 5/13/2024.</p>																			

8. Review of Records and Report

<p>Finding/Observation:</p>	<p>This topic examined reports submitted to the Board of Directors, single audit reports (addressed above), and expenditure details.</p> <ul style="list-style-type: none"> • Board reports – Board members were generally supportive of the documentation provided by management but there were recommendations for improvements: <ul style="list-style-type: none"> ○ Context to printed financial report – what do the reports say? ○ Timelier submittal of transmittal to board members • Source documentation – a review of randomly selected expenditures reveals miscellaneous, minor issues, but documentation meets federal standards. • Accounts Payable Cycles – While anecdotal evidence was provided that the District more recently was exceeding acceptable payment cycles, this review did not substantiate that late payments were a problem.
<p>Corrective Action:</p>	<p>Finance Manager will provide profit and loss statements and trending variance reports Board packets beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>General Manager will draft a resolution for vote at the 04/08/2024 meeting to update the Board bylaws to move monthly Board meetings to the 3rd Monday of each month to ensure the Finance Manager has sufficient time to gather all financial reports necessary to complete the Board packet.</p> <p>Effective with the 05/2024 regular Board meeting, the General Manager will furnish meeting packets to the Board at least seven calendar days prior to each meeting to allow sufficient time for Board review prior to the meetings.</p>
<p>Due Date:</p>	<p>4/8/2024</p>
<p>Status:</p>	<p>In process</p>
<p>Amount Saved:</p>	<p>N/A – Compliance related</p>
<p>Comments:</p>	
<p>Updates:</p>	<p>Finance Manager started providing profit and loss statements and trending variance reports for Board packets beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>General Manager drafted Resolution 24-04, a resolution updating the Board Bylaws to move the regular Board Meeting to the 3rd Monday and presented to Board at the 4/8/2024 Board Meeting. Board adopted the resolution. Copies of the updated bylaws are being provided at the 5/20/2024 meeting.</p> <p>5/20/2024: Board packets were not provided 7 days prior to Board Meeting.</p>

9. Liquidity Analysis

<p>Finding/Observation:</p>	<p>Various metrics used to evaluate the financial health of the transit agency will be provided in the review report. As noted above, grant awards are designed for specific purposes; there are generally no “block grants” that provide local discretion on how funds are spent. Federal grants are all on a cost reimbursement basis; UPTD must incur the expense, bill ODOT for the expense, and then await payment. During this time, UPTD bears the cash-flow burden while awaiting payment. State STIF funds are provided in advance. This works to improve cash flow; however, it appears to have presented a false sense of the true financial position of the organization, leading both Board members and staff to assume monies were available when, in fact, they were not.</p> <p>Based on existing data as of February 29, 2024, UPTD has virtually no liquid or unrestricted assets available to meet future obligations.</p>
<p>Corrective Action:</p>	<p>Finance Manager will provide profit and loss statements and trending variance reports with the monthly Board packets, beginning 4/8/2024. If there is over \$500/monthly or \$5000/yearly variance, the Finance Manager will explain the reasoning to the Board.</p> <p>The Finance Manager will provide a net position report at the 04/08/2024 Board meeting for the Board to review for sufficiency.</p> <p>UPTD is currently working on the annual budget. Budget discussions have been ongoing, will be an agenda item at the 4/8/2024 meeting and the budget committee meeting on 4/15/24. The cash reserve, once identified by UPTD staff and the Board, will be implemented with the adoption of the FY2024/2025 budget in May 2024.</p> <p>Effective 3/18/2024, UPTD Management has been tasked to identify non-essential expenditures in their remaining FY 2024 budget and reduce expenditures in the upcoming FY 2025 budget process. It has been identified that \$750,000 will need to be cut from next year’s budget. Information for these cuts will be given to the Board at each meeting from now until the budget is adopted in May 2024.</p> <p>Effective 3/18/2024 Operations management are to reduce approximate current overtime payments (\$28,000/quarter).</p> <p>General Manager is to meet with radio advertisement contractor to substantially reduce or eliminate service by 4/30/2024</p> <p>Effective 3/18/2024, no staff travel is allowed except for Board approved RTAP-funded travel. General Manager will draft a resolution for vote at the 4/8/2024 meeting to institute a policy where the Board must approve all RTAP-funded travel.</p> <p>General Manager will cancel storage unit and remove all contents by 4/30/2024</p> <p>General Manager will assess current fair market rents by 4/8/2024 and provide the Board with the updated analysis at the April meeting for discussion on raising the space lease in the building. Rent increase will be served by the General Manager by 05/01/2024 and raised in compliance with current Oregon Commercial Landlord Tenant Laws.</p> <p>General Manager will request foot traffic data for the downtown office and reach out to other local businesses to determine if it is feasible to utilize restrooms and/or sell bus passes from an alternate location and report to the Board at the May 2024 meeting.</p>
<p>Due Date:</p>	<p>5/1/2024</p>

Status:	In process
Amount Saved:	\$50,000 for advertising. Others to be determined
Comments:	<p>Finance Manager is now providing the P&L Statement, Variance Report and Net Position Report for the beginning with the 4/8/24 meeting.</p> <p>The General Manager will work with Finance Manager to ensure we are maintaining and building the cash reserve once established. We will monitor Medical Transportation income and expenditures and report monthly.</p> <p>A summary of changes to the Budget will be provided to the Board prior to the Budget Committee meeting. At this time, over \$750,000 worth of reductions have been made and we are prepared to provide a balance budget to the Board.</p> <p>Contact has been made with Brook Communications and the advertising budget has been cut to not exceed \$5,000/year. Meeting was postponed and rescheduled for 4/9/24.</p> <p>Resolution for Board Approval of Travel will be included in 4/8 Board Packet.</p> <p>The process of clearing the storage unit has begun. The unit will be empty and cancelled prior to 5/1/2024.</p> <p>Still working on the lease information.</p> <p>Downtown Office Manager has been tasked with tracking office foot traffic though the month of May. At a glance we know there are a minimum of 12 drivers that frequent the office as their rest stop, lunch, computer to clock in and out for lunch on a daily basis. Drivers also drop in to replenish tickets and passes for sale on their vehicles. On the average we process a minimum of 20 ADA applications/month. Many of those applicants come to the office for assistance to complete their applications. Cindy will track to get an accurate sample.</p>
Complete	<p>Finance Manager is now providing the P&L Statement, Variance Report and Net Position Report for the beginning with the 4/8/24 meeting.</p> <p>Advertising budget has been cut to a max \$5,000/year.</p>
Updates:	<p>The General Manager and Finance Manager Have provided numerous scenarios for the Board to choose a sollution to ensure we are maintaining and building the cash reserve once established.</p> <p>Resolution 24-06 was provided for Board Approval of Travel in 4/8 Board Packet. Board adopted resolution.</p> <p>Storage unit is emptied and cancelled.</p> <p>Researching the lease has not been the priority</p> <p>Foot traffic through downtown office has been received.</p>

10. Improve Internal Communications

Finding/Observation:	There are necessary improvements needed to improve the efficiency of the organization. Interviews with staff indicate the lack of communication or consistent communication of critical information to management could be improved.
Corrective Action:	<p>Board recommends continued manager meetings at least weekly to discuss items related to the management of the District.</p> <p>Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position.</p> <p>Transition of duties from the General Manager to the HR Director, Finance Manager and Operations Manager, as indicated in the Position Descriptions shall be complete by 06/01/2024, to allow the Management team to focus on duties pertinent to their respective positions.</p> <p>All policies and procedures and business practices will be reviewed by the HR Director, updated and in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>
Due Date:	September 2024
Status:	In process
Amount Saved:	N/A Compliance
Comments:	
Updates:	A recurring Management Team meeting is on the calendar. We have met 3 of 5 Thursdays,
	Position descriptions were provided to the Board for review at the beginning of May. 5/20/24 - HR Director is on the agenda to present for Board approval.
	Transition of duties needs to be clarified.
	The expectation has been set that policies in the employee handbook need to be revised utilizing the SDIS Government template. No update on the progress on policies has been provided.

11. Stay on Message

Finding/Observation:	Interviews with staff indicate that policy direction or messaging from the General Manager is sometimes reactive rather than proactive and will periodically change.
Corrective Action:	Attached with this report are copies of the Position Descriptions for each manager on staff. These position descriptions were requested to be sent after the meeting on 3/18/2024. After review, it is the opinion of the Board that these documents be reviewed and updated by HR Director by 05/01/2024, to reflect actual Position Descriptions and not Position Advertisements. This may help with the delegation of duties as described in the Observation. Effective 3/22/2024 any change in directive, policy or guidance shall be given to employees in writing, dated and kept on file. Future changes in directive, policy or guidance shall supersede the previous written documentation.
Due Date:	3/22/24
Status:	In process
Amount Saved:	N/A
Comments:	We have been working on communication and will continue to do so. Position descriptions were provided. HR is in the process of revising. General Manager is meeting with direct reports to evaluate and understand what they feel is applicable or needs to be updated.
Updates:	Position descriptions were provided to the Board for review at the beginning of May. 5/20/24 - HR Director is on the agenda to present for Board approval.

Additional Board Requests of all UPTD Management Staff - Ongoing

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

Umpqua Pulic Transportation District
Transaction Detail By Account
All Transactions

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
10 ADMIN Payroll								
1-10-110 Wages Finance Mgr								
Check	03/29/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	1,649.45	1,649.45
Total 1-10-110 Wages Finance Mgr							1,649.45	1,649.45
1-10-120 Wages Program Asst								
Check	03/15/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	979.01	979.01
Total 1-10-120 Wages Program Asst							979.01	979.01
1-10-150 Payroll Taxes								
Check	03/15/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	1,010.80	1,010.80
Check	03/29/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	1,034.47	2,045.27
Total 1-10-150 Payroll Taxes							2,045.27	2,045.27
1-10-160 Fringe Benefits								
Bill	01/01/2023	01012023	UNALLOCATED	SDIS	20000	Accounts Payable	31.49	31.49
Total 1-10-160 Fringe Benefits							31.49	31.49
Total 10 ADMIN Payroll							4,705.22	4,705.22
22 OPERATIONS Payroll								
1-22-130 Wages Bus Drivers								
Check	10/13/2021	ACH	UNALLOCATED			1-00-000 Umpqua Checking	7,778.56	7,778.56
Check	10/13/2021	ACH	UNALLOCATED			1-00-000 Umpqua Checking	7,656.60	15,435.16
Check	10/27/2021	ACH	UNALLOCATED			1-00-000 Umpqua Checking	7,702.68	23,137.84
Check	10/27/2021	ACH	UNALLOCATED			1-00-000 Umpqua Checking	2,859.97	25,997.81
Check	10/27/2021	ACH	UNALLOCATED			1-00-000 Umpqua Checking	3,131.77	29,129.58
Check	07/06/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	556.93	29,686.51
Check	01/04/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	19,772.19	49,458.70
Check	02/01/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	267.50	49,726.20
Check	03/09/2023	2517	UNALLOCATED			1-00-000 Umpqua Checking	822.90	50,549.10
Total 1-22-130 Wages Bus Drivers							50,549.10	50,549.10
Total 22 OPERATIONS Payroll							50,549.10	50,549.10
23 OPERATIONS ADMIN Payroll								
1-23-116 Wages Operations Mgr								
Check	03/02/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	23.24	23.24
Total 1-23-116 Wages Operations Mgr							23.24	23.24
1-23-120 Wages - Program Asst								
Check	01/04/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	1,619.10	1,619.10
Check	01/18/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	2,092.56	3,711.66
Check	02/01/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	1,681.41	5,393.07
Check	03/01/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	1,657.10	7,050.17
Total 1-23-120 Wages - Program Asst							7,050.17	7,050.17
1-23-150 Payroll Taxes								
Check	02/02/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	29.22	29.22
Check	02/16/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	628.13	657.35
Check	03/02/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	621.90	1,279.25
Check	03/16/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	644.74	1,923.99
Check	03/30/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	641.51	2,565.50
Check	01/18/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	607.67	3,173.17
Check	02/01/2023	ACH	UNALLOCATED			1-00-000 Umpqua Checking	556.89	3,700.06
Total 1-23-150 Payroll Taxes							3,700.06	3,700.06
1-23-160 Fringe Benefits								
Bill	10/07/2021	10012021	UNALLOCATED	SDIS	20000	Accounts Payable	2,134.79	2,134.79
Bill	11/01/2021	11012021	UNALLOCATED	SDIS	20000	Accounts Payable	2,134.79	4,269.58
Bill	12/01/2021	12012021	UNALLOCATED	SDIS	20000	Accounts Payable	438.58	4,708.16
Bill	02/01/2022	02012022	UNALLOCATED	SDIS	20000	Accounts Payable	1,106.85	5,815.01
Bill	03/01/2022	03012022	UNALLOCATED	Acct. 03-0030010	20000	Accounts Payable	142.21	5,957.22
Total 1-23-160 Fringe Benefits							5,957.22	5,957.22
1-23-170 Retirement								
Bill	07/20/2021	85587355 (1-3) Q2	UNALLOCATED	Edward Jones	20000	Accounts Payable	12.43	12.43
Bill	07/20/2021	85587355 (1-3) Q2	UNALLOCATED	Edward Jones	20000	Accounts Payable	2,568.50	2,580.93
Bill	01/03/2022	12-2021 Contribution	UNALLOCATED	Edward Jones	20000	Accounts Payable	535.36	3,116.29
Bill	02/02/2022	1-2022 Contribution	UNALLOCATED	Edward Jones	20000	Accounts Payable	575.83	3,692.12
Bill	03/01/2022	2-2022 Contribution	UNALLOCATED	Edward Jones	20000	Accounts Payable	1,380.91	5,073.03
Total 1-23-170 Retirement							5,073.03	5,073.03
1-23-180 Worker's Comp								
Bill	01/24/2022	1000802225	UNALLOCATED	SAIF Corporation	20000	Accounts Payable	167.94	167.94
Bill	01/28/2022	100862012	UNALLOCATED	SAIF Corporation	20000	Accounts Payable	7.00	174.94
Bill	02/28/2022	100896072	UNALLOCATED	SAIF Corporation	20000	Accounts Payable	6.44	181.38
General Journal	03/01/2022	01	UNALLOCATED	SAIF 3/1/22-3/1/23 Worker's Comp Annual Premium	1-10-180 Workers' Comp	5.75	187.13	187.13
Total 1-23-180 Worker's Comp							187.13	187.13
1-23-190 Relocation Expense								
Check	01/27/2022	1920	UNALLOCATED	Relocation Mileage		1-00-000 Umpqua Checking	1,423.89	1,423.89
Check	01/27/2022	1920	UNALLOCATED	Relocation Meals for 5 days		1-00-000 Umpqua Checking	490.00	1,913.89
Check	01/27/2022	1920	UNALLOCATED	Relocation expenses, moving supplies, moving truck & move		1-00-000 Umpqua Checking	6,086.11	8,000.00
Total 1-23-190 Relocation Expense							8,000.00	8,000.00
Total 23 OPERATIONS ADMIN Payroll							29,990.85	29,990.85
24 PARA TRANSIT Payroll								
1-24-125 Wages Para Transit								
Check	01/05/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	3,136.00	3,136.00
Check	01/05/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	30.78	3,166.78
Total 1-24-125 Wages Para Transit							3,166.78	3,166.78
1-24-160 Fringe Benefits								
Bill	01/01/2023	01012023	UNALLOCATED	SDIS	20000	Accounts Payable	1,473.62	1,473.62
Total 1-24-160 Fringe Benefits							1,473.62	1,473.62
1-24-170 Retirement								
Bill	07/20/2021	85587355 (1-3) Q2	UNALLOCATED	Edward Jones	20000	Accounts Payable	645.33	645.33
Total 1-24-170 Retirement							645.33	645.33
Total 24 PARA TRANSIT Payroll							5,285.73	5,285.73
25 CALL CENTER Payroll								
1-25-136 Wages Call Center								
Check	01/05/2022	ACH	UNALLOCATED			1-00-000 Umpqua Checking	3,535.26	3,535.26
Total 1-25-136 Wages Call Center							3,535.26	3,535.26
Total 25 CALL CENTER Payroll							3,535.26	3,535.26
26 DEMAND RESPONSE Payroll								
1-26-126 Wages Demand Response								
Check	09/29/2021	ACH	UNALLOCATED			1-00-000 Umpqua Checking	857.00	857.00
Total 1-26-126 Wages Demand Response							857.00	857.00
1-26-160 Fringe Benefits								
Bill	09/01/2021	09012021	UNALLOCATED	SDIS	20000	Accounts Payable	818.45	818.45
Total 1-26-160 Fringe Benefits							818.45	818.45
Total 26 DEMAND RESPONSE Payroll							1,675.45	1,675.45
MATERIALS & SERVICES								
10 - ADMIN								
1-10-230 Audit Fees								
Bill	09/21/2021	5199	UNALLOCATED	MATERIALS & SERVICES:10 - ADMIN:1-10-230 Audit Fees	20000	Accounts Payable	4,099.84	4,099.84
Bill	09/21/2021	5199	UNALLOCATED	MATERIALS & SERVICES:10 - ADMIN:1-10-230 Audit Fees	20000	Accounts Payable	6,177.39	10,277.23
Total 1-10-230 Audit Fees							10,277.23	10,277.23
Total 10 - ADMIN							10,277.23	10,277.23
22 - OPERATIONS								
1-22-320 Fuel & Oil								
Bill	11/15/2022	64019	UNALLOCATED	Ed Staub 1/2 Nov charges	20000	Accounts Payable	5,492.69	5,492.69
Bill	11/30/2022	68918	UNALLOCATED	Ed Staub 1/2 Nov charges	20000	Accounts Payable	70.88	5,563.57
Check	12/08/2022	POS	UNALLOCATED	Costco - DEF for buses	PCard - Biles	68.68	5,632.25	5,632.25
Bill	12/15/2022	73696	UNALLOCATED	Ed Staub 1/2 Dec charges	20000	Accounts Payable	1,340.80	6,973.05
Bill	12/31/2022	78443	UNALLOCATED	Ed Staub 1/2 Dec charges	20000	Accounts Payable	8,509.43	15,482.48
Total 1-22-320 Fuel & Oil							15,482.48	15,482.48
Total 1-22-360 Preventative Maint.								

Umpqua Pulic Transportation District
Transaction Detail By Account
All Transactions

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Bill	06/01/2022	1236370 June 22	UNALLOCATED	DFN		20000 - Accounts Payable	61.96	1,671.10
Bill	06/01/2022	1246338	UNALLOCATED	1 yd 1 wkly		20000 - Accounts Payable	66.25	1,737.35
Bill	06/20/2022	01563419-001 9 6/22	UNALLOCATED	Pacific Power Ops Admin		20000 - Accounts Payable	118.89	1,856.24
Bill	06/30/2022	230-1600-01 May-Jun	UNALLOCATED	City of Roseburg - Water 4/30/2022-6/30/2022		20000 - Accounts Payable	70.40	1,926.64
Bill	06/30/2022	16001314 Jun	UNALLOCATED	RUSA 6/1/22-6/30/22		20000 - Accounts Payable	30.00	1,956.64
Total 1-23-470 Utilities							1,956.64	1,956.64
1-23-520 Safety Supplies/Svcs								
Bill	02/09/2022	1172881	UNALLOCATED	Jackson St. Annual 2 @ \$7		20000 - Accounts Payable	14.00	14.00
Bill	02/17/2022	02-17-2022	UNALLOCATED	Annual 1 @ \$7, RCH 5DCOV5 1 @ \$31, & RCH 5DCOV5 1	20000 - Accounts Payable		69.00	83.00
Total 1-23-520 Safety Supplies/Svcs							83.00	83.00
1-23-700 Non Capital Equip								
Deposit	04/06/2022		UNALLOCATED	Wayfair Return for chairs not in stock		PCard - Bleau S.	-345.89	-345.89
Total 1-23-700 Non Capital Equip							-345.89	-345.89
Total 23 - OPERATIONS ADMIN							18,535.66	18,535.66
24 - PARA								
1-24-320 Fuel & Oil								
Bill	04/01/2023	106866	UNALLOCATED	Ed Staub 1/2 Mar 23 charges		20000 - Accounts Payable	1,781.16	1,781.16
Total 1-24-320 Fuel & Oil							1,781.16	1,781.16
Total 24 - PARA							1,781.16	1,781.16
Total MATERIALS & SERVICES							135,722.03	135,722.03
TOTAL							231,463.64	231,463.64

**ODOT Public Transit Division
Agency Periodic Report (APR)**

Report for: 2023 - 2025 Biennium Quarter 1: July 1 to September 30

Legal Name of Agency: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:
STF Agency: Umpqua Public Transportation District	

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	01/12/2024

Current Period Information

Volunteer & Non-Cash Resources

Type of Volunteer	# of Units (hrs/qty)	Unit Value	Total Value
Drivers	963.00	\$31.80	\$30,623.40
Scheduler/Dispatcher		\$0.00	\$0.00
Office Help		\$0.00	\$0.00
Vehicle Maintenance (washing, etc.)	33.00	\$31.80	\$1,049.40
Contributed Professional Services: List such services as legal, accounting, advertising, etc.			
		\$0.00	\$0.00
Other In-Kind Services: List donated services or materials, supplies, etc.			
		\$0.00	\$0.00
Total			\$31,672.80

Service Data

Category	Fixed Route	Other Than Fixed Route	Total
Total Passenger One-Way Rides	22,787	19,974	42,761
Seniors & Individuals w/ Disabilities Rides	8,645	19,919	28,564
Revenue Operation Hours	5,075	5,904	10,979
Revenue Service Mileage	111,641	100,162	211,803
Are you aware of other PTD grantees that may also be reporting these service data?	No		
If Yes, please provide the names of these agencies:			

Revenue and Expenses

	Previous	Current	Total To Date
Fare Revenue	\$0.00	\$40,874.67	\$40,874.67
Contract Revenue	\$0.00	\$19,730.00	\$19,730.00
PTD Federal Assistance	\$0.00	\$977,710.79	\$977,710.79
Other Federal Assistance	\$0.00	\$0.00	\$0.00
PTD STF Assistance	\$0.00	\$0.00	\$0.00
PTD STIF Assistance	\$0.00	\$948,148.95	\$948,148.95
Other State Assistance	\$0.00	\$23,815.00	\$23,815.00
Local Assistance	\$0.00	\$0.00	\$0.00
Federal Income Earned	\$0.00	\$0.00	\$0.00
Donations (Cash)	\$0.00	\$886.00	\$886.00
Total Revenue	\$0.00	\$2,011,165.41	\$2,011,165.41
Administration Expenses	\$0.00	\$261,984.04	\$261,984.04
Operations Expenses	\$0.00	\$893,488.86	\$893,488.86
Capital Expenses	\$0.00	\$896,490.12	\$896,490.12
Planning Expenses	\$0.00	\$0.00	\$0.00
Total Agency Expenses	\$0.00	\$2,051,963.02	\$2,051,963.02
Operating Profit/Loss	\$0.00	-\$40,797.61	-\$40,797.61

Grant Information

ODOT Agreement #	Title				
34227	2020-22 R3 5339 Umpqua Public Transportation District 34227				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$285,152.00	\$285,152.00	\$0.00	\$0.00	07/01/2020	06/30/2026
Project Progress	We received 3 of the 4 new vans				

ODOT Agreement #	Title				
34248	2020-22 R3 STP Umpqua Public Transportation District 34248				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$690,921.00	\$358,919.00	\$0.00	\$332,002.00	07/01/2020	12/31/2023
Project Progress	We received 3 Hybrid vans and 1 Class D Hybrid bus				

ODOT Agreement #	Title				
35088	2021-23 R3 STIF Disc Umpqua Public Transportation District 35088				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$208,000.00	\$208,000.00	\$0.00	\$0.00	07/01/2021	12/31/2024
Project Progress	We will be receiving the new vehicles in October 2023.				
Outcomes Achieved	We will be receiving the new vehicles in October 2023.				

ODOT Agreement #	Title				
35326	2022-24 R3 STGB Umpqua Public Transportation District 35326				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$809,903.00	\$6,282.00	\$0.00	\$803,621.00	07/01/2022	06/30/2025
Project Progress	Grant was amended. Orders were placed in June 2023. Schetky was awarded 5 Ford Transit and 1 Class C.				

ODOT Agreement #	Title				
35335	2022-24 R3 5339 Umpqua Public Transportation District 35335				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$2,088,000.00	\$0.00	\$10,461.00	\$2,077,539.00	07/01/2022	06/30/2026
Project Progress	This project is just getting started. NEPA was not approved. Design phase and pre-application conference are in process for the new NEPA for a new land purchase.				

ODOT Agreement #	Title				
35375	2022-24 R3 5310 Disc Umpqua Public Transportation District 35375				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$80,000.00	\$79,997.00	\$0.00	\$3.00	07/01/2022	06/30/2024
Project Progress	All funds are expended. PM costs are very high due to inflation and the age of our fleet.				

ODOT Agreement #	Title				
35393	2022-24 R3 COVID 5311 Umpqua Public TD 35393				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$329,485.00	\$329,485.00	\$0.00	\$0.00	10/01/2022	09/30/2024
Project Progress	All funds are expended. The increased cost of everything has hit hard.				

ODOT Agreement #	Title				
35395	2022-26 R3 5339(b) Umpqua Public Transportation District 35395				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$4,486,748.00	\$252,990.00	\$0.00	\$4,233,758.00	11/01/2022	12/31/2026
Deliverables	Target Date	Status	Status Notes		
Expected Project Start Date	12/01/2022	In Process	NEPA for land purchase is underway.		
Expected Project Completion Date	06/30/2026	In Process	If NEPA is approved, land purchase will be made, anticipating the end of December.		
Expected Project Start Date	12/01/2022	Not Started	12/2023		
Expected Project Completion Date	06/30/2026	Not Started	6/30/2026		
Expected Order Date	12/01/2022	In Process	3 Electric buses were going to be ordered through Proterra but this has been paused due to Proterra's financial difficulties.		
Expected Delivery Date	12/15/2024	In Process	Due for delivery May 2024		
Expected Order Date	12/01/2022	In Process	Chargers have been delivered and will be stored until the NEPA process is complete.		
Expected Delivery Date	12/15/2024	In Process	11/2023		
Project Progress	This project is just beginning. Pre-purchase work is in process in order to complete the NEPA prior to purchase of land. 3 electric buses have been paused with Proterra until they work through their financial difficulties. Other electric bus company's are being considered.				

ODOT Agreement #	Title				
35437	2023-25 R3 5311 Umpqua Public Transp District 35437				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$1,229,156.00	\$0.00	\$153,644.00	\$1,075,512.00	07/01/2023	06/30/2025
Project Progress	The increased cost of everything is hitting harder than anticipated.				

ODOT Agreement #	Title				
35502	2023-25 R3 5310 Umpqua Public Transportation District 35502				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$917,217.00	\$0.00	\$114,156.00	\$803,061.00	07/01/2023	06/30/2025
Project Progress	This funding supports our One Stop Call Center and a Transit Contract. As of 5/22/2023, Mercy Express is no longer providing services. UPTD took over the service area that Mercy was covering and hired 3 of their drivers.				

ODOT Agreement #	Title				
35544	2023-25 R3 STIF Formula Umpqua Public TD 35544				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$5,263,833.00	\$1,039,966.00	\$0.00	\$4,223,867.00	07/01/2023	06/30/2025
Project Progress	This funding, combined with CARES funding is the only reason we have not had to cut services.				

Asset Management

Update your capital inventory each quarter. All capital items purchased with state and federal grants from the Public Transportation Division must be listed as long as the item is used in transit service (even if ODOT has released the title.)

Entire Vehicle Inventory								
vehicles in service: 28		# of spares/back-ups: 3		out of service: 4		total: 35		
PTD-Funded Vehicles								
Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service
V000120	V11-03-08	1FDXE45F33HA90413	141,437	09/29/2023	1	Diesel	Marginal	
V000124	V11-07-02	1GBE5V1237F416141	429,867	08/11/2023	1	Diesel	Poor	
V000529	V11-11-03	1N9FLACL85C084247	359,161	06/16/2023	1	Diesel	Marginal	Yes
V000939	V11-09-06	1GBG5U1968F414577	416,689	09/29/2023	1	Diesel	Marginal	
V000979	V11-10-04	1FTSS3EL3ADA62817	249,775	09/19/2023	0	Gasoline (Non-Ethanol)	Adequate	
V001038		1FBNE3BL1BDA42306	240,510	06/30/2021	0	Gasoline (Non-Ethanol)	Poor	Yes
V001240	18-21-05	1FTSS3ELXBDB36834	130,322	09/30/2023	0	Gasoline (Non-Ethanol)	Adequate	
V001468		1FTDS3ELXEDA22359	83,897	09/30/2023	0	Gasoline (Non-Ethanol)	Good	
V001470	18-21-07	1FTDS3EL2EDA22355	139,500	09/30/2023	0	Gasoline (Non-Ethanol)	Adequate	
V001471		1FTDS3EL6EDA22360	145,806	07/31/2023	0	Gasoline (Non-Ethanol)	Good	
V001472	18-21-02	1FTDS3EL8EDA22361	171,868	09/30/2023	0	Gasoline (Non-Ethanol)	Adequate	

PTD-Funded Vehicles								
Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service
V001705		1FDVU4XG4GKA57414	276,785	09/29/2023	0	Gasoline (Non-Ethanol)	Adequate	
V001793	11-16-15	5WEASC8P5GH453055	186,295	09/30/2023	1	Diesel	Adequate	
V001795	11-16-18	5WEASC8P2GH453059	172,666	09/29/2023	1	Diesel	Good	
V001796	11-16-19	5WEASC8P9GH453060	165,970	09/26/2023	1	Diesel	Adequate	
V001831		1FDVU4XM3HKA74048	85,086	09/30/2023	1	Gasoline (Non-Ethanol)	Good	
V001889		1FDVU4XM6JKA73756	127,291	09/29/2023	0	Gasoline (Non-Ethanol)	Good	
V001969	11-17-09	1FDFE4FS6GDC33147	254,342	09/30/2023	1	Gasoline (Non-Ethanol)	Good	
V001973	11-16-16	5WEASC8P9GH453057	237,142	09/30/2023	1	Diesel	Good	
V001974	11-16-17	5WEASC8P0GH453058	141,649	09/30/2023	1	Diesel	Good	
V002506	18-19-04	1FDAF5GT0KDA19235	205,838	09/29/2023	1	Diesel	Good	
V002507	18-19-03	1FDAF5GT9KDA19234	162,646	09/30/2023	1	Diesel	Good	
V002508	18-19-01	1FDAF5GT7KDA19233	152,447	09/02/2023	1	Diesel	Good	
V002509	18-19-02	1FDAF5GT5KDA17853	192,750	09/30/2023	1	Diesel	Good	
V002514	18-20-01	1FBVU4X81LKA10269	69,795	09/29/2023	1	Diesel	Excellent	
V003034		3C6MRVUG8ME518504	69,924	09/30/2023	0	Gasoline (Non-Ethanol)	Excellent	

Vehicles Out of Service			
<i>You must report any vehicle purchased with state and federal funds that is idle for more than 90 days.</i>			
VIN Number	Date of Last Use	Reason for Being Out of Service	Date Expected to Return to Service, Transfer or Disposal
1N9FLACL85C084247	06/16/2023	Maintenance -	10/05/2023
1FBNE3BL1BDA42306	06/30/2021	Ready to Dispose -	

PTD-Funded Equipment					
<i>Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of \$5,000 in the aggregate at the time of purchase. For example, computers and communications equipment aggregated purchase over \$5,000; shop equipment, etc.</i>					
Asset #	Agency #	Description	Date Into Service	Which Program Funded	Condition
E00015		Radios, surveillance cameras, other "prep"	05/21/2010	5311	Poor
		Description of Use Radios, surveillance cameras, other "prep" as listed in OPTIS document 09112949			
E00067		2 Computers, hardware, scheduling & Disp sftwr	10/12/2012	5311	Poor
		Description of Use 2 Computers and associated hardware, 1 scheduling and dispatch software.			

Asset #	Agency #	Description	Date Into Service	Which Program Funded	Condition
E00153		Diagnostic Tools	04/01/2010	5311	Poor
Description of Use GM Diagnostic Tool for GM Engine/Chassis Allison Diagnostic Tool for Transmissions					
E00154		Communications equipment	04/01/2010	5311	Marginal
Description of Use Communications equipment: base radio, antenna, programming, and installation					
E00155		Solar powered shelter lighting	04/01/2010	5311	Marginal
Description of Use Solar powered shelter lighting for existing shelters. Quantity: 36					
E00198		Routematch Communications System	05/26/2021	STIF	Poor
Description of Use Routematch Communications System					

PTD-Funded Signs/Shelters

Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of \$5,000 in the aggregate at the time of purchase. For example route signage, passenger shelters, etc.

Asset #	Agency #	Description	Date Installed	Which Program Funded	Condition
S00038		36 Shelters see attachment with locations	06/10/2005	5311	Adequate
Description of Use 36 shelters purchased under Umpqua Regional Council of Governments Grant #21636, the shelters transferred to Douglas County.33 of the shelters have been placed and 3 still have not been placed as of 11/06/2012.The remaining funds from Sub Grant 21636 was transferred to a Sub Grant Agreement to Douglas County #23754.- alm					

PTD-Funded Facilities

Asset #	Agency #	Description	Date Completed	Which Program Funded	Condition
F00020		Administration Facility with security system, built in 1995.	08/20/2020	STIF	Good
Description of Use 1995 building upgraded to become Administrative facility with security system to house staff, call center, vehicle parking, wash facilities, part of a larger building (leased space?)					

Accidents

Has your agency had any vehicle accidents related to your transit service?	No
Were injuries involved?	No
If Yes to any of the above questions, please complete the following and attach DMV accident report, if filed:	

VIN Number	Type	Number of Fatalities	Number of Injuries	Vehicle Disabled	Drug & Alcohol Test Performed
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Vendors

Total dollars awarded with FTA funds					\$0.00	
Total number of contracts awarded with FTA funds					0	
Total dollars paid with FTA funds					\$0.00	
Total number of contracts paid with FTA funds					0	
Vendor Name	Tax ID Number	Contract Award Date	COBID Certified?	Total Contract FTA	Total Period FTA	Last Contract Payment?

Civil Rights

Did your agency receive any Civil Rights complaints? No

If yes, please explain, including outcomes:

Are you reporting on complaints from a prior quarter?: No

Optional Agency Narrative

Please tell the Public Transportation Division about your agency's transit program, for example, a new service, a new service partner, a service cut-back, etc.

**ODOT Public Transit Division
Agency Periodic Report (APR)**

Report for: 2023 - 2025 Biennium Quarter 2: October 1 to December 31

Legal Name of Agency: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:
STF Agency: Umpqua Public Transportation District	

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	02/15/2024

Current Period Information

Volunteer & Non-Cash Resources

Type of Volunteer	# of Units (hrs/qty)	Unit Value	Total Value
Drivers	967.00	\$31.80	\$30,750.60
Scheduler/Dispatcher		\$0.00	\$0.00
Office Help		\$0.00	\$0.00
Vehicle Maintenance (washing, etc.)	33.00	\$31.80	\$1,049.40
Contributed Professional Services: List such services as legal, accounting, advertising, etc.			
		\$0.00	\$0.00
Other In-Kind Services: List donated services or materials, supplies, etc.			
		\$0.00	\$0.00
Total			\$31,800.00

Service Data

Category	Fixed Route	Other Than Fixed Route	Total
Total Passenger One-Way Rides	25,201	22,427	47,628
Seniors & Individuals w/ Disabilities Rides	8,372	22,379	30,751
Revenue Operation Hours	5,061	6,164	11,225
Revenue Service Mileage	112,589	110,676	223,265
Are you aware of other PTD grantees that may also be reporting these service data?	No		
If Yes, please provide the names of these agencies:			

Revenue and Expenses

	Previous	Current	Total To Date
Fare Revenue	\$40,874.67	\$33,146.95	\$74,021.62
Contract Revenue	\$19,730.00	\$20,330.26	\$40,060.26
PTD Federal Assistance	\$977,710.79	\$734,519.81	\$1,712,230.60
Other Federal Assistance	\$0.00	\$0.00	\$0.00
PTD STF Assistance	\$0.00	\$0.00	\$0.00
PTD STIF Assistance	\$948,148.95	\$1,068,765.20	\$2,016,914.15
Other State Assistance	\$23,815.00	\$25,622.00	\$49,437.00
Local Assistance	\$0.00	\$0.00	\$0.00
Federal Income Earned	\$0.00	\$0.00	\$0.00
Donations (Cash)	\$886.00	\$821.91	\$1,707.91
Total Revenue	\$2,011,165.41	\$1,883,206.13	\$3,894,371.54
Administration Expenses	\$261,984.04	\$302,633.45	\$564,617.49
Operations Expenses	\$893,488.86	\$824,839.94	\$1,718,328.80
Capital Expenses	\$896,490.12	\$798,443.50	\$1,694,933.62
Planning Expenses	\$0.00	\$0.00	\$0.00
Total Agency Expenses	\$2,051,963.02	\$1,925,916.89	\$3,977,879.91
Operating Profit/Loss	-\$40,797.61	-\$42,710.76	-\$83,508.37

Grant Information

ODOT Agreement #	Title				
34227	2020-22 R3 5339 Umpqua Public Transportation District 34227				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$285,152.00	\$285,152.00	\$0.00	\$0.00	07/01/2020	06/30/2026
Project Progress	All 4 vehicles have been received. Radios have been installed in all Demand Response and Fixed Route vehicles. The total project exceeded the planned expenditures by \$71,676.				

ODOT Agreement #	Title				
34248	2020-22 R3 STP Umpqua Public Transportation District 34248				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$690,921.00	\$358,919.00	\$0.00	\$332,002.00	07/01/2020	06/30/2024
Project Progress	We received 3 Hybrid vans and 1 Class D Hybrid Bus. The vehicles received to date have exceeded the planned expenditures by \$78,999. The other vehicles remaining on this grant have almost doubled in price since the order was placed.				

ODOT Agreement #	Title				
35088	2021-23 R3 STIF Disc Umpqua Public Transportation District 35088				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$208,000.00	\$208,000.00	\$0.00	\$0.00	07/01/2021	12/31/2024
Project Progress	We received 2 Class D Hybrid Buses. The vehicles exceeded the planned expenditures by \$40,176.				
Outcomes Achieved	We received 2 Class D Hybrid Buses				

ODOT Agreement #	Title				
35326	2022-24 R3 STGB Umpqua Public Transportation District 35326				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$809,903.00	\$6,282.00	\$0.00	\$803,621.00	07/01/2022	06/30/2025
Project Progress	Grant was amended. Orders were placed in June 2023. Schetky was awarded 5 Ford Transit and 1 Class C.				

ODOT Agreement #	Title				
35335	2022-24 R3 5339 Umpqua Public Transportation District 35335				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$2,088,000.00	\$4,219.00	\$6,242.00	\$2,077,539.00	07/01/2022	06/30/2026
Project Progress	This project is just getting started. NEPA was not approved. Design phase and pre-application conference are in process for the new NEPA for a new land purchase.				

ODOT Agreement #	Title				
35375	2022-24 R3 5310 Disc Umpqua Public Transportation District 35375				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$80,000.00	\$79,997.00	\$0.00	\$3.00	07/01/2022	06/30/2024
Project Progress	All funds are expended.				

ODOT Agreement #	Title				
35393	2022-24 R3 COVID 5311 Umpqua Public TD 35393				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$329,485.00	\$329,485.00	\$0.00	\$0.00	10/01/2022	09/30/2024
Project Progress	All funds are expended.				

ODOT Agreement #	Title				
35395	2022-26 R3 5339(b) Umpqua Public Transportation District 35395				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$4,486,748.00	\$252,990.00	\$0.00	\$4,233,758.00	11/01/2022	12/31/2026
Deliverables	Target Date	Status	Status Notes		
Expected Project Start Date	12/01/2022	In Process	NEPA for land purchase is underway.		
Expected Project Completion Date	06/30/2026	In Process	If NEPA is approved, land purchase will be made, anticipating the end of December.		
Expected Project Start Date	12/01/2022	Not Started	4/2024		
Expected Project Completion Date	06/30/2026	Not Started	6/30/2026		
Expected Order Date	12/01/2022	In Process	3 Electric buses were going to be ordered through Proterra but this has been paused due to Proterra's financial difficulties.		
Expected Delivery Date	12/15/2024	In Process	Due for delivery May 2024		
Expected Order Date	12/01/2022	In Process	Chargers have been delivered and will be stored until the NEPA process is complete.		
Expected Delivery Date	12/15/2024	In Process	4/2024		
Project Progress	This project is just beginning. Pre-purchase work is in process in order to complete the NEPA prior to purchase of land. 3 electric buses have been paused with Proterra until they work through their financial difficulties. Other electric bus company's are being considered.				

ODOT Agreement #	Title				
35437	2023-25 R3 5311 Umpqua Public Transp District 35437				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$1,229,156.00	\$153,644.00	\$0.00	\$1,075,512.00	07/01/2023	06/30/2025
Project Progress	We are utilizing this funding in conjunction with 5310 and STIF to meet costs.				

ODOT Agreement #	Title				
35502	2023-25 R3 5310 Umpqua Public Transportation District 35502				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$917,217.00	\$120,138.00	\$0.00	\$797,079.00	07/01/2023	06/30/2025
Project Progress	Nothing out of the ordinary to report				

ODOT Agreement #	Title				
35544	2023-25 R3 STIF Formula Umpqua Public TD 35544				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$5,263,833.00	\$1,512,509.00	\$0.00	\$3,751,324.00	07/01/2023	06/30/2025
Project Progress	STIF population based and payroll based funding is helping to create great outcomes for all modes of transportation services.				

ODOT Agreement #	Title				
35646	2024-26 R3 COVID 5311 Umpqua Public TD 35646				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$748,360.00	\$0.00	\$0.00	\$748,360.00	02/01/2024	01/31/2026
Project Progress	This funding is offsetting some of the increased costs we are seeing.				

Asset Management

Update your capital inventory each quarter. All capital items purchased with state and federal grants from the Public Transportation Division must be listed as long as the item is used in transit service (even if ODOT has released the title.)

Entire Vehicle Inventory								
vehicles in service: 21		# of spares/back-ups: 3		out of service: 6		total: 30		
PTD-Funded Vehicles								
Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service
V000120	V11-03-08	1FDXE45F33HA90413	146,154	12/29/2023	1	Diesel	Marginal	
V000124	V11-07-02	1GBE5V1237F416141	429,867	08/11/2023	1	Diesel	Poor	Yes
V000529	V11-11-03	1N9FLACL85C084247	359,161	06/16/2023	1	Diesel	Marginal	Yes
V000939	V11-09-06	1GBG5U1968F414577	417,641	11/04/2023	1	Diesel	Marginal	Yes
V000979	V11-10-04	1FTSS3EL3ADA62817	249,802	10/14/2023	0	Gasoline (Non-Ethanol)	Adequate	Yes
V001038		1FBNE3BL1BDA42306	240,510	06/30/2021	0	Gasoline	Poor	

PTD-Funded Vehicles

Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service
V001240	18-21-05	1FTSS3ELXBDB36834	130,342	10/28/2023	0	(Non-Ethanol) Gasoline (Non-Ethanol)	Adequate	
V001468		1FTDS3ELXEDA22359	83,942	12/31/2023	0	Gasoline (Non-Ethanol)	Good	
V001470	18-21-07	1FTDS3EL2EDA22355	140,567	10/23/2023	0	Gasoline (Non-Ethanol)	Adequate	Yes
V001471		1FTDS3EL6EDA22360	145,806	07/31/2023	0	Gasoline (Non-Ethanol)	Adequate	Yes
V001472	18-21-02	1FTDS3EL8EDA22361	176,573	12/09/2023	0	Gasoline (Non-Ethanol)	Adequate	
V001705		1FDVU4XG4GKA57414	284,085	12/21/2023	0	Gasoline (Non-Ethanol)	Adequate	
V001793	11-16-15	5WEASC8P5GH453055	196,406	12/29/2023	1	Diesel	Adequate	
V001795	11-16-18	5WEASC8P2GH453059	175,914	11/28/2023	1	Diesel	Good	
V001796	11-16-19	5WEASC8P9GH453060	167,426	12/30/2023	1	Diesel	Adequate	
V001831		1FDVU4XM3HKA74048	86,976	12/31/2023	1	Gasoline (Non-Ethanol)	Good	
V001889		1FDVU4XM6JKA73756	141,975	12/29/2023	0	Gasoline (Non-Ethanol)	Good	
V001969	11-17-09	1FDFE4FS6GDC33147	273,629	12/29/2023	1	Gasoline (Non-Ethanol)	Good	
V001973	11-16-16	5WEASC8P9GH453057	251,724	12/29/2023	1	Diesel	Good	
V001974	11-16-17	5WEASC8P0GH453058	146,496	12/30/2023	1	Diesel	Good	
V002506	18-19-04	1FDAF5GT0KDA19235	205,892	12/13/2023	1	Diesel	Good	
V002507	18-19-03	1FDAF5GT9KDA19234	175,877	12/27/2023	1	Diesel	Good	
V002508	18-19-01	1FDAF5GT7KDA19233	160,342	12/29/2023	1	Diesel	Good	
V002509	18-19-02	1FDAF5GT5KDA17853	211,353	12/30/2023	1	Diesel	Good	
V002514	18-20-01	1FBVU4X81LKA10269	75,488	12/29/2023	1	Diesel	Excellent	
V003034		3C6MRVUG8ME518504	77,376	12/29/2023	0	Gasoline (Non-Ethanol)	Excellent	
V003344		1FDFE4FN1PDD15068	496	12/28/2023	1	Diesel	Excellent	
V003345		1FDFE4FN3PDD15069	417	12/27/2023	1	Diesel	Excellent	
V003346		1FDFE4FN8PDD15066	1,194	12/28/2023	1	Diesel	Excellent	
V003347		1FDVU4X87PKA03940	1,464	12/30/2023	0	Gasoline (Non-Ethanol)	Excellent	

Vehicles Out of Service

You must report any vehicle purchased with state and federal funds that is idle for more than 90 days.

VIN Number	Date of Last Use	Reason for Being Out of Service	Date Expected to Return to Service, Transfer or Disposal
1GBE5V1237F416141	08/03/2023	Ready to Dispose -	
1N9FLACL85C084247	06/16/2023	Ready to Dispose -	
1GBG5U1968F414577	11/04/2023	Ready to Dispose -	
1FTSS3EL3ADA62817	10/14/2023	Ready to Dispose -	

1FTDS3EL2EDA22355	10/23/2023	Ready to Dispose -	
1FTDS3EL6EDA22360	12/23/2020	Ready to Dispose -	

PTD-Funded Equipment					
<i>Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of \$5,000 in the aggregate at the time of purchase. For example, computers and communications equipment aggregated purchase over \$5,000; shop equipment, etc.</i>					
Asset #	Agency #	Description	Date Into Service	Which Program Funded	Condition
E00015		Radios, surveillance cameras, other "prep"	05/21/2010	5311	Poor
Description of Use Radios, surveillance cameras, other "prep" as listed in OPTIS document 09112949					
E00067		2 Computers, hardware, scheduling & Disp sftwr	10/12/2012	5311	Poor
Description of Use 2 Computers and associated hardware, 1 scheduling and dispatch software.					
E00153		Diagnostic Tools	04/01/2010	5311	Poor
Description of Use GM Diagnostic Tool for GM Engine/Chassis Allison Diagnostic Tool for Transmissions					
E00154		Communications equipment	04/01/2010	5311	Marginal
Description of Use Communications equipment: base radio, antenna, programming, and installation					
E00155		Solar powered shelter lighting	04/01/2010	5311	Marginal
Description of Use Solar powered shelter lighting for existing shelters. Quantity: 36					
E00198		Routematch Communications System	05/26/2021	STIF	Poor
Description of Use Routematch Communications System					
E00294		VHF DMR TIER II MOBILE Radios	10/27/2023	5339	Excellent
Description of Use 35 Radios - DMR TIER III TRUNKING UPG 136-174 MHZ VHF WIDEBAND BNC MALE CRIMP FOR RG58 CABINET HYT MD-782 DESKTOP MIC 10 PIN MD78X SAMLX 10 AMP 12V DC PWR S BASE STATION ANTENNA KIT LMR-400 COAX CBL FOOT INSTALL BASE STATION CREATE DAT FILE PROGRAMMING & TUNING/ UNIT DASHMOUNT INSTALL INBOUND DTMF MIC FOR MD782 CREATE DAT FILE BNC MALE CONN FOR LMR-400 PL259 MALE CRMP FOR LMR4					

PTD-Funded Signs/Shelters					
<i>Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of \$5,000 in the aggregate at the time of purchase. For example route signage, passenger shelters, etc.</i>					
Asset #	Agency #	Description	Date Installed	Which Program Funded	Condition
S00038		36 Shelters see attachment with locations	06/10/2005	5311	Adequate
Description of Use 36 shelters purchased under Umpqua Regional Council of Governments Grant #21636, the shelters transferred to Douglas County.33 of the shelters have been placed and 3 still have not been placed as of 11/06/2012.The remaining funds from Sub Grant 21636 was transferred to a Sub Grant Agreement to Douglas County #23754.- alm					

PTD-Funded Facilities					
Asset #	Agency #	Description	Date Completed	Which Program Funded	Condition
F00020		Administration Facility with security system, built in 1995.	08/20/2020	STIF	Good
Description of Use 1995 building upgraded to become Administrative facility with security system to house staff, call center, vehicle parking, wash facilities, part of a larger building (leased space?)					

Accidents

Has your agency had any vehicle accidents related to your transit service?					No
Were injuries involved?					No
If Yes to any of the above questions, please complete the following and attach DMV accident report, if filed:					
VIN Number	Type	Number of Fatalities	Number of Injuries	Vehicle Disabled	Drug & Alcohol Test Performed

Vendors

Total dollars awarded with FTA funds					\$0.00	
Total number of contracts awarded with FTA funds					0	
Total dollars paid with FTA funds					\$0.00	
Total number of contracts paid with FTA funds					0	
Vendor Name	Tax ID Number	Contract Award Date	COBID Certified?	Total Contract FTA	Total Period FTA	Last Contract Payment?

Civil Rights

Did your agency receive any Civil Rights complaints? No

If yes, please explain, including outcomes:

Are you reporting on complaints from a prior quarter?: No

Optional Agency Narrative

Please tell the Public Transportation Division about your agency's transit program, for example, a new service, a new service partner, a service cut-back, etc.

We are finding with the increased cost of providing service and a very minimal cash reserve, we are going to have to evaluate and determine where to strategically cut services.

**ODOT Public Transit Division
Agency Periodic Report (APR)**

Report for: 2023 - 2025 Biennium Quarter 3: January 1 to March 31

Legal Name of Agency: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:
STF Agency: Umpqua Public Transportation District	

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Current Period Information

Volunteer & Non-Cash Resources

Type of Volunteer	# of Units (hrs/qty)	Unit Value	Total Value
Drivers	935.00	\$31.80	\$29,733.00
Scheduler/Dispatcher		\$0.00	\$0.00
Office Help		\$0.00	\$0.00
Vehicle Maintenance (washing, etc.)	33.00	\$31.80	\$1,049.40
Contributed Professional Services: List such services as legal, accounting, advertising, etc.			
		\$0.00	\$0.00
Other In-Kind Services: List donated services or materials, supplies, etc.			
		\$0.00	\$0.00
Total			\$30,782.40

Service Data

Category	Fixed Route	Other Than Fixed Route	Total
Total Passenger One-Way Rides	27,802	19,729	47,531
Seniors & Individuals w/ Disabilities Rides	8,071	19,494	27,565
Revenue Operation Hours	5,219	6,152	11,371
Revenue Service Mileage	116,091	106,706	222,797
Are you aware of other PTD grantees that may also be reporting these service data?	No		
If Yes, please provide the names of these agencies:			

Revenue and Expenses

	Previous	Current	Total To Date
Fare Revenue	\$74,021.62	\$33,725.61	\$107,747.23
Contract Revenue	\$40,060.26	\$18,458.36	\$58,518.62
PTD Federal Assistance	\$1,712,230.60	\$734,652.33	\$2,446,882.93
Other Federal Assistance	\$0.00	\$0.00	\$0.00
PTD STF Assistance	\$0.00	\$0.00	\$0.00
PTD STIF Assistance	\$2,016,914.15	\$404,209.38	\$2,421,123.53
Other State Assistance	\$49,437.00	\$28,250.00	\$77,687.00
Local Assistance	\$0.00	\$0.00	\$0.00
Federal Income Earned	\$0.00	\$0.00	\$0.00
Donations (Cash)	\$1,707.91	\$714.42	\$2,422.33
Total Revenue	\$3,894,371.54	\$1,220,010.10	\$5,114,381.64
Administration Expenses	\$564,617.49	\$290,048.18	\$854,665.67
Operations Expenses	\$1,718,328.80	\$956,916.17	\$2,675,244.97
Capital Expenses	\$1,694,933.62	\$13,601.75	\$1,708,535.37
Planning Expenses	\$0.00	\$0.00	\$0.00
Total Agency Expenses	\$3,977,879.91	\$1,260,566.10	\$5,238,446.01
Operating Profit/Loss	-\$83,508.37	-\$40,556.00	-\$124,064.37

Grant Information

ODOT Agreement #	Title				
34227	2020-22 R3 5339 Umpqua Public Transportation District 34227				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$285,152.00	\$285,152.00	\$0.00	\$0.00	07/01/2020	06/30/2026
Project Progress	All 4 vehicles have been received. Radios have been installed in all Demand Response and Fixed Route vehicles. The total project exceeded the planned expenditures by \$71,676.				

ODOT Agreement #	Title				
34248	2020-22 R3 STP Umpqua Public Transportation District 34248				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$690,921.00	\$358,919.00	\$0.00	\$332,002.00	07/01/2020	06/30/2024
Project Progress	We received 3 Hybrid vans and 1 Class D Hybrid Bus. The vehicles received to date have exceeded the planned expenditures by \$78,999. The other vehicles remaining on this grant have almost doubled in price since the order was placed. UPTD is not seeking an extension to this grant and will not accept delivery of the last 2 vehicles.				

ODOT Agreement #	Title				
35088	2021-23 R3 STIF Disc Umpqua Public Transportation District 35088				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$208,000.00	\$208,000.00	\$0.00	\$0.00	07/01/2021	12/31/2024
Project Progress	We received 2 Class D Hybrid Buses. The vehicles exceeded the planned expenditures by \$40,176.				
Outcomes Achieved	We received 2 Class D Hybrid Buses				

ODOT Agreement #	Title				
35326	2022-24 R3 STGB Umpqua Public Transportation District 35326				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$809,903.00	\$6,282.00	\$0.00	\$803,621.00	07/01/2022	06/30/2025
Project Progress	Grant was amended. Orders were placed in June 2023. Schetky was awarded 5 Ford Transit and 1 Class C.				

ODOT Agreement #	Title				
35335	2022-24 R3 5339 Umpqua Public Transportation District 35335				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$2,088,000.00	\$10,861.00	\$0.00	\$2,077,139.00	07/01/2022	06/30/2026
Project Progress	This project is just getting started. NEPA was not approved for the original site. Initial design phase and pre-application conference are complete and we are working on the new NEPA for a new land purchase.				

ODOT Agreement #	Title				
35375	2022-24 R3 5310 Disc Umpqua Public Transportation District 35375				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$80,000.00	\$79,997.00	\$0.00	\$3.00	07/01/2022	06/30/2024
Project Progress	All funds are expended.				

ODOT Agreement #	Title				
35393	2022-24 R3 COVID 5311 Umpqua Public TD 35393				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$329,485.00	\$329,485.00	\$0.00	\$0.00	10/01/2022	09/30/2024
Project Progress	All funds are expended.				

ODOT Agreement #	Title				
35395	2022-26 R3 5339(b) Umpqua Public Transportation District 35395				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$4,486,748.00	\$252,990.00	\$0.00	\$4,233,758.00	11/01/2022	12/31/2026
Deliverables	Target Date	Status	Status Notes		
Expected Project Start Date	12/01/2022	In Process	NEPA for land purchase is underway.		
Expected Project Completion Date	06/30/2026	In Process	If NEPA is approved, the land purchase will be revisited and discussed with the BOD.		
Expected Project Start Date	12/01/2022	Not Started	4/2024		
Expected Project Completion Date	06/30/2026	Not Started	6/30/2026		
Expected Order Date	12/01/2022	In Process	3 Electric buses were going to be ordered through Proterra but this has been paused due to Proterra's financial difficulties.		
Expected Delivery Date	12/15/2024	In Process	Due for delivery May 2024		
Expected Order Date	12/01/2022	In Process	Chargers have been delivered and will be stored until the NEPA process is complete.		
Expected Delivery Date	12/15/2024	In Process	4/2024		
Project Progress	This project is just beginning. Pre-purchase work is in process in order to complete the NEPA prior to purchase of land. 3 electric buses have been paused with Proterra until they work through their financial difficulties. Other electric bus company's are being considered.				

ODOT Agreement #	Title				
35437	2023-25 R3 5311 Umpqua Public Transp District 35437				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$1,229,156.00	\$407,634.00	\$97,602.00	\$723,920.00	07/01/2023	06/30/2025
Project Progress	We are utilizing this funding in conjunction with 5310 and STIF to meet costs.				

ODOT Agreement #	Title				
35502	2023-25 R3 5310 Umpqua Public Transportation District 35502				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$917,217.00	\$278,224.00	\$93,626.00	\$545,367.00	07/01/2023	06/30/2025
Project Progress	Nothing out of the ordinary to report				

ODOT Agreement #	Title				
35544	2023-25 R3 STIF Formula Umpqua Public TD 35544				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$5,263,833.00	\$2,027,786.00	\$0.00	\$3,236,047.00	07/01/2023	06/30/2025
Project Progress	STIF population based and payroll based funding is helping to create great outcomes for all modes of transportation services.				

ODOT Agreement #	Title				
35646	2024-26 R3 COVID 5311 Umpqua Public TD 35646				
Value of Grant	Amount Paid	Amount in Process	Amount Available	Start Date	End Date
\$748,360.00	\$284,992.00	\$463,368.00	\$0.00	02/01/2024	01/31/2026
Project Progress	This funding is offsetting some of the increased costs we are seeing.				

Asset Management

Update your capital inventory each quarter. All capital items purchased with state and federal grants from the Public Transportation Division must be listed as long as the item is used in transit service (even if ODOT has released the title.)

Entire Vehicle Inventory								
vehicles in service: 21		# of spares/back-ups: 2		out of service: 7		total: 30		
PTD-Funded Vehicles								
Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service
V000120	V11-03-08	1FDXE45F33HA90413	148,685	03/29/2024	1	Diesel	Marginal	
V000124	V11-07-02	1GBE5V1237F416141	429,867	08/11/2023	1	Diesel	Poor	Yes
V000529	V11-11-03	1N9FLACL85C084247	359,164	02/22/2024	1	Diesel	Poor	Yes
V000939	V11-09-06	1GBG5U1968F414577	417,641	11/04/2023	1	Diesel	Poor	Yes
V000979	V11-10-04	1FTSS3EL3ADA62817	249,802	10/14/2023	0	Gasoline (Non-Ethanol)	Poor	Yes
V001240	18-21-05	1FTSS3ELXBDB36834	130,342	10/28/2023	0	Gasoline (Non-Ethanol)	Adequate	

PTD-Funded Vehicles

Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service
V001468		1FTDS3ELXEDA22359	84,844	03/31/2024	0	Gasoline (Non-Ethanol)	Good	
V001470	18-21-07	1FTDS3EL2EDA22355	140,567	10/23/2023	0	Gasoline (Non-Ethanol)	Poor	Yes
V001471		1FTDS3EL6EDA22360	145,806	07/31/2023	0	Gasoline (Non-Ethanol)	Poor	Yes
V001472	18-21-02	1FTDS3EL8EDA22361	176,597	02/13/2024	0	Gasoline (Non-Ethanol)	Adequate	
V001705		1FDVU4XG4GKA57414	286,700	03/25/2024	0	Gasoline (Non-Ethanol)	Adequate	Yes
V001706		1FDVU4XG6GKA57415	170,492	03/30/2024	0	Gasoline (Non-Ethanol)	Excellent	
V001793	11-16-15	5WEASC8P5GH453055	201,139	03/29/2024	1	Diesel	Adequate	
V001795	11-16-18	5WEASC8P2GH453059	180,955	03/30/2024	1	Diesel	Good	
V001796	11-16-19	5WEASC8P9GH453060	176,684	03/30/2024	1	Diesel	Adequate	
V001831		1FDVU4XM3HKA74048	90,149	03/31/2024	1	Gasoline (Non-Ethanol)	Good	
V001889		1FDVU4XM6JKA73756	153,740	03/30/2024	0	Gasoline (Non-Ethanol)	Good	
V001969	11-17-09	1FDFE4FS6GDC33147	290,648	03/27/2024	1	Gasoline (Non-Ethanol)	Good	
V001973	11-16-16	5WEASC8P9GH453057	260,442	03/30/2024	1	Diesel	Good	
V001974	11-16-17	5WEASC8P0GH453058	154,822	03/29/2024	1	Diesel	Good	
V002506	18-19-04	1FDAF5GT0KDA19235	215,609	03/30/2024	1	Diesel	Good	
V002507	18-19-03	1FDAF5GT9KDA19234	180,427	03/29/2024	1	Diesel	Good	
V002508	18-19-01	1FDAF5GT7KDA19233	173,893	03/25/2024	1	Diesel	Good	
V002509	18-19-02	1FDAF5GT5KDA17853	223,047	03/29/2024	1	Diesel	Good	
V002514	18-20-01	1FBVU4X81LKA10269	173,893	03/25/2024	1	Diesel	Excellent	
V003034		3C6MRVUG8ME518504	82,579	03/29/2024	0	Gasoline (Non-Ethanol)	Excellent	
V003344		1FDFE4FN1PDD15068	3,368	03/20/2024	1	Diesel	Excellent	
V003345		1FDFE4FN3PDD15069	7,854	03/29/2024	1	Diesel	Excellent	
V003346		1FDFE4FN8PDD15066	18,633	03/29/2024	1	Diesel	Excellent	
V003347		1FDVU4X87PKA03940	7,720	03/30/2024	0	Gasoline (Non-Ethanol)	Excellent	

Vehicles Out of Service

You must report any vehicle purchased with state and federal funds that is idle for more than 90 days.

VIN Number	Date of Last Use	Reason for Being Out of Service	Date Expected to Return to Service, Transfer or Disposal
1GBE5V1237F416141	08/11/2023	Ready to Dispose -	
1N9FLACL85C084247	02/22/2024	Ready to Dispose -	
1GBG5U1968F414577	11/04/2023	Ready to Dispose -	
1FTSS3EL3ADA62817	10/14/2023	Ready to Dispose -	
1FTDS3EL2EDA22355	10/23/2023	Ready to Dispose -	

1FTDS3EL6EDA22360	07/31/2023	Ready to Dispose -	
1FDVU4XG4GKA57414	03/01/2024	Ready to Dispose -	

PTD-Funded Equipment					
<i>Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of \$5,000 in the aggregate at the time of purchase. For example, computers and communications equipment aggregated purchase over \$5,000; shop equipment, etc.</i>					
Asset #	Agency #	Description	Date Into Service	Which Program Funded	Condition
E00015		Radios, surveillance cameras, other "prep"	05/21/2010	5311	Poor
Description of Use Radios, surveillance cameras, other "prep" as listed in OPTIS document 09112949					
E00067		2 Computers, hardware, scheduling & Disp sftwr	10/12/2012	5311	Poor
Description of Use 2 Computers and associated hardware, 1 scheduling and dispatch software.					
E00153		Diagnostic Tools	04/01/2010	5311	Poor
Description of Use GM Diagnostic Tool for GM Engine/Chassis Allison Diagnostic Tool for Transmissions					
E00154		Communications equipment	04/01/2010	5311	Marginal
Description of Use Communications equipment: base radio, antenna, programming, and installation					
E00155		Solar powered shelter lighting	04/01/2010	5311	Marginal
Description of Use Solar powered shelter lighting for existing shelters. Quantity: 36					
E00198		Routematch Communications System	05/26/2021	STIF	Poor
Description of Use Routematch Communications System					
E00294		VHF DMR TIER II MOBILE Radios	10/27/2023	5339	Excellent
Description of Use 35 Radios - DMR TIER III TRUNKING UPG 136-174 MHZ VHF WIDEBAND BNC MALE CRIMP FOR RG58 CABINET HYT MD-782 DESKTOP MIC 10 PIN MD78X SAMLX 10 AMP 12V DC PWR S BASE STATION ANTENNA KIT LMR-400 COAX CBL FOOT INSTALL BASE STATION CREATE DAT FILE PROGRAMMING & TUNING/ UNIT DASHMOUNT INSTALL INBOUND DTMF MIC FOR MD782 CREATE DAT FILE BNC MALE CONN FOR LMR-400 PL259 MALE CRMP FOR LMR4					

PTD-Funded Signs/Shelters					
<i>Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of \$5,000 in the aggregate at the time of purchase. For example route signage, passenger shelters, etc.</i>					
Asset #	Agency #	Description	Date Installed	Which Program Funded	Condition
S00038		36 Shelters see attachment with locations	06/10/2005	5311	Adequate
Description of Use 36 shelters purchased under Umpqua Regional Council of Governments Grant #21636, the shelters transferred to Douglas County.33 of the shelters have been placed and 3 still have not been placed as of 11/06/2012.The remaining funds from Sub Grant 21636 was transferred to a Sub Grant Agreement to Douglas County #23754.- alm					

PTD-Funded Facilities					
Asset #	Agency #	Description	Date Completed	Which Program Funded	Condition
F00020		Administration Facility with security system, built in 1995.	08/20/2020	STIF	Good
Description of Use 1995 building upgraded to become Administrative facility with security system to house staff, call center, vehicle parking, wash facilities, part of a larger building (leased space?)					

Accidents

Has your agency had any vehicle accidents related to your transit service?					No
Were injuries involved?					No
If Yes to any of the above questions, please complete the following and attach DMV accident report, if filed:					
VIN Number	Type	Number of Fatalities	Number of Injuries	Vehicle Disabled	Drug & Alcohol Test Performed

Vendors

Total dollars awarded with FTA funds					\$0.00	
Total number of contracts awarded with FTA funds					0	
Total dollars paid with FTA funds					\$0.00	
Total number of contracts paid with FTA funds					0	
Vendor Name	Tax ID Number	Contract Award Date	COBID Certified?	Total Contract FTA	Total Period FTA	Last Contract Payment?

Civil Rights

Did your agency receive any Civil Rights complaints? No

If yes, please explain, including outcomes:

Are you reporting on complaints from a prior quarter?: No

Optional Agency Narrative

Please tell the Public Transportation Division about your agency's transit program, for example, a new service, a new service partner, a service cut-back, etc.

With the increased cost of providing service and a very minimal cash reserve, have just walked through the process to adjust services on the Winston and Sutherlin routes which affects the ParaTransit service area. Notification to the public have been posted to the website, a press release went out to the news stations and the services were cut by 5/13/2024.

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: UPTD STIF Population Based Projects

Project supports E&D: Yes

Number: SPR-23-0782-1

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget

	Planned	Total to Date	Remaining
STIF Funds	\$834,726.00	\$341,142.00	\$493,584.00
Other Funds	\$1,099,534.00	\$768,005.00	\$331,529.00
STIF Carry Forward	\$0.00	\$0.00	\$0.00
Total Expenditure	\$1,934,260.00	\$1,109,147.00	\$825,113.00

STIF Project Cash Flow

	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$0.00	\$316,414.00	\$316,414.00	\$0.00	\$0.00

Expenditures

	Previous	Current	Total to Date
STIF Funds	\$240,775.00	\$100,367.00	\$341,142.00
Other Funds	\$373,892.00	\$394,113.00	\$768,005.00
STIF Carry Forward	\$0.00	\$0.00	\$0.00
Total Expenditure	\$614,667.00	\$494,480.00	\$1,109,147.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2025	In Process	Call Center Match

Deliverables	Target Date	Status	Status Notes
Task 2 Completed	06/30/2025	In Process	Mercy closed their program after this allocation was made. UPTD has absorbed their drivers and passengers into the overall system.
Task 3 Completed	06/30/2025	In Process	Reedsport is building back to pre-covid numbers
Task 4 Completed	06/30/2025	In Process	DRTF continues to provide service to people with disabilities
Task 5 Completed	06/30/2025	In Process	Sunrise continues to provide service to people with disabilities
Task 6 Completed	06/30/2025	In Process	These funds will be utilized when other funding sources are no longer available
Task 7 Completed	06/30/2025	In Process	Our Para Transit Service Area has grown.
Task 8 Completed	06/30/2025	In Process	5311 Fed Match dollars

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	5.00%	\$5,018.35
Expands Routes or Services to Areas with High Percentage of Low-Income Households	0%	\$0.00
Reduces Fares in Communities with High Percentage of Low-Income Households	0%	\$0.00
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	0%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	25.00%	\$25,091.75
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	5.00%	\$5,018.35
Provides Student Transit for Students in Grades 9-12	0%	\$0.00
Services for older adults and people with disabilities	65.00%	\$65,238.55

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	1	11.7L.00 Mobility Management - 5302(a)(1)(L)	\$42,726	\$42,726.00	\$12,571.00
1.1	1	11.7L.00 Mobility Management - 5302(a)(1)(L) STIF Carry Forward and Other Funds Federal: \$98,766 Outcome Measures Number of individuals that received transit training: 150 Number of individuals that are served by a coordinated demand response call center: 350 Other Measure (Predefined): 2,000 Paratransit Rides Provided	\$11,304	\$11,304.00	
2	1	30.09.01 Operations - Mercy Express Demand Response Service Match for 5310	\$42,000	\$42,000.00	\$37,621.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
2.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 0 Revenue Hours: 0 Rides: 0 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 0 Paratransit Rides Provided	\$0	\$0.00	
3	1	30.09.01 Operations - City of Reedsport	\$36,000	\$36,000.00	\$32,144.00
3.1	1	30.09.01 50% Federal Share STIF Carry Forward and Other Funds Federal: \$10,980 Outcome Measures Revenue Miles: 3,919 Revenue Hours: 509 Rides: 996 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 996 Paratransit Rides Provided	\$1,257	\$1,257.00	
4	1	30.09.01 Operations - Douglas Resident Training Facility	\$15,000	\$15,000.00	\$3,750.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
4.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 13,650 Revenue Hours: 426 Rides: 1,706 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 1,706 Paratransit Rides Provided	\$3,750	\$3,750.00	
5	1	30.09.01 Operations - Sunrise Enterprises	\$12,000	\$12,000.00	\$3,000.00
5.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 21,917 Revenue Hours: 701 Rides: 10,947 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 14,054 Paratransit Rides Provided	\$3,000	\$3,000.00	
6	1	11.7A.00 Preventive Maintenance	\$75,000	\$75,000.00	\$54,011.00
6.1	1	11.7A.00 Preventive Maintenance STIF Carry Forward and Other Funds Federal: \$7,896 Outcome Measures Other Measure (Predefined): 1 Reserve Funds Created	\$904	\$904.00	
7	1	30.09.01 Operations - UPTD ParaTransit Service	\$300,000	\$300,000.00	\$219,381.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
7.1	1	30.09.01 50% Federal Share STIF Carry Forward and Other Funds Federal: \$160,327 Outcome Measures Revenue Miles: 34,564 Revenue Hours: 2,995 Rides: 4,492 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 4,492 Paratransit Rides Provided	\$18,335	\$18,335.00	
8	1	11.73.00 Contingencies - 5311 Federal Match Funding	\$312,000	\$312,000.00	\$131,106.00
8.1	1	11.73.00 Contingencies STIF Carry Forward and Other Funds Federal: \$116,144 Outcome Measures Other Measure (Predefined): 1 Reserve Funds Created	\$61,817	\$61,817.00	

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: Fixed Route Services

Project supports E&D: Yes

Number: SPR-23-0782-2

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget

	Planned	Total to Date	Remaining
STIF Funds	\$2,665,444.00	\$629,136.00	\$2,036,308.00
Other Funds	\$870,000.00	\$419,704.00	\$450,296.00
STIF Carry Forward	\$1,542,000.00	\$48,986.00	\$1,493,014.00
Total Expenditure	\$5,077,444.00	\$1,097,826.00	\$3,979,618.00

STIF Project Cash Flow

	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$20,449.00	\$740,608.00	\$740,608.00	\$0.00	\$20,449.00

Expenditures

	Previous	Current	Total to Date
STIF Funds	\$481,783.00	\$147,353.00	\$629,136.00
Other Funds	\$191,663.00	\$228,041.00	\$419,704.00
STIF Carry Forward	\$0.00	\$48,986.00	\$48,986.00
Total Expenditure	\$673,446.00	\$424,380.00	\$1,097,826.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2025	In Process	Roseburg Route in Q3 saw a 22.86% increase in ridership over Q3 in 2022

Deliverables	Target Date	Status	Status Notes
Task 2 Completed	06/30/2025	In Process	Saturday service in Q2 saw a 32.9% increase in ridership over Q3 2022
Task 3 Completed	06/30/2025	In Process	Sutherlin saw a 100% increase in Q3 ridership over Q3 2022
Task 4 Completed	06/30/2025	In Process	Winston saw a decrease of 54 rides over Q3 2022
Task 5 Completed	06/30/2025	In Process	So County ridership saw an increase of 6.9% in Q3 ridership over Q3 2022
Task 6 Completed	06/30/2025	Not Started	Lifeline is not started - awaiting new buses ridership over Q3 2022
Task 7 Completed	06/30/2025	Not Started	The So County Collector has not been started
Task 8 Completed	06/30/2025	Not Started	The YMCA collector has been put on hold. Funds that were intended to roll forward were utilized to maintain service during the last 3 QTRs of 22-23
Task 9 Completed	06/30/2025	Not Started	Not Started
Task 10 Completed	06/30/2025	Not Started	Not Started
Task 11 Completed	06/30/2025	In Process	In Process

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	20.00%	\$29,470.60
Expands Routes or Services to Areas with High Percentage of Low-Income Households	20.00%	\$29,470.60
Reduces Fares in Communities with High Percentage of Low-Income Households	20.00%	\$29,470.60
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	0%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	20.00%	\$29,470.60
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	0%	\$0.00
Provides Student Transit for Students in Grades 9-12	5.00%	\$7,367.65
Services for older adults and people with disabilities	15.00%	\$22,102.95

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	1	30.09.01 Operations - Roseburg Route	\$340,000	\$340,000.00	\$254,385.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1.1	1	30.09.01 50% Federal Share STIF Carry Forward and Other Funds Federal: \$228,041 Outcome Measures Revenue Miles: 29,075 Revenue Hours: 1,757 Rides: 17,109 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 14,952 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 2,997 Is this project supporting student transportation?: 0 Yes Number of Students in Grades 9-12 Served by Demand Response: 0 Number of Students in Grades 9-12 with Free or Reduced Fares: 0 Number of Students in Grades 9-12 Attending a School Served by Transit (Annual): 1,547 Number of Rides to Students in Grades 9-12 (Annual): 508 Other Measure (Predefined): 2,758 Low-Income Fares Provided	\$40,544	\$40,544.00	
2	1	30.09.01 Operations - Roseburg Saturday Service	\$187,000	\$187,000.00	\$121,756.00
2.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 4,220 Revenue Hours: 254 Rides: 1,813 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 14,952 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 2,997 Is this project supporting student transportation?: 0 Yes Number of Students in Grades 9-12 Attending a School Served by Transit (Annual): 1,547	\$34,160	\$34,160.00	
3	1	30.09.01 Operations - Sutherlin Route	\$627,600	\$627,600.00	\$461,063.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
3.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 19,951 Revenue Hours: 813 Rides: 1,868 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 5,616 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 1,137 Is this project supporting student transportation?: 0 Yes Number of Students in Grades 9-12 Attending a School Served by Transit (Annual): 405 Other Measure (Predefined): 2,758 Low-Income Fares Provided	\$49,869	\$49,869.00	
4	1	30.09.01 Operations - Winston Route	\$645,972	\$645,972.00	\$503,720.00
4.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 20,079 Revenue Hours: 843 Rides: 2,160 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 12,985 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 2,984 Is this project supporting student transportation?: 0 Yes Number of Students in Grades 9-12 Attending a School Served by Transit (Annual): 422 Other Measure (Predefined): 2,758 Low-Income Fares Provided	\$22,272	\$22,272.00	
5	1	30.09.01 Operations - South County Route	\$746,372	\$746,372.00	\$578,230.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
5.1	1	30.09.01 50% Federal Share STIF Carry Forward and Other Funds Unspent \$48,986 Funds: Outcome Measures Revenue Miles: 41,505 Revenue Hours: 1,484 Rides: 4,535 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 16,267 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 3,528 Is this project supporting student transportation?: 0 Yes Number of Students in Grades 9-12 Attending a School Served by Transit (Annual): 2,120 Other Measure (Predefined): 2,758 Low-Income Fares Provided	\$0	\$0.00	
6	1	30.09.01 Operations - Lifeline Connector Douglas to Josephine and Lane	\$20,000	\$20,000.00	\$20,000.00
6.1	1	30.09.01 50% Federal Share Outcome Measures Is this project supporting student transportation?: 0 No Other Measure (Predefined): 0 Low-Income Fares Provided	\$0	\$0.00	
7	1	30.09.01 Operations - South County Collector	\$0	\$0.00	\$0.00
7.1	1	30.09.01 50% Federal Share Outcome Measures Is this project supporting student transportation?: 0 Yes Other Measure (Predefined): 0 Low-Income Fares Provided	\$0	\$0.00	
8	1	30.09.01 Operations - Roseburg YMCA Collector	\$0	\$0.00	\$0.00
8.1	1	30.09.01 50% Federal Share Outcome Measures Is this project supporting student transportation?: 0 Yes Other Measure (Predefined): 0 Low-Income Fares Provided	\$0	\$0.00	

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
9	1	30.09.01 Operations - Sutherlin Saturday Service	\$47,000	\$47,000.00	\$47,000.00
9.1	1	30.09.01 50% Federal Share Outcome Measures Is this project supporting student transportation?: 0 Yes Other Measure (Predefined): 0 Low-Income Fares Provided	\$0	\$0.00	
10	1	30.09.01 Operations - Winston Saturday	\$46,500	\$46,500.00	\$46,500.00
10.1	1	30.09.01 50% Federal Share Outcome Measures Is this project supporting student transportation?: 0 Yes Other Measure (Predefined): 0 Low-Income Fares Provided	\$0	\$0.00	
11	1	11.73.00 Contingencies - Kids Ride Free 0-17	\$5,000	\$5,000.00	\$3,654.00
11.1	1	11.73.00 Contingencies Outcome Measures Other Measure (Predefined): 2,758 Low-Income Fares Provided	\$508	\$508.00	

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: Demand Response Services

Project supports E&D: Yes

Number: SPR-23-0782-3

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget

	Planned	Total to Date	Remaining
STIF Funds	\$853,660.00	\$327,050.00	\$526,610.00
Other Funds	\$20,000.00	\$0.00	\$20,000.00
STIF Carry Forward	\$20,000.00	\$0.00	\$20,000.00
Total Expenditure	\$893,660.00	\$327,050.00	\$566,610.00

STIF Project Cash Flow

	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$0.00	\$327,050.00	\$327,050.00	\$0.00	\$0.00

Expenditures

	Previous	Current	Total to Date
STIF Funds	\$262,438.00	\$64,612.00	\$327,050.00
Other Funds	\$0.00	\$0.00	\$0.00
STIF Carry Forward	\$0.00	\$0.00	\$0.00
Total Expenditure	\$262,438.00	\$64,612.00	\$327,050.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2025	In Process	Utilizing this funding to sustain increased levels of Para Transit services.

Deliverables	Target Date	Status	Status Notes
Task 2 Completed	06/30/2025	In Process	Utilizing this funding to sustain Dial A Ride services that were brought inhouse
Task 3 Completed	06/30/2025	In Process	Reserve is to cover unexpected expenses when all other funding has been utilized

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	0%	\$0.00
Expands Routes or Services to Areas with High Percentage of Low-Income Households	0%	\$0.00
Reduces Fares in Communities with High Percentage of Low-Income Households	50.00%	\$32,306.00
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	0%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	0%	\$0.00
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	0%	\$0.00
Provides Student Transit for Students in Grades 9-12	0%	\$0.00
Services for older adults and people with disabilities	50.00%	\$32,306.00

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	1	30.09.01 Operations - Paratransit Service	\$553,660	\$553,660.00	\$371,705.00
1.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 34,564 Revenue Hours: 2,995 Rides: 4,492 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 4,492 Paratransit Rides Provided	\$35,632	\$35,632.00	
2	1	30.09.01 Operations - UPTD Demand Response Dial A Ride	\$290,000	\$290,000.00	\$144,905.00

Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
2.1	1	30.09.01 50% Federal Share Outcome Measures Revenue Miles: 32,122 Revenue Hours: 1,502 Rides: 1,403 Number of New Stops Shared with Other Providers: 0 Number of People within a Half Mile of Transit Stop (Annual): 0 Number of Low-Income Households within a Half Mile of Transit Stop (Annual): 0 Is this project supporting student transportation?: 0 No Other Measure (Predefined): 1,448 Low-Income Fares Provided	\$28,980	\$28,980.00	
3	1	11.73.00 Contingencies	\$10,000	\$10,000.00	\$10,000.00
3.1	1	11.73.00 Contingencies	\$0	\$0.00	

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: Administration

Project supports E&D: Yes

Number: SPR-23-0782-4

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget			
	Planned	Total to Date	Remaining
STIF Funds	\$700,000.00	\$94,979.00	\$605,021.00
Other Funds	\$0.00	\$328,187.00	-\$328,187.00
STIF Carry Forward	\$200,000.00	\$138,055.00	\$61,945.00
Total Expenditure	\$900,000.00	\$561,221.00	\$338,779.00

STIF Project Cash Flow					
	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$0.00	\$233,034.00	\$233,034.00	\$0.00	\$0.00

Expenditures			
	Previous	Current	Total to Date
STIF Funds	\$94,979.00	\$0.00	\$94,979.00
Other Funds	\$215,687.00	\$112,500.00	\$328,187.00
STIF Carry Forward	\$95,164.00	\$42,891.00	\$138,055.00
Total Expenditure	\$405,830.00	\$155,391.00	\$561,221.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2025	In Process	This project has been critical to maintain Admin Staff

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	10.00%	\$0.00
Expands Routes or Services to Areas with High Percentage of Low-Income Households	10.00%	\$0.00
Reduces Fares in Communities with High Percentage of Low-Income Households	15.00%	\$0.00
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	15.00%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	15.00%	\$0.00
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	15.00%	\$0.00
Provides Student Transit for Students in Grades 9-12	5.00%	\$0.00
Services for older adults and people with disabilities	15.00%	\$0.00

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	1	11.79.00 Project Admin.	\$700,000	\$700,000.00	\$605,021.00
1.1	1	11.79.00 Project Admin. STIF Carry Forward and Other Funds Federal: \$112,500 Unspent \$42,891 Funds:	\$0	\$0.00	

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: Capital Vehicle Reserve

Project supports E&D: Yes

Number: SPR-23-0782-5

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget

	Planned	Total to Date	Remaining
STIF Funds	\$100,000.00	\$332,081.00	-\$232,081.00
Other Funds	\$50,000.00	\$644,471.00	-\$594,471.00
STIF Carry Forward	\$220,000.00	\$205,260.00	\$14,740.00
Total Expenditure	\$370,000.00	\$1,181,812.00	-\$811,812.00

STIF Project Cash Flow

	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$0.00	\$332,081.00	\$332,081.00	\$0.00	\$0.00

Expenditures

	Previous	Current	Total to Date
STIF Funds	\$332,081.00	\$0.00	\$332,081.00
Other Funds	\$644,471.00	\$0.00	\$644,471.00
STIF Carry Forward	\$205,260.00	\$0.00	\$205,260.00
Total Expenditure	\$1,181,812.00	\$0.00	\$1,181,812.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2025	In Process	Received 9 vans

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	0%	\$0.00
Expands Routes or Services to Areas with High Percentage of Low-Income Households	0%	\$0.00
Reduces Fares in Communities with High Percentage of Low-Income Households	0%	\$0.00
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	0%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	50.00%	\$0.00
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	0%	\$0.00
Provides Student Transit for Students in Grades 9-12	0%	\$0.00
Services for older adults and people with disabilities	50.00%	\$0.00

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	1	11.73.00 Contingencies - Roll Over Unspent Match for Vehicles on Order and add to the reserve for future	\$100,000	\$100,000.00	-\$232,081.00
1.1	1	11.73.00 Contingencies Outcome Measures Other Measure (Predefined):	\$0	\$0.00	
		2 Capital Improvements Completed			

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: Capital Improvements for PM Bldg and Parking

Project supports E&D: No

Number: SPR-23-0782-6

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget

	Planned	Total to Date	Remaining
STIF Funds	\$100,000.00	\$100.00	\$99,900.00
Other Funds	\$0.00	\$257,969.00	-\$257,969.00
STIF Carry Forward	\$544,000.00	\$29,667.00	\$514,333.00
Total Expenditure	\$644,000.00	\$287,736.00	\$356,264.00

STIF Project Cash Flow

	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$0.00	\$29,767.00	\$29,767.00	\$0.00	\$0.00

Expenditures

	Previous	Current	Total to Date
STIF Funds	\$100.00	\$0.00	\$100.00
Other Funds	\$257,969.00	\$0.00	\$257,969.00
STIF Carry Forward	\$29,667.00	\$0.00	\$29,667.00
Total Expenditure	\$287,736.00	\$0.00	\$287,736.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2025	In Process	Received Electric Bus Chargers. Preliminary work for NEPA is complete. Awaiting NEPA approval from FTA

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	20.00%	\$0.00
Expands Routes or Services to Areas with High Percentage of Low-Income Households	25.00%	\$0.00
Reduces Fares in Communities with High Percentage of Low-Income Households	0%	\$0.00
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	50.00%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	0%	\$0.00
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	0%	\$0.00
Provides Student Transit for Students in Grades 9-12	0%	\$0.00
Services for older adults and people with disabilities	5.00%	\$0.00

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	1	11.73.00 Contingencies - Provide match for the 5339 Grant Award	\$100,000	\$100,000.00	\$99,900.00
1.1	1	11.73.00 Contingencies	\$0	\$0.00	

STIF Project Report

Report for: FY2024 Qtr.3: January - March 2024

Project Report for: UPTD Coordinated Plan

Project supports E&D: Yes

Number: SPR-23-0782-7

Public Transportation Service Provider: Umpqua Public Transportation District	
Mailing Address: 3076 NE Diamond Lake Blvd	
City, State, Zip: Roseburg, Oregon, 97470	
Contact: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 6713691 0753	Fax No.:
Prepared by: Cheryl Cheas - UPTD	E-mail: ccheas@umpquatransit.org
Phone No.: 1 (541) 671-3691 0753	Fax No.:

Provider	
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.	
Authorized by:	Date:
Cheryl Cheas - UPTD	05/15/2024

Budget

	Planned	Total to Date	Remaining
STIF Funds	\$10,003.00	\$0.00	\$10,003.00
Other Funds	\$186,000.00	\$0.00	\$186,000.00
STIF Carry Forward	\$23,000.00	\$0.00	\$23,000.00
Total Expenditure	\$219,003.00	\$0.00	\$219,003.00

STIF Project Cash Flow

	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenditures

	Previous	Current	Total to Date
STIF Funds	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00	\$0.00
STIF Carry Forward	\$0.00	\$0.00	\$0.00
Total Expenditure	\$0.00	\$0.00	\$0.00

Deliverables	Target Date	Status	Status Notes
Task 1 Completed	06/30/2023	Not Started	This is match money for a grant for shelters. Have not received a grant.

Program Criteria		
Criteria	Percent	Amount
Increases Frequency to Areas with High Percentage of Low-Income Households	0%	\$0.00
Expands Routes or Services to Areas with High Percentage of Low-Income Households	50.00%	\$0.00
Reduces Fares in Communities with High Percentage of Low-Income Households	0%	\$0.00
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	0%	\$0.00
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	0%	\$0.00
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	0%	\$0.00
Provides Student Transit for Students in Grades 9-12	0%	\$0.00
Services for older adults and people with disabilities	50.00%	\$0.00

Tasks					
Task #	Quantity	Description	Total Unit Price	STIF Total	Remaining
1	7	11.33.10 Passenger Shelters	\$1,429	\$10,003.00	\$10,003.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Sheryl Bleau
Phone: 1 (541) 6710788
Fax:
Email: sbleau@umpquatransit.org

Document No.: 232521789
Process Date: 02/26/2024
Effective Date: 02/01/2024
Execution Date: 01/22/2024
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35646
Fund(s): 5311

Comments:

This report reflects Jan-Mar 24, which is the first quarter the Grant was active and expense dates reflect 2/1/2024 which is the execution date of the subgrant agreement. This was done by the direction of Bianca Sinfield and Jennifer Boardman so that we could get this reimbursement put through. Actual quarter is Oct - Dec 23 for expenses ending 12/31/2023.

Fiscal Period: FY2024 Qtr.3: January - March 2024

Item: 30.09.08 - EMER RELIEF - OPERATING 100%		Activity Budget:	\$518,360.00
		Subgrant Contribution:	\$518,360.00
		Grantee Match:	\$0.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits Admin	N	\$20,000.00
• Other (please enter description)	Advert/Bank Svcs/Board/Bldg Maint/Dues/IT/Rent	N	\$7,379.00
• Other (please enter description)	Bldg Pmt, HR Computer, Data Ports	N	\$42,621.00
• Salaries and Benefits	Salaries & Benefits Operations	N	\$139,248.00
• Other (please enter description)	Planning/Engineering - new land	N	\$6,071.00
		Total:	\$215,319.00
		Match Source	Match Amount
		In Kind	\$0.00
		Local	\$0.00
		State	\$0.00
		PTD Paid	\$0.00
		Other	\$0.00
		Total:	\$0.00
		Reimbursement Requested:	\$215,319.00

Item: 30.09.08 - EMER RELIEF - OPERATING 100%

Activity Budget: \$230,000.00
Subgrant Contribution: \$230,000.00
Grantee Match: \$0.00

Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits Para/DR	N	\$69,673.00
Total:			\$69,673.00

Match Source	Match Amount
In Kind	\$0.00
Local	\$0.00
State	\$0.00
PTD Paid	\$0.00
Other	\$0.00
Total:	\$0.00

Reimbursement Requested: \$69,673.00

Total Reimbursement Requested: \$284,992.00

Name of Authorized Representative:	Date:
Bianca Sinfield	02/26/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$284,992.00	\$463,368.00	\$0.00	\$0.00
Match:	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requested:	\$284,992.00	\$463,368.00	\$0.00	\$0.00
Payment:	\$284,992.00	\$0.00	\$463,368.00	\$0.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Sheryl Bleau
Phone: 1 (541) 6710788
Fax:
Email: sbleau@umpquatransit.org

Document No.: 232521957
Process Date: 05/16/2024
Effective Date: 02/01/2024
Execution Date: 01/22/2024
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35646
Fund(s): 5311

Fiscal Period: FY2024 Qtr.3: January - March 2024

Item: 30.09.08 - EMER RELIEF - OPERATING 100%		Activity Budget:	\$518,360.00
		Subgrant Contribution:	\$518,360.00
		Grantee Match:	\$0.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits	N	\$244,415.00
• Travel	Travel Expenses	N	\$1,030.00
• Other (please enter description)	Advertising/Back ground/Board/Bldg Maint/Dues	N	\$17,145.00
• Other (please enter description)	IT/Rent/Recruitment/ Training/Supplies/ Postage/Tele	N	\$15,743.00
• Other (please enter description)	Tablets/Utilities/ Vehicle&Property Ins	N	\$24,708.00
Total:			\$303,041.00
		Match Source	Match Amount
		In Kind	\$0.00
		Local	\$0.00
		State	\$0.00
		PTD Paid	\$0.00
		Other	\$0.00
Total:			\$0.00
Reimbursement Requested:			\$303,041.00

Item: 30.09.08 - EMER RELIEF - OPERATING 100%		Activity Budget:	\$230,000.00
		Subgrant Contribution:	\$230,000.00
		Grantee Match:	\$0.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits	N	\$153,801.00
• Vehicle Maintenance	Preventative Maintenance	N	\$2,043.00
• Fuel, Oil, Tires and Other Supplies	Fuel	N	\$3,002.00
• Other (please enter description)	Bldg Maint/Supplies/Lease/Tablets/Safety	N	\$1,481.00
Total:			\$160,327.00
		Match Source	Match Amount
		In Kind	\$0.00
		Local	\$0.00
		State	\$0.00
		PTD Paid	\$0.00
		Other	\$0.00
Total:			\$0.00
Reimbursement Requested:			\$160,327.00

Total Reimbursement Requested: \$463,368.00

Name of Authorized Representative:	Date:
Cheryl Cheas - UPTD	05/16/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$463,368.00	\$284,992.00	\$0.00	\$0.00
Match:	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requested:	\$463,368.00	\$284,992.00	\$0.00	\$0.00
Payment:	\$463,368.00	\$284,992.00	\$0.00	\$0.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Sheryl Bleau
Phone: 1 (541) 6710788
Fax:
Email: sbleau@umpquatransit.org

Document No.: 232521847
Process Date: 03/27/2024
Effective Date: 07/01/2023
Execution Date: 06/30/2023
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35437
Fund(s): 5311

Fiscal Period: FY2024 Qtr.3: January - March 2024

Item: 11.79.00 - Project Admin.		Activity Budget:	\$334,336.00
		Subgrant Contribution:	\$300,000.00
		Grantee Match:	\$34,336.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Admin Salaries & Benefits (January)	N	\$13,931.00
• Salaries and Benefits	Admin Salaries & Benefits (February)	N	\$13,930.00
Total:			\$27,861.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$2,861.00
		Other	\$0.00
Total:			\$2,861.00
		Reimbursement Requested:	\$25,000.00
Item: 30.09.02 - Operating Sliding Scale		Activity Budget:	\$943,573.00
		Subgrant Contribution:	\$529,156.00
		Grantee Match:	\$414,417.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits (January)	N	\$39,315.00
• Salaries and Benefits	Salaries & Benefits (February)	N	\$39,315.00
Total:			\$78,630.00
		Match Source	Match Amount
		In Kind	\$0.00
		Local	\$0.00
		State	\$34,534.00
		Other	\$0.00
Total:			\$34,534.00
		Reimbursement Requested:	\$44,096.00

Item: 11.7A.00 - Preventive Maintenance		Activity Budget:	\$445,782.00
		Subgrant Contribution:	\$400,000.00
		Grantee Match:	\$45,782.00
Expense Type	Description	Receipt	Expense Amount
• Vehicle Maintenance	Preventative Maintenance (January)	N	\$18,720.00
• Vehicle Maintenance	Preventative Maintenance (February)	N	\$18,688.00
Total:			\$37,408.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$3,842.00
		Other	\$0.00
Total:			\$3,842.00
Reimbursement Requested:			\$33,566.00

Total Reimbursement Requested: \$102,662.00

Name of Authorized Representative:	Date:
Jennifer Boardman	03/27/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$143,899.00	\$566,604.00	\$0.00	\$1,013,188.00
Match:	\$41,237.00	\$164,030.00	\$0.00	\$289,268.00
Reimbursement Requested:	\$102,662.00	\$402,574.00	\$0.00	\$723,920.00
Payment:	\$102,662.00	\$304,972.00	\$97,602.00	\$723,920.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Sheryl Bleau
Phone: 1 (541) 6710788
Fax:
Email: sbleau@umpquatransit.org

Document No.: 232521894
Process Date: 05/16/2024
Effective Date: 07/01/2023
Execution Date: 06/30/2023
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35437
Fund(s): 5311

Fiscal Period: FY2024 Qtr.3: January - March 2024

Item: 11.79.00 - Project Admin.		Activity Budget:	\$334,336.00
		Subgrant Contribution:	\$300,000.00
		Grantee Match:	\$34,336.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits	N	\$13,931.00
Total:			\$13,931.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$1,431.00
		Other	\$0.00
Total:			\$1,431.00
		Reimbursement Requested:	\$12,500.00
Item: 30.09.02 - Operating Sliding Scale		Activity Budget:	\$943,573.00
		Subgrant Contribution:	\$529,156.00
		Grantee Match:	\$414,417.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits	N	\$39,316.00
Total:			\$39,316.00
		Match Source	Match Amount
		In Kind	\$0.00
		Local	\$0.00
		State	\$17,268.00
		Other	\$0.00
Total:			\$17,268.00
		Reimbursement Requested:	\$22,048.00

Item: 11.7A.00 - Preventive Maintenance		Activity Budget:	\$445,782.00
		Subgrant Contribution:	\$400,000.00
		Grantee Match:	\$45,782.00
Expense Type	Description	Receipt	Expense Amount
• Vehicle Maintenance	Preventative Maintenance	N	\$18,315.00
Total:			\$18,315.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$1,881.00
		Other	\$0.00
Total:			\$1,881.00
Reimbursement Requested:			\$16,434.00

Total Reimbursement Requested: \$50,982.00

Name of Authorized Representative:	Date:
Cheryl Cheas - UPTD	05/16/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$71,562.00	\$638,941.00	\$0.00	\$1,013,188.00
Match:	\$20,580.00	\$184,687.00	\$0.00	\$289,268.00
Reimbursement Requested:	\$50,982.00	\$454,254.00	\$0.00	\$723,920.00
Payment:	\$50,982.00	\$407,634.00	\$46,620.00	\$723,920.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Sheryl Bleau
Phone: 1 (541) 6710788
Fax:
Email: sbleau@umpquatransit.org

Document No.: 232521908
Process Date: 05/16/2024
Effective Date: 07/01/2023
Execution Date: 06/30/2023
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35502
Fund(s): 5310

Fiscal Period: FY2024 Qtr.3: January - March 2024

Item: 11.71.13 - Contracted Service (5310 only)		Activity Budget:	\$66,867.00
		Subgrant Contribution:	\$60,000.00
		Grantee Match:	\$6,867.00
Expense Type	Description	Receipt	Expense Amount
• Contracted Transportation Services	Contracted Services - Reedsport	N	\$12,236.00
Total:			\$12,236.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$1,257.00
		Other	\$0.00
Total:			\$1,257.00
		Reimbursement Requested:	\$10,979.00
Item: 11.7L.00 - Mobility Management - 5302(a)(1)(L)		Activity Budget:	\$871,745.00
		Subgrant Contribution:	\$782,217.00
		Grantee Match:	\$89,528.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits	N	\$45,002.00
Total:			\$45,002.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$4,622.00
		Other	\$0.00
Total:			\$4,622.00
		Reimbursement Requested:	\$40,380.00

Item: 11.7A.00 - Preventive Maintenance		Activity Budget:	\$83,584.00
		Subgrant Contribution:	\$75,000.00
		Grantee Match:	\$8,584.00
Expense Type	Description	Receipt	Expense Amount
• Vehicle Maintenance	Preventative Maintenance	N	\$2,870.00
Total:			\$2,870.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$295.00
		Other	\$0.00
Total:			\$295.00
Reimbursement Requested:			\$2,575.00

Total Reimbursement Requested: \$53,934.00

Name of Authorized Representative:	Date:
Cheryl Cheas - UPTD	05/16/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$60,108.00	\$310,067.00	\$44,235.00	\$607,786.00
Match:	\$6,174.00	\$31,843.00	\$4,543.00	\$62,419.00
Reimbursement Requested:	\$53,934.00	\$278,224.00	\$39,692.00	\$545,367.00
Payment:	\$53,934.00	\$278,224.00	\$0.00	\$585,059.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

Recipient

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

Contact: Sheryl Bleau

Phone: 1 (541) 6710788

Fax:

Email: sbleau@umpquatransit.org

Document No.:

232521848

Process Date:

04/08/2024

Effective Date:

07/01/2023

Execution Date:

06/30/2023

FEIN:

833039760

TEAMS Id:

CV30018010-00

ODOT Agreement:

35502

Fund(s):

5310

Fiscal Period: FY2024 Qtr.3: January - March 2024

Item: 11.7L.00 - Mobility Management - 5302(a)(1)(L)		Activity Budget:	\$871,745.00
		Subgrant Contribution:	\$782,217.00
		Grantee Match:	\$89,528.00
Expense Type	Description	Receipt	Expense Amount
• Salaries and Benefits	Salaries & Benefits (Jan)	N	\$28,981.00
• Salaries and Benefits	Salaries & Benefits (Feb)	N	\$29,636.00
• Other (please enter description)	IT/Supplies/Telephone/Tablets/Utilities	N	\$4,691.00
• Other (please enter description)	IT/Supplies/Telephone/Tablets/Utilities	N	\$1,761.00
		Total:	\$65,069.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$6,683.00
		Other	\$0.00
		Total:	\$6,683.00
		Reimbursement Requested:	\$58,386.00
Item: 11.7A.00 - Preventive Maintenance		Activity Budget:	\$83,584.00
		Subgrant Contribution:	\$75,000.00
		Grantee Match:	\$8,584.00
Expense Type	Description	Receipt	Expense Amount
• Vehicle Maintenance	Preventative Maint - Jan	N	\$2,965.00
• Vehicle Maintenance	Preventative Maint - Feb	N	\$2,965.00
		Total:	\$5,930.00
		Match Source	Match Amount
		Local	\$0.00
		State	\$609.00
		Other	\$0.00
		Total:	\$609.00
		Reimbursement Requested:	\$5,321.00

Total Reimbursement Requested: \$63,707.00

Name of Authorized Representative:	Date:
Bianca Sinfield	04/08/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$70,999.00	\$299,176.00	\$44,235.00	\$607,786.00
Match:	\$7,292.00	\$30,725.00	\$4,543.00	\$62,419.00
Reimbursement Requested:	\$63,707.00	\$268,451.00	\$39,692.00	\$545,367.00
Payment:	\$63,707.00	\$214,517.00	\$53,934.00	\$585,059.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Cheryl Cheas - UPTD
Phone: 1 (541) 6713691 0753
Fax:
Email: ccheas@umpquatransit.org

Fiscal Period: FY2024 Qtr.4: April - June 2024

Document No.: 232521863
Process Date: 04/08/2024
Effective Date: 07/01/2023
Execution Date: 07/01/2023
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35544
Fund(s): STIF

Item: 92 - State Transportation Improvement Fund (STIF) Projects		Activity Budget:	\$5,263,833.00
		Subgrant Contribution:	\$5,263,833.00
		Grantee Match:	\$0.00
Expense Type	Description	Receipt	Expense Amount
● STIF Projects	STIF Formula Population FY24 Q4	N	\$72,502.00
Total:			\$72,502.00
Match Source			Match Amount
Total:			\$0.00
Reimbursement Requested:			\$72,502.00

Total Reimbursement Requested: \$72,502.00

Name of Authorized Representative:	Date:
Bianca Sinfield	04/08/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$72,502.00	\$1,955,284.00	\$0.00	\$3,236,047.00
Match:	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requested:	\$72,502.00	\$1,955,284.00	\$0.00	\$3,236,047.00
Payment:	\$72,502.00	\$1,955,284.00	\$0.00	\$3,236,047.00

**ODOT Public Transportation Division
Reimbursement Invoice and Request Form**

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

Contact: Cheryl Cheas - UPTD
Phone: 1 (541) 6713691 0753
Fax:
Email: ccheas@umpquatransit.org

Fiscal Period: FY2024 Qtr.4: April - June 2024

Document No.: 232521864
Process Date: 04/08/2024
Effective Date: 07/01/2023
Execution Date: 07/01/2023
FEIN: 833039760
TEAMS Id: CV30018010-00
ODOT Agreement: 35544
Fund(s): STIF

Item: 92 - State Transportation Improvement Fund (STIF) Projects		Activity Budget:	\$5,263,833.00
		Subgrant Contribution:	\$5,263,833.00
		Grantee Match:	\$0.00
Expense Type	Description	Receipt	Expense Amount
• STIF Projects	STIF Formula Payroll FY24 Q4	N	\$442,775.00
Total:			\$442,775.00
Match Source			Match Amount
Total:			\$0.00
Reimbursement Requested:			\$442,775.00

Total Reimbursement Requested: \$442,775.00

Name of Authorized Representative:	Date:
Bianca Sinfield	04/08/2024
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	\$442,775.00	\$1,585,011.00	\$0.00	\$3,236,047.00
Match:	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requested:	\$442,775.00	\$1,585,011.00	\$0.00	\$3,236,047.00
Payment:	\$442,775.00	\$1,585,011.00	\$0.00	\$3,236,047.00

April 9th – May 20th, 2024 - General Manager's Board Report

1. Provided UPTD Action Plan and signed resolutions to ODOT.
2. Met with the Operations Manager to review his job description and get input on how well it fits with what he's currently doing in his position and gather feedback in preparation for performance review.
3. Met with Finance Manager to go over her job description and see how well it fits with what she's been doing and gather feedback in preparation for performance review.
4. Met with the Administrative Assistant to go over her job description and determine how well she feels it matches her position and gather feedback in preparation for performance review.
5. Set a recurring Thursday management team meeting and met 3 of 5 Thursdays.
6. Provided Budget packets to the Budget Committee.
7. Prepared Budget Packets for the in-person meeting.
8. Requested updated job descriptions for review. Requested revision to General Manager job description to bring expectations into alignment with the expectations of all others.
9. Met with ODOT and Thomas Benetti with Volpe to go of her NEPA requirements and progress.
10. Participated in the SAIF "Stop the Fall" training.
11. Worked with Crystal to develop Bay Cities brokerage projection of income for current service levels and for increased service levels for wheelchair medical transportation. Incorporated actual income and expense information, when it was provided, for a better profit and loss projection.
12. Met with Emily Ring of Douglas County Emergency Management, and Tyler Conners with HADCO to discuss emergency evacuation transportation topics.
13. Reviewed Basin Transit communication for service level of reduction. Wrote a press release, drawing on previous media releases regarding our service level reductions and changes to fare structure. Revised and minimized press release based on input from ODOT.
14. Met with Systech to discuss the migration from Mitel to RingCentral.
15. Prepared the minutes from last year 's Budget Committee meeting.
16. Participated in the first Budget Committee meeting.
17. Prepared low, mid, and high total compensation data regarding the vacant Transit Supervisor position for the Board.
18. Prepared, low, mid and high range, total compensation data regarding the vacant Executive Assistant position to provide to the Board.
19. Did a cost analysis regarding the part-time variable transit driver position to provide data for the Board.
20. Met with HR answers.
21. Reviewed and signed contracts with Umpqua Valley Financial for the audit for fiscal year ending 6/30/24.
22. Noticed the second Budget Committee meeting to the News Review.
23. Provided new packet to the Budget Committee.
24. Reviewed and provided input for open issues on the NTD report.

25. Met with WHA insurance regarding our health, dental, vision, short-term disability, long-term disability coverage renewals.
26. Worked with Systech to determine missing details for the new RingCentral system.
27. Provided requested information for the Bike Friendly Community application.
28. Noticed, created Board packets, prepared and participated in five Special Board meetings.
29. Drafted minutes for five Special Board meetings.
30. Researched and provided guidance regarding reduced fare.
31. Helped Systech troubleshoot issues with the RingCentral implementation.
32. Met with ODOT every Thursday for ongoing updates to the UPTD Action Plan. Provided ongoing information to ODOT as requested.
33. Continued to request proposals/bids for the Phase 1 environmental for NEPA.
34. Provided Board update for actual income and expense information for the NEMT wheelchair program.
35. Provided updated overtime data to dispatch.
36. Provided a letter of support for the ODOT Sutherlin project on Central near I-5 mile post 136.
37. Reviewed and formatted updated schedules for Winston and Sutherlin. Posted to the website. Posted fare changes, effective June 1 to the website.
38. Posted legal notice to the News Review for the Budget hearing.
39. Provided debt verification to the Oregon office of the State Treasurer, Debt Management Division.
40. Attended meeting at ODOT regarding Diamond Lake Boulevard frontage improvements.
41. Interviewed with Kyle Bailey @KQEN on the morning conversation.
42. Met with Randy to review video regarding a Title VI complaint.
43. At the request of HR, participated in the meetings with every driver that was laid off.
44. Met with B and S Automotive to discuss ongoing challenges, re-define points of contact.
45. Met with ODHS to discuss partnership possibilities.
46. Met with Douglas County Senior Services to discuss options to get people to the senior dining sites.
47. Provided steps from the Oregon Local Budgeting Manual regarding noticing the Budget hearing, and when changes can be made to the approved Budget.
48. Provided written, and verbal interview with News Review.
49. Provided the Master App to WHA Insurance to renew our health insurance coverages for the year.
50. The General Manager, Finance Manager, Dispatch Supervisor met with Bay Cities brokerage to discuss the discrepancies in payments. They asked us to reconsider our decision to eliminate the wheelchair rides.



FOR IMMEDIATE RELEASE: May 18, 2024

Contact: Cheryl Cheas, UPTD General Manager

Phone: 541-671-0753

Email: ccheas@umpquatransit.org

Umpqua Public Transportation District Seeking Candidates for Board Vacancy:

Umpqua Public Transportation District is accepting applications to fill one open position on its Board of Directors.

The appointee will serve the remainder of Tom Trotter's term, Position #3, which expires June 2027. Tom Trotter resigned from the board effective June 4, 2024.

The Umpqua Public Transportation District Board of Directors is comprised of seven board members. Each member is elected at-large by the registered voters of the District to serve a four year term.

Interested candidates can request an information packet, which includes information about the District, position, and application/selection process, from the District office by contacting Cheryl Cheas at 541-671-0753 or by email at ccheas@umpquatransit.org. You may also visit our office located at 3076 NE Diamond Lake Blvd, Roseburg, OR during regular business hours from 8:00 AM to 5:00 PM, Monday through Friday, excluding posted holidays.

The deadline to submit applications for this vacancy is Monday, July 10, 2024.

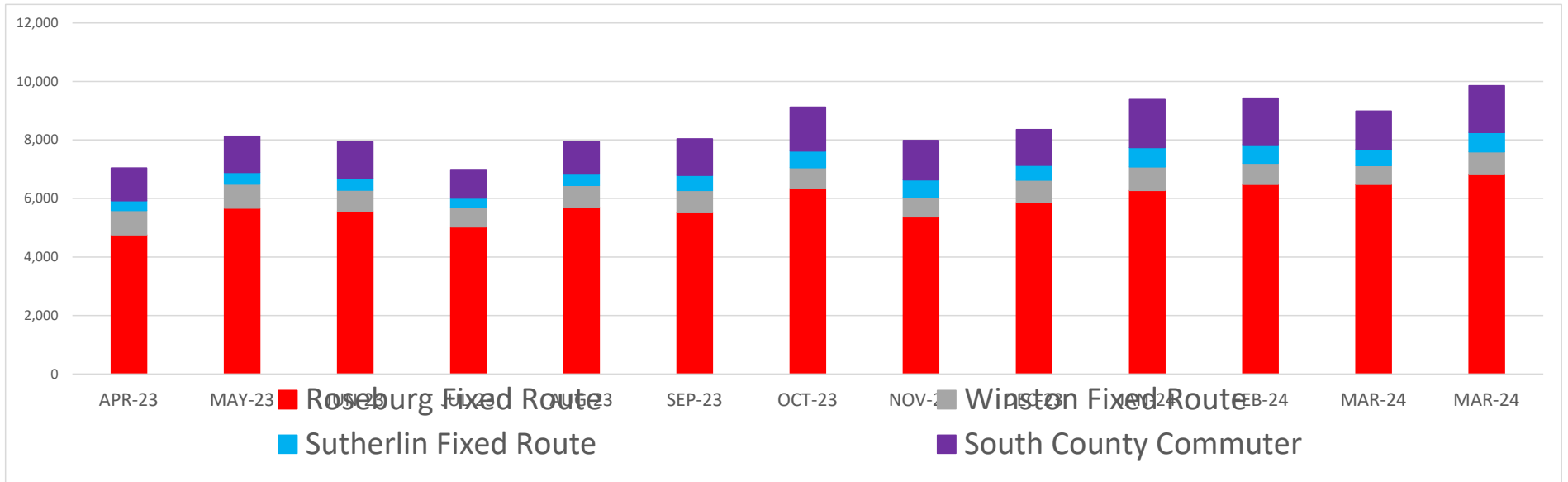
For more information, please contact Cheryl Cheas, UPTD General Manager 541-671-0753.

About Umpqua Public Transportation District:

On September 12, 2018, the Douglas County Board of Commissioners ordered the formation of the Douglas County Transportation District, an Oregon special District formed under Oregon Revised Statutes ("ORS") Chapter 198, and authorized to exercise all powers granted to a Transportation District in ORS 267.510-267.650, by and through an elected board of directors. The first Board was elected in the November 2018 election. The Board provides oversight of Public Transportation Services within Douglas County including UTrans fixed route bus services, Para Transit services and the Umpqua Rides Dial-A-Ride services. Regular meetings occur on the third Monday of each month. During the October 2019 regular Board meeting, the Board passed a resolution changing the name of the District from Douglas County Transportation District to Umpqua Public Transportation District. More information can be found at www.umpquatransit.com/UPTD-Board.

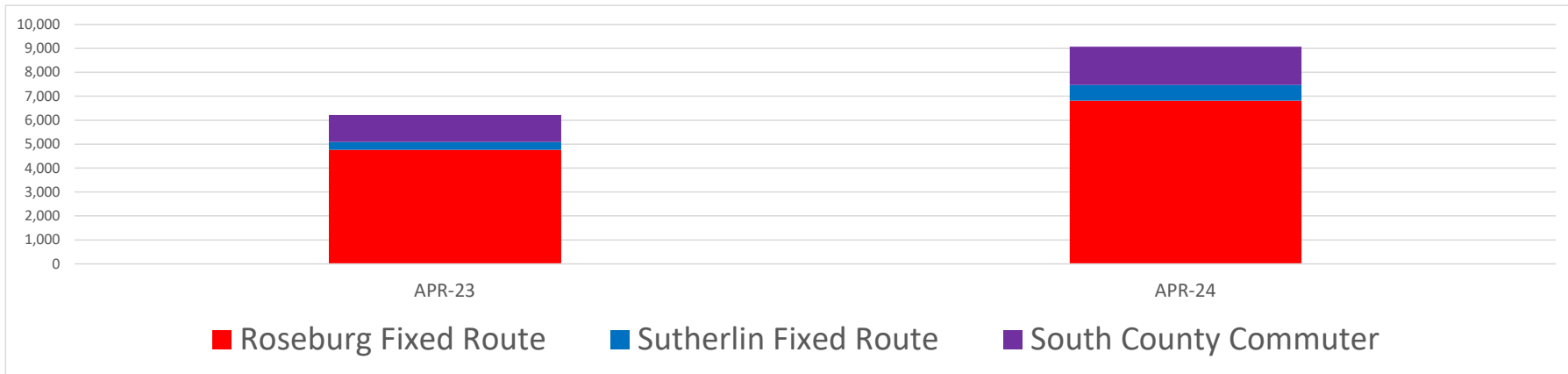
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13 Month Rolling Ridership (April 2023 thru April 2024)
 UPTD Yearly Ridership by Month



	QTR 4			QTR 1				QTR 2			QTR 3			QTR 4	May 23 - Apr 24
	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	MAR-24	12 Months	
Roseburg Fixed Route	4,758	5,665	5,551	5,027	5,701	5,517	6,342	5,372	5,854	6,274	6,484	6,481	6,813	71,081	
Winston Fixed Route	829	822	736	660	746	761	713	667	769	801	720	639	778	8,812	
Sutherlin Fixed Route	336	405	414	323	390	512	568	593	512	664	636	568	659	6,244	
South County Commuter	1,121	1,234	1,235	953	1,102	1,250	1,499	1,349	1,222	1,642	1,593	1,300	1,605	15,984	
Total RiderShip	7,044	8,126	7,936	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	102,121	
Total Revenue Service Hours	1,629.80	1,774.56	1,787.49	1,648.38	1,850.86	1,635.70	1,787.51	1,689.44	1,649.66	1,787.83	1,702.85	1,727.85	1,784.51	20,826.64	
Total Revenue Service Miles	36,158	39,446	39,322	36,188	40,814	35,947	39,598	37,679	36,531	39,867	37,887	38,337	39,755	461,371	
Rides/Revenue Service Hour	4.32	4.58	4.44	4.22	4.29	4.92	5.10	4.72	5.07	5.25	5.54	5.20	5.52	4.90	

April 2023 vs April 2024 UPTD Ridership Monthly Performance



Ridership Comparison			
	APR-23	APR-24	Difference
Roseburg Fixed Route	4,758	6,813	2,055
Winston Fixed Route	829	778	-51
Sutherlin Fixed Route	336	659	323
South County Commuter	1,121	1,605	484
Total RiderShip	7,044	9,855	2,811
			40%
Monthly Stats	14.30%	17.74%	3.44%
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 to Date 23-24	23-24	86,059	

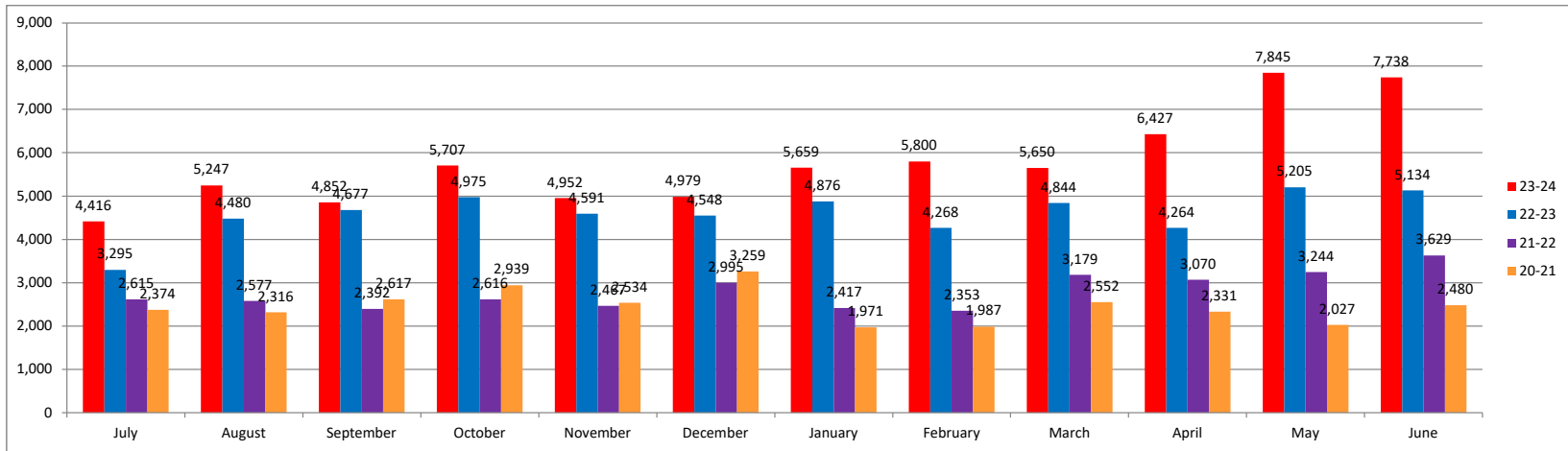
Increase over last year

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	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	MAR-24	May 23 - Apr 24 12 Months
Saturday Service	485	395	390	556	393	626	563	359	749	522	573	718	516	6,360

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
23-24	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,427	7,845	7,738	69,273	14,116	25.59%
22-23	3,295	4,480	4,677	4,975	4,591	4,548	4,876	4,268	4,844	4,264	5,205	5,134	55,157	21,603	64.38%
21-22	2,615	2,577	2,392	2,616	2,467	2,995	2,417	2,353	3,179	3,070	3,244	3,629	33,554	4,167	14.18%
20-21	2,374	2,316	2,617	2,939	2,534	3,259	1,971	1,987	2,552	2,331	2,027	2,480	29,387		

Trending

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	Rides
23-24	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,427	7,845	7,738	69,273	
Month Rides	4,416	5,247	4,852	5,707	4,952	4,979	5,659	5,800	5,650	6,427	7,845	7,738	69,273	
Month %	6.37%	7.57%	7.00%	8.24%	7.15%	7.19%	8.17%	8.37%	8.16%	9.28%	11.33%	11.17%	100.00%	
Increase	34.02%	17.12%	3.74%	14.71%	7.86%	9.48%	16.06%	35.90%	16.64%	50.73%	50.73%	50.73%	25.59%	14,116
		2,640									2,640	2,604	27,980	

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

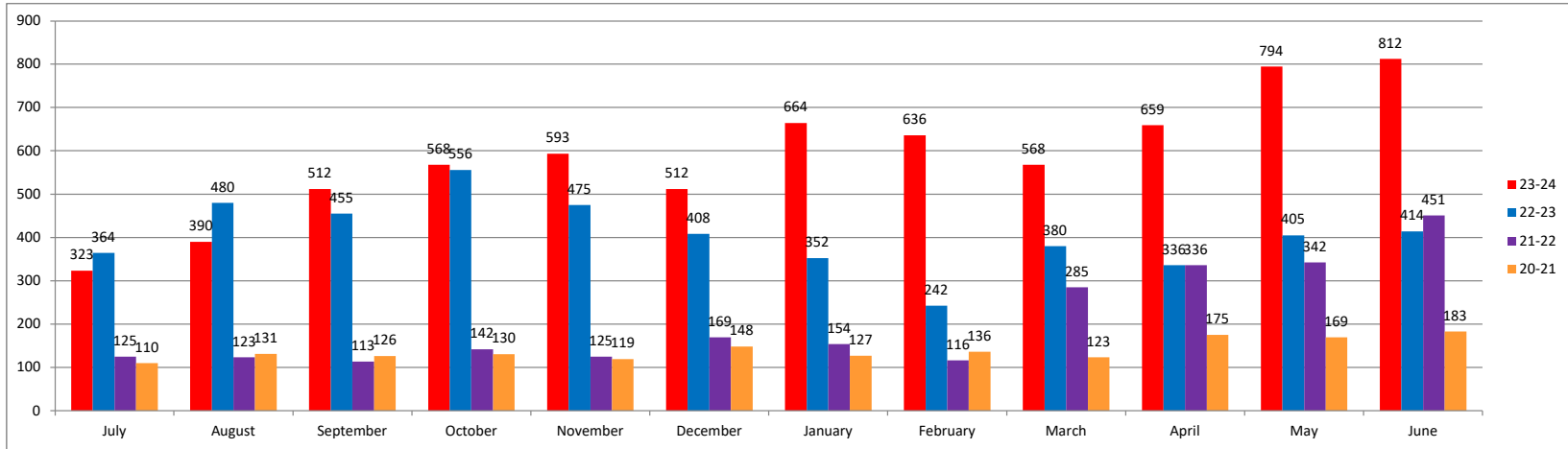
FY 21-22 service versus 20-21

	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%	7.13%	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 Sutherland Service Expansion Performance



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	# Rides	% increase
23-24	323	390	512	568	593	512	664	636	568	659	794	812	7,031	2,164	44.47%
22-23	364	480	455	556	475	408	352	242	380	336	405	414	4,867	2,386	96.17%
21-22	125	123	113	142	125	169	154	116	285	336	342	451	2,481	804	47.94%
20-21	110	131	126	130	119	148	127	136	123	175	169	183	1,677		

Trending

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	323	390	512	568	593	512	664	636	568	659	794	812	7,031	
Month %	4.59%	5.55%	7.28%	8.08%	8.43%	7.28%	9.44%	9.05%	8.08%	9.37%	11.30%	11.55%	100.00%	Rides
Increase	-11.26%	-18.75%	12.53%	2.16%	24.84%	25.49%	88.64%	162.81%	49.47%	96.13%	96.13%	96.13%	44.47%	2,164
											389	398	4,679	

FY 22-23 service versus 21-22

	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

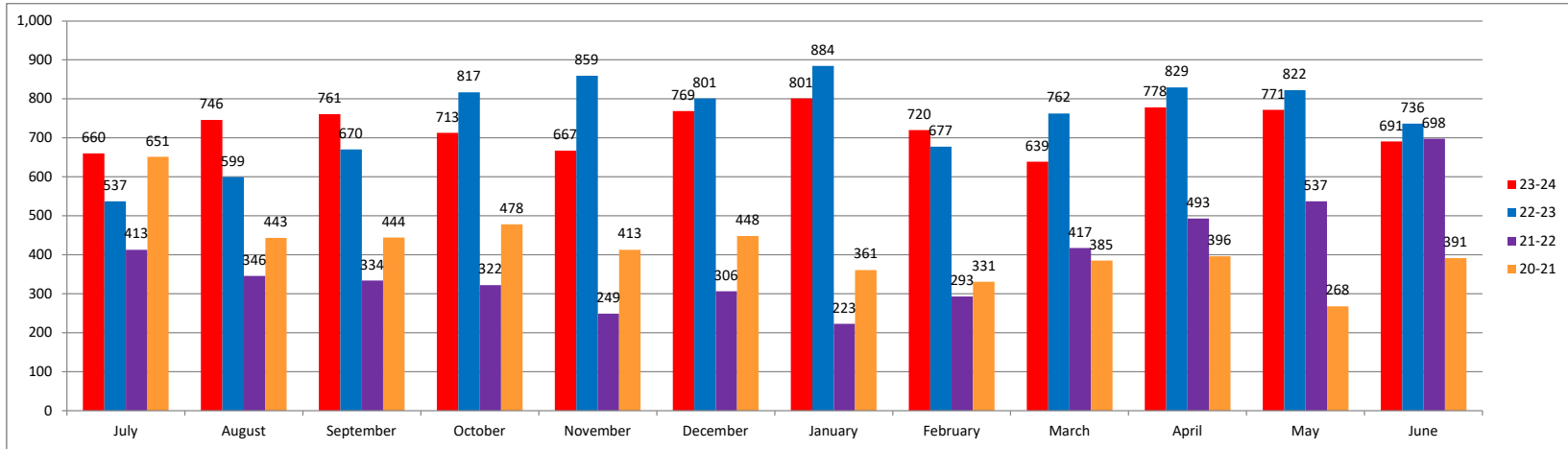
FY 21-22 service versus 20-21

	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

	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
23-24	660	746	761	713	667	769	801	720	639	778	771	691	8,716	-277	-3.08%
22-23	537	599	670	817	859	801	884	677	762	829	822	736	8,993	4,362	94.19%
21-22	413	346	334	322	249	306	223	293	417	493	537	698	4,631	-378	-7.55%
20-21	651	443	444	478	413	448	361	331	385	396	268	391	5,009		

Trending

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
Month Rides	660	746	761	713	667	769	801	720	639	778	771	691	8,716	
Month %	7.57%	8.56%	8.73%	8.18%	7.65%	8.82%	9.19%	8.26%	7.33%	8.93%	8.85%	7.92%	100.00%	Rides
Increase	22.91%	24.54%	13.58%	-12.73%	-22.35%	-4.00%	-9.39%	6.35%	-16.14%	-6.15%	-6.15%	-3.08%	-553	-277

FY 22-23 service versus 21-22

	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

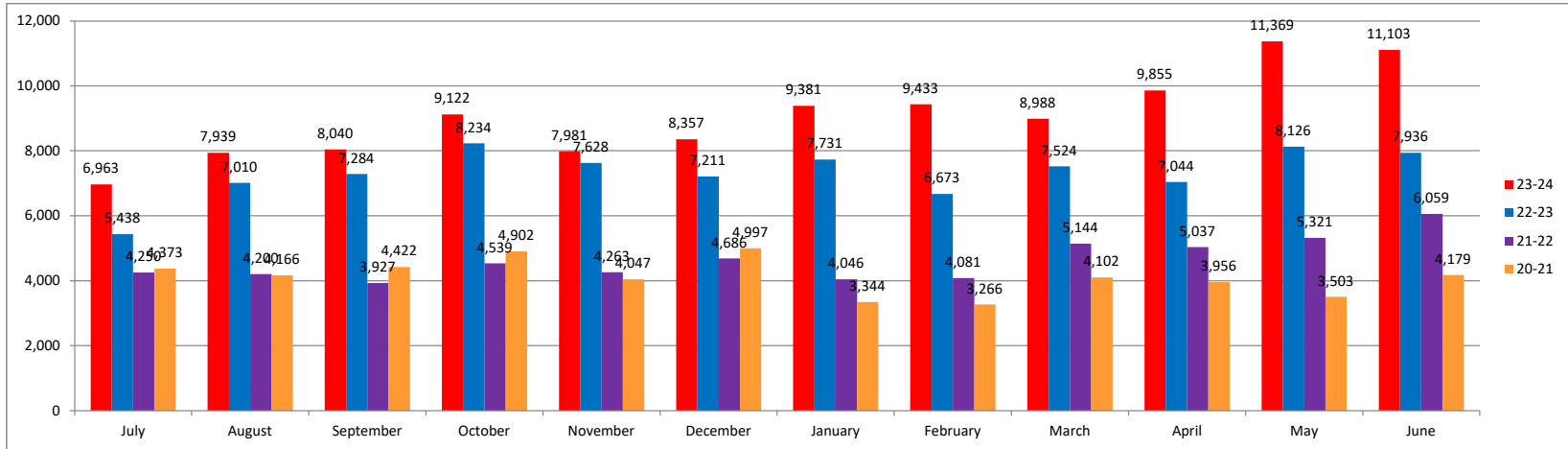
FY 21-22 service versus 20-21

	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

	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, and 23-24 to date



	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
23-24	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	11,369	11,103	108,531
22-23	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839
21-22	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553
20-21	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257

	COVID												Year End Total
	July	August	September	October	November	December	January	February	March	April	May	June	
Pre COVID 19-20	8,788	8,589	7,654	9,146	7,532	7,312	8,839	8,400	6,652	2,476	2,923	3,843	82,154

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
Historical Monthly Trend	7.30%	7.98%	8.11%	9.17%	8.27%	8.77%	7.85%	7.28%	8.70%	8.32%	8.80%	9.43%	100.00%

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

	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
23-24	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	
YR Rides	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	
Month Rides	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	11,369	11,103	108,531	
Month %	6.42%	7.31%	7.41%	8.40%	7.35%	7.70%	8.64%	8.69%	8.28%	9.08%	10.48%	10.23%	100.00%	Rides
Increase	28.04%	13.25%	10.38%	10.78%	4.63%	15.89%	21.34%	41.36%	19.46%	39.91%	39.91%	39.91%	23.56%	20,692
											3,243	3,167	35,053	

FY 22-23 service versus 21-22														
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
22-23	87,839	87,839	87,839	87,839	87,839	87,839	87,839	87,839	87,839	87,839	87,839	87,839	87,839	
Month Rides	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839	
Month %	6.19%	7.98%	8.29%	9.37%	8.68%	8.21%	8.80%	7.60%	8.57%	8.02%	9.25%	9.03%	100.00%	Rides
Increase	27.95%	66.90%	85.49%	81.41%	78.94%	53.88%	91.08%	63.51%	46.27%	39.85%	52.72%	30.98%	58.12%	32,286

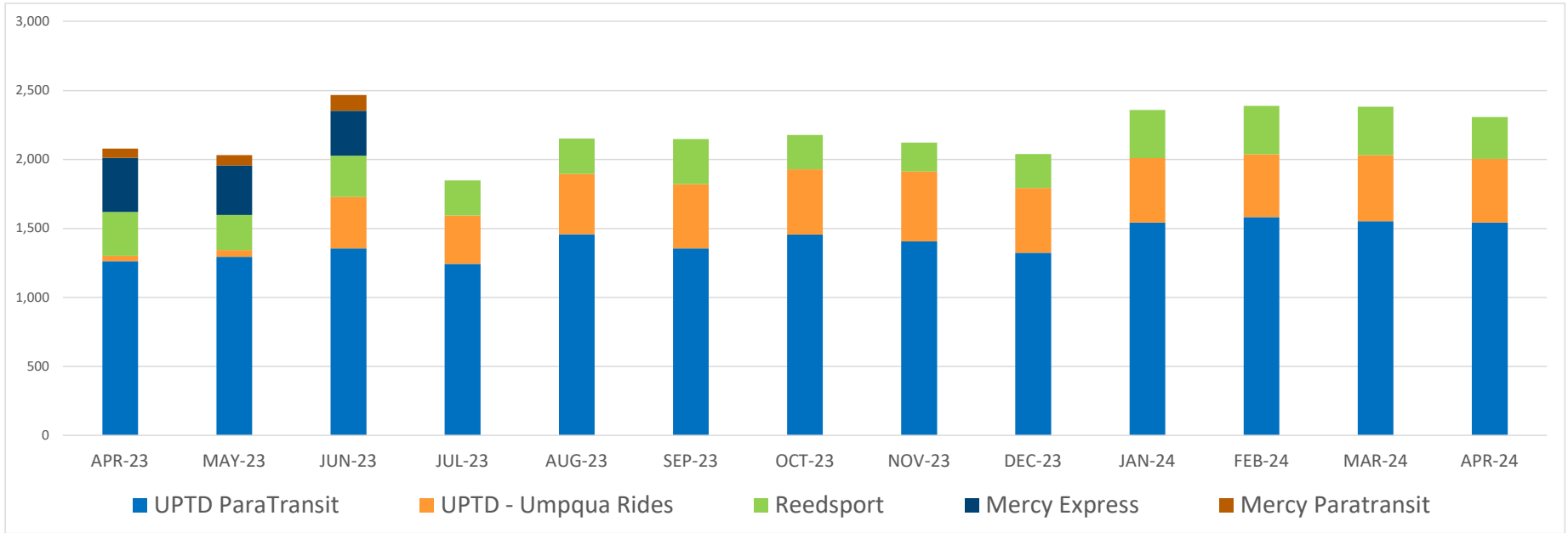
FY 21-22 service versus 20-21														
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total	
21-22	55,553	55,553	55,553	55,553	55,553	55,553	55,553	55,553	55,553	55,553	55,553	55,553	55,553	
Month Rides	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553	
Month %	9.71%	10.08%	8.88%	9.26%	10.53%	11.71%	12.11%	12.14%	12.43%	12.37%	12.58%	13.53%	100.00%	Rides
Increase	27.95%	66.90%	85.49%	81.41%	78.94%	53.88%	91.08%	63.51%	46.27%	39.85%	52.72%	30.98%	58.12%	32,286

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	Rides 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%	

Starting Point: FY 20-21

20-21	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
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%
	July	August	September	October	November	December	January	February	March	April	May	June	Year End Total
22-23	5,438	7,010	7,284	8,234	7,628	7,211	7,731	6,673	7,524	7,044	8,126	7,936	87,839
21-22	4,250	4,200	3,927	4,539	4,263	4,686	4,046	4,081	5,144	5,037	5,321	6,059	55,553
20-21	4,373	4,166	4,422	4,902	4,047	4,997	3,344	3,266	4,102	3,956	3,503	4,179	49,257
	14,061	15,376	15,633	17,675	15,938	16,894	15,121	14,020	16,770	16,037	16,950	18,174	192,649
	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649	192,649
	7.30%	7.98%	8.11%	9.17%	8.27%	8.77%	7.85%	7.28%	8.70%	8.32%	8.80%	9.43%	100.00%
23-24	6,963	7,939	8,040	9,122	7,981	8,357	9,381	9,433	8,988	9,855	11,369	11,103	108,531
	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531	108,531
	6.42%	7.31%	7.41%	8.40%	7.35%	7.70%	8.64%	8.69%	8.28%	9.08%	10.48%	10.23%	100.00%

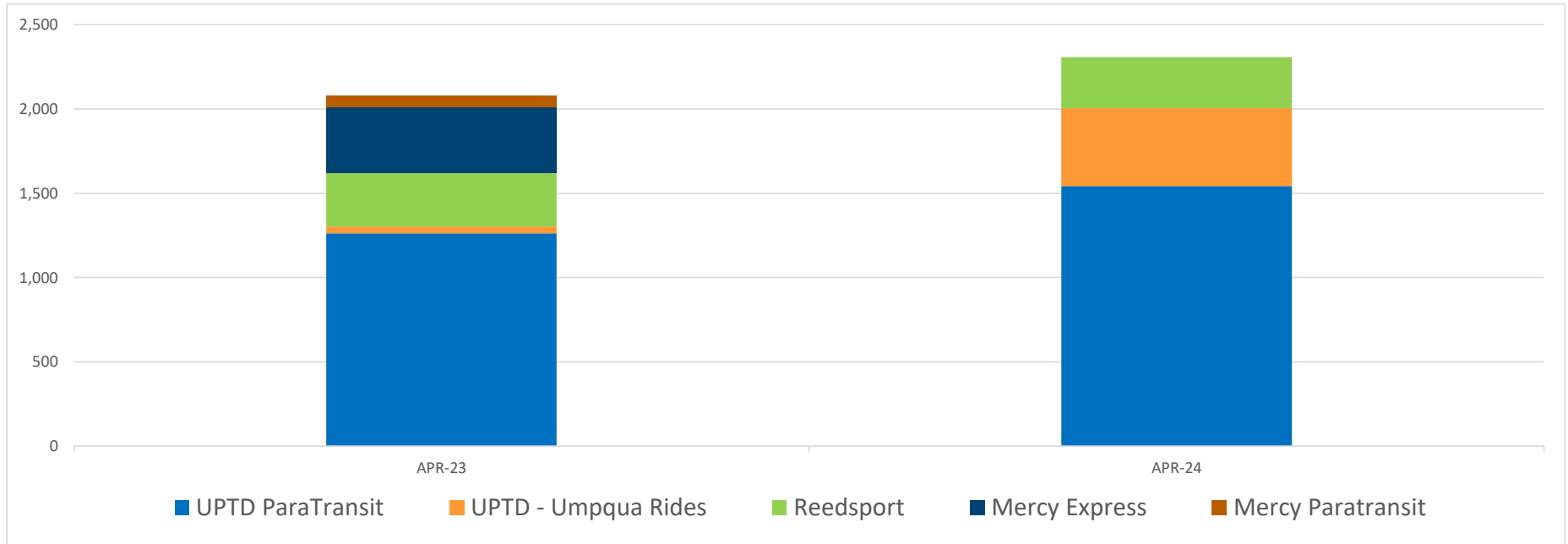
13 Month Rolling Ridership (April 2023 thru April 2024)
Yearly Ridership by Month - Umpqua Rides



Umpqua Rides	QTR 4			QTR 1			QTR 2			QTR 3			QTR 4	May 23 - Apr 24	%
	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	12 Months	
UPTD ParaTransit	1,262	1,295	1,355	1,244	1,458	1,355	1,457	1,407	1,324	1,542	1,583	1,552	1,543	17,115	65%
UPTD - Umpqua Rides	40	48	373	351	437	465	473	506	469	469	455	479	461	4,986	19%
Reedsport	317	255	300	253	257	329	247	209	246	348	350	351	303	3,448	13%
Mercy Express	394	359	325											684	3%
Mercy Paratransit	67	75	115											190	1%
Total Rides	2,080	2,032	2,468	1,848	2,152	2,149	2,177	2,122	2,039	2,359	2,388	2,382	2,307	26,423	100%
Total RSH	1,503.53	1,606.05	1,593.67	1,370.31	1,652.82	1,582.86	1,504.11	1,601.88	1,474.10	1,696.18	1,610.55	1,669.87	1,654.97	19,017.37	
Total RSM	18,881	20,140	18,888	17,930	21,037	21,095	21,247	22,815	20,373	23,764	22,892	24,161	24,805	259,147	
Rides/RSH	1.38	1.27	1.55	1.35	1.30	1.36	1.45	1.32	1.38	1.39	1.48	1.43	1.39	1.39	

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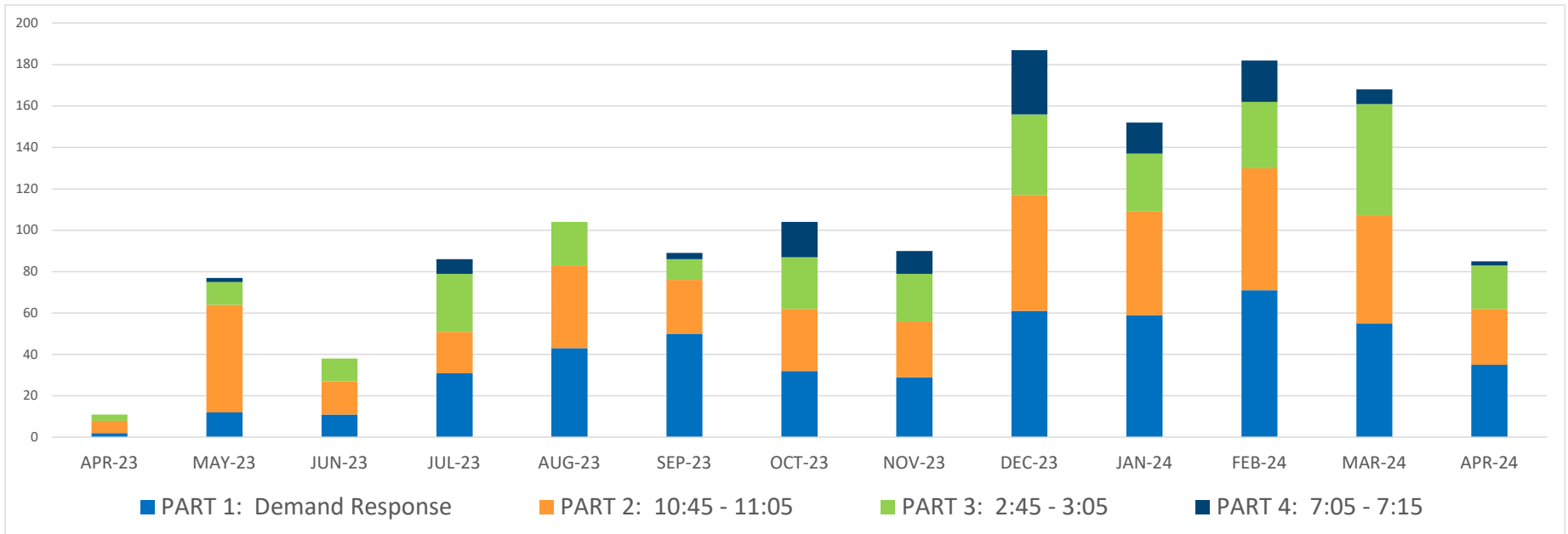
April 2023 vs April 2024 UPTD Demand Response Monthly Performance



Ridership Comparison			
	APR-23	APR-24	Difference
UPTD ParaTransit	1,262	1,543	281
UPTD - Umpqua Rides	40	461	421
Reedsport	317	303	-14
Mercy Express	394	0	-394
Mercy Paratransit	67	0	-67
Total Rides	2,080	2,307	227
			11%
Monthly Stats	8.82%	10.38%	1.56%
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 to Date 23-24	23-24	21,923	

Increase over
last year
11%

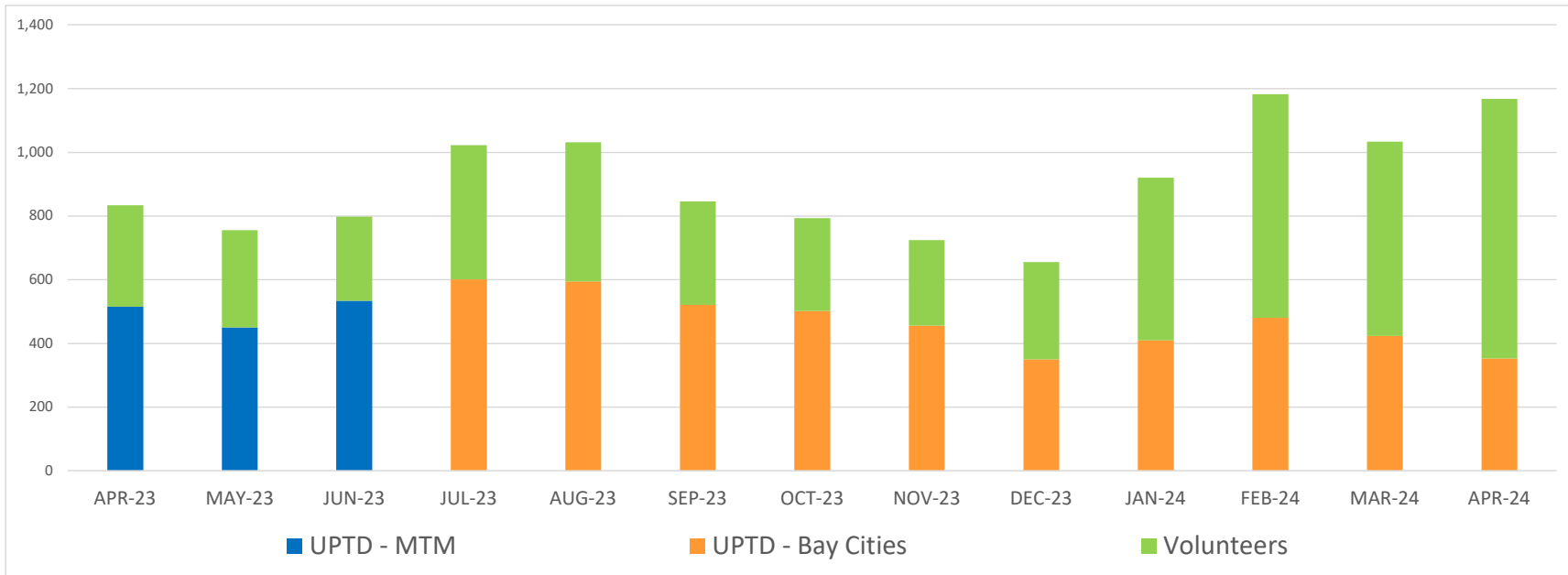
Sunshine Park Service - Roseburg
Service Started on 4/3/2023



Sunshine Park	QTR 4			QTR 1			QTR 2			QTR 3			QTR 4	13 Months	%
	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24		
PART 1: Demand Response	2	12	11	31	43	50	32	29	61	59	71	55	35	491	36%
PART 2: 10:45 - 11:05	6	52	16	20	40	26	30	27	56	50	59	52	27	461	34%
PART 3: 2:45 - 3:05	3	11	11	28	21	10	25	23	39	28	32	54	21	306	22%
PART 4: 7:05 - 7:15	0	2	0	7	0	3	17	11	31	15	20	7	2	115	8%
Total Rides	11	77	38	86	104	89	104	90	187	152	182	168	85	1,373	100%
Total RSH	24.03	29.01	27.53	24.82	28.67	26.28	29.50	27.39	27.42	29.82	28.96	27.80	29.09	360.32	
Total RSM	542	634	630	595	644	573	586	569	560	602	611	552	674	7,772	
Rides/RSH	0.46	2.65	1.38	3.46	3.63	3.39	3.53	3.29	6.82	5.10	6.28	6.04	2.92	3.81	

**

13 Month Rolling Ridership (April 2023 thru April 2024)
Medical Transportation



Umpqua Rides	QTR 4			QTR 1				QTR 2			QTR 3		QTR 4	May 23 - Apr 24
	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	12 Months
UPTD - MTM	516	450	534											984
UPTD - Bay Cities				601	595	521	502	456	350	410	481	424	353	4,693
Volunteers	318	306	264	422	437	325	292	269	306	511	702	610	815	5,259
Total Rides	834	756	798	1,023	1,032	846	794	725	656	921	1,183	1,034	1,168	10,936
Total RSH	915.21	976.27	995.28	1,028.60	1,063.39	930.78	911.95	851.62	803.42	1,220.88	1,453.94	1,259.81	1,460.56	12,956.50
Total RSM	21,634	22,201	22,609	23,713	24,983	21,373	18,473	18,505	19,326	29,359	37,935	34,770	41,413	314,660
Rides/RSH	0.91	0.77	0.80	0.99	0.97	0.91	0.87	0.85	0.82	0.75	0.81	0.82	0.80	0.84

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