



Special Board of Directors Work Session

Umpqua Public Transportation District

Monday, September 9, 2024, 3:30 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

APPROVED MEETING MINUTES

Meeting was called to order at 3:35 pm

Roll Call completed by

Doug Mendenhall- P Michaela Hammerson- P John Estill- P Natasha Atkinson- P
Cathye Dewhirst Curreri- P

Pledge of Allegiance led by Director Atkinson

Two Vacancies on the Board- Both Vice Chair Baker and Director J. Baker resigned on 9/5/24.

Elect a new Vice Chair-

Director Mendenhall, Director Atkinson and Director Estill, all nominated themselves for vice chair. Vote- Director Mendenhall himself, Director Atkinson herself, Director Estill himself. Chair Hammerson abstained. Director Curreri voted for Director Estill.

Electing Recording Secretary-

Director Atkinson accepts nomination for recording secretary. Job duties include roll call, creating the agenda, notice all meetings, post video to YouTube and meeting minutes. Motion carries. Vote: 5 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Consider Committee for GM and Operations Manager interviews

Chair Hammerson suggested creating a three-person hiring committee. First interview with the committee and then recommend simple majority for any areas of contention. Chair Hammerson can appoint a committee. Director Atkinson, Director Mendenhall and Vice Chair Estill all requested to be part of the committee. Written notes and recommendations will be given to the board large.

Motion: Director Curreri moved to allow Chair to form a subcommittee for the purpose of interviewing candidates for the interim positions of operating manager and general manager.

Also moving to nominate Director Atkinson, Director Mendenhall and Vice Chair Estill to the committee
Seconded by Director Mendenhall

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

Interim Contracts for GM and Operations Manager

Board to review contracts for both positions, to have general knowledge of potential contract. As these contracts will be negotiable with each candidate.

No motion needed

To-do List

Cheryl has added board chair to anything that was Cheryl only. Resolution will be needed to remove Cheryl and add John as a signer for Umpqua Bank. Systec will give board access to Cheryl's computer.

Title IV/ ADA, Cindy is the closest trained. Selena has some of the knowledge, as well. However, neither is fully trained.

Becky is the DER #2, she is the best suggestion for DAPM, she will need the Drug and Alcohol training.

Financial Planning work session

Cheryl went through the worksheet and discussed match and areas that may be moved, or have been moved (i.e. Mercy funds).

- Original projection: \$580,016
- Actual quarterly amount: \$72,500
- Total actual amount: \$290,000
- Difference between original projection and actual amount: \$290,016
- Difference between original projection and the \$834,000 projection: \$254,000

Cheryl and Sheri discussed straight deduction of 30%. Sheri suggested taking from some projects that we know we will not use the funds.

When we build our plan, we budget for our expected funds and then also build a plan for if we received more funds, approximately 30% more.

When we built this year's budget we used the actual numbers. However, when we built last year's budget, we did not use actual numbers, we used projected numbers.

When we purchased vehicles, we moved capital to capital, reducing the funds for capital building.

Per Jennifer Boardman, if a project has been completed, or the project All of the capital reserves may be used in another way, by requesting permission from ODOT.

Cheryl suggested any extra funds be used to pay back the chargers. Chair Hammerson stated we can reach out to other's who may need charging stations for parking lot remodels/ etc. Director Dewhirst Curreri stated perhaps someone on the coast.

Chair Hammerson requested Sheri to send an email to ODOT requesting funds to move from capital reserves to operations.

Cheryl and Sheri discuss numbers and we reviewed both of their spreadsheets.

Chair Hammerson stated there appear to be two sets of numbers. At the end of this, we are going to have to agree on the numbers. The board need to decide where are we cutting things from? And how much money do we have remaining?

Sheri, we had \$747,000 on June 30th of 2024. Then ODOT's projection for what we are supposed to receive for this year, no 30 plus up is this amount. That is the projection. And we got a little more than that last year. We also have our federal funding here, and that is guaranteed because it is already granted. And all of these are projections based off actuals for July and August.

Capital Bus Grant: There is a grant for a bus with a \$27,000 match, which is included in the budget. There is uncertainty if the bus will cost more than the grant covers. Randy is handling communications regarding this. The match will come from asset money. There's a concern about potential cost overruns. There is a safeguard to prevent the bus from being delivered at a higher rate without prior agreement. No indication has been given that the bus will be more expensive. Attorney Review: Considering past issues with charging stations, there's a suggestion to have an attorney review the agreement before finalizing. ODOT has approved the bus purchase, and the match is included in the budget.

Total Capital: \$496,000, covering the bus, building payment, and chargers. Federal Grant: \$177,000 will be reimbursed by a federal grant. STIF Plan: \$46,000 is included in the STIF plan, with additional asset money from selling buses or vehicles. Building Rollover: The chargers can be funded from the building rollover,

which falls under the grant. Sheri will reach out to Ron Garrity to review his cost allocation worksheet. Sheri went through her worksheet and the board reviewed numbers, at the end of her plan we are utilizing some COH, some Bay City funds.

Director Hammerson requested Sheri break down the \$747,000. \$36,000 may be used for only the use of buying vehicles. \$36,774 is Bay City money, NEMT money, can be used for match. \$642,090.40 is STIF funds, of which \$315,238 is capital and may be moved with ODOT's approval. \$32,432 is reserve, we may utilize however we want. This leaves us with no match money for future projects, starting back at ground zero. Once again, another reason to sell the chargers, after which those funds are fully UPTD.

After much discussion it was determined that our budget is very tight, and if everything goes perfectly, we will have just enough funds, and it will leave the district with very little in reserves.

Reviewed Cheryl's to-do list, Director Atkinson to follow up with Cheryl later in the week for update.

Meeting Adjourned at 7:06 pm

**NO AUDIENCE PARTICIPATION PERMITTED DURING THIS SPECIAL MEETING
NO CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS**

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).