

Regular Board of Directors Meeting

Umpqua Public Transportation District

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

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

AGENDA

1. Call to Order

2. Roll Call

Sarah Thompson

Mike Baker

Tom Trotter

Lonnie Rainville

Janice Baker

Doug Mendenhall

Michaela Hammerson

3. Pledge of Allegiance

4. Consent Agenda

4.1 February 8, 2024 Regular Meeting Minutes

4.2 February 2024 Preventive Maintenance Report

5. Financial Report – Sheri Bleau

5.1 February Financial Report

6. Public Comment for On Agenda Items Only

7. Old Business

7.1 Line of Credit update

7.2 Goals for the Agency

8. New Business

8.1 STIF/STAC Committee Update

8.2 Drug and Alcohol Policy update

9. Project Updates

9.1 Project Next Door – Grant# 35335, 5339 Capital

9.2 Lo-No Project – Grant# 35395

9.3 STIF Project Updates

10. General Manager Report – Cheryl Cheas

11. ODOT Update – Jennifer Boardman

12. Not on Agenda

13. Public Comment (Limit to 10 minutes total)

14. Agenda Build – Next Regular Meeting April 8, 2024

15. Executive Session ORS 192.660(2)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

16. Adjournment

UPTD public meetings available virtually:

<https://us02web.zoom.us/j/88660795475?pwd=VFVLZkdES21odTnHK1pWZ1pZb1l4UT09>

Meeting ID: 886 6079 5475 Passcode: 400004

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

AUDIENCE PARTICIPATION INFORMATION

UPTD welcomes and encourages citizen participation at all meetings. By state law, Executive Sessions are closed to the public. To allow the Board to deal with business on the Agenda in a timely fashion, we ask that anyone wishing to address the Board follow these simple guidelines:

- Persons addressing the Board must state their name for the record.
- All remarks are directed to the entire District Board. The Board reserves the right to delay any action requested until fully informed on the matter.

TIME LIMITATIONS

Each speaker will be allotted a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. All testimony given shall be new and not previously presented to the Board.

CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS

We allow the opportunity for citizens to speak to the Board on agenda items and non-agenda matters on this evening's Agenda of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting. If a matter presented to the Board is of a complex nature, the Chair or a majority of Board members may schedule the matter for continued discussion at a future Board meeting. Board members reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

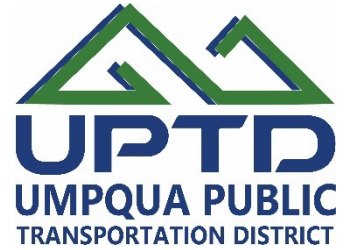
The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings" (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that 'all persons be permitted to attend any meeting' does not prevent governing bodies from maintaining order at meetings" (Attorney General Rosenblum, 2019, p. 156).

*** AMERICANS WITH DISABILITIES ACT NOTICE ***

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact the District office/UTrans as far in advance of the meeting as possible, and no later than 48 hours prior to the meeting. To request these arrangements, please call 541-671-3691 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.



March 11, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 4

Agenda Item Title: Consent Agenda

Consent Agenda:

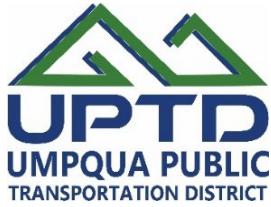
4.1 February 12th, 2024, Draft Meeting Minutes

4.2 February Preventive Maintenance Report

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: UPTD Board of Directors



Draft Minutes Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, February 12, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

1. Call to Order 5:32 PM

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

Sarah Thompson - P

Mike Baker - p

Tom Trotter - P

Lonnie Rainville - P

Janice Baker - p

Doug Mendenhall - P

Michaela Hammerson - P

3. Pledge of Allegiance was recited.

4. Consent Agenda

4.1 January 8, 2024 Regular Meeting Minutes

4.2 January 2024 Preventive Maintenance Report

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

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

5. Financial Report

January Financial Report - Sheri Bleau

Chair Trotter started the discussion inquiring about the fuel percentage, is that because the fuel price was really high for a while? Operations IT Maintenance Software, is that price going to continue to rise? 122-330 & 122-340 YTD, is there going to be any more? Discussion followed. Everything is moving to subscription.

Cash on hand is at 90%, do we expect that to go above 100%? Discussion followed. Cash on hand right now is critical. Just over \$80,000 in the bank. We've already received 3rd Quarter STIF Funds, we made payroll for this week and we have income from medical transportation that will bring us through payroll next but we have reached the critical spot that we were talking about back in the October timeframe. Payroll is at \$91,000, 47 employees. Then we wait for the reimbursements from Q2 and that report is due this week, the 15th and will be done on time. Chair Trotter asks "Then what will happen next week?" The GM responds "Once the report is submitted then we wait for reimbursement and it is usually 4 to 6 weeks before we see the reimbursements and that's why we're nervous." Sheri added that we received COVID funds. Director Thompson asks if they are reimbursement funds and states it takes time to get the reimbursement. Chair Trotter asked "What are your thoughts on what will happen?" The GM stated the line of credit is up for discussion, if we engage with Bond Counsel and accept the terms provided by Umpqua Bank, the first thing that happens is we would be required to make an immediate draw that would cover the fees for the Bond Counsel and the Bank for the line of credit. There's an additional piece of money – Paused to read the chat.

Jennifer Boardman shared in the chat: You can get reimbursements within 10-12 days if you receive electronic payments once they have been submitted. They cannot be processed until the report is finalized.

After reading the chat out loud, discussion moved back to the reporting being done on time. GM has scheduled time with Sheri to go over the report details to make sure that we are in alignment with all of our funding allocations. Between the two, the input can be complete within a couple of hours. And that answers part of the question and then this where we

begin to build the prudent reserve that we talked about. As we have increased the number volunteer medical drivers and going forward it will become income again.

MOTION: Mike Baker motioned to approve the Financial Report. Sarah Tompson seconded, no further discussion.

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

6. **Public Comment for On Agenda Items Only** – Jim DeLapp inquires about the IT Maintenance SW – are the prices ever going to come down? They seem to be very high or maybe are we not budgeting enough or is it maybe a learning curve? Sheri explained that they are checking with the billing department for Route Match as the invoices seem to have doubled and we believe there is an error. Jim mentions that the tablets and cell phones always seem to be that way too. Is part of this because you have more buses, more drivers? He also questions the ACH transfers; response is volunteer drivers are paid every Monday. What is non-Capital equipment? Garage enclosure we purchased.

7. Old Business

7.1 Line of Credit update – GM gives brief history on line of credit discussion to bridge the gap when we encounter a situation like we just did with the vehicles where we end up needing to pay for the vehicles before the reimbursement is provided. We have allocated the match for those vehicles, which is typically 20%, but we had not the full cost of the vehicle. This is how every Capital is going be including the project for the Preventive Maintenance facility and the parking structure. We had previously discussed Bond Counsel and we have Courtney Dausz online who will be able to speak to any questions you might have regarding Bond Counsel and that contract and we Sharon Guisande on line representing Umpqua Bank and she would be able to speak to the line of credit and how that works. They also sent a resolution with a mark-up and a clean version. If no questions, we will turn this over to Courtney Dausz.

Chair Trotter starts discussion stating that last year this did not seem to be an issue and asks what changed that causes us to need a line of credit. General Manager state that from the beginning, all of the funding received through the STIF funding has been allocated to projects. It has not necessarily been spent in the initial biennium in which it was allocated, it's been rolled forward. With the increase in costs for operations, some of the funding that had been rolled forward, with permission from ODOT, was re-allocated to cover the costs of current projects. Then the timeline between when we set our budget and allocate what should be rolling forward and then it's six months later when that plan actually goes into place so there a lot of differences between what we had planned for and what actually happened. So, we are playing catch up to get the plan to match what's happened in that six months. Chair Trotter asks, "Hasn't there been a mistake as well?" The GM responds that there have been a couple of mistakes and she has to own that she missed the reporting deadline by a day for Q4 and that resulted in about \$200,000 not being reimbursed to us that we had anticipated. Beyond that, the increase in costs is really what has happened. Chair Trotter inquired about money that was spent that should have been reserved for capital projects. With the increased costs for operations, what we had in in the bank we had in the General Fund. It's separated in the software but it was not separated as we were spending it, so we actually crossed over and used funds that were allocated to reserve for

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.

the capital expenses and that was used to cover the operations costs. Director Mendenhall inquired whether that \$200,000 reimbursement would come back on the next quarter. Discussion followed regarding the reimbursement process and not having enough of a reserve to begin with to cover the increased costs. Director Rainville states “Looking at the financials, July through January. We’ve had \$853,000 come in on the bus replacement fund but we’ve spent \$1.4 million. Why are we putting more in than we are getting?” Discussion followed. 20% is match for the grant. When we placed the orders, we placed the orders to fall within the confines of the grant. Then there were cost increases that were passed on to us from the vendors. We accepted those increases because we can’t go without vehicles, can’t provide service without vehicles. Those increases were provided were provided at our last meeting. Also, there were two vehicles, that I was directed to order, because it was in our plan, to order using just STIF funds. Those two vehicles started at \$78,000 apiece and came in at \$109,000 apiece. Those increases were far above anything anticipated.

Courtney Dausz with Foster Garvey is introduced and states she has reviewed the resolution that the Board previously adopted and made some updates which you have in front of you. The updates are intended to clarify that this is an interim line of credit that will revolve. It is to be in the amount of no more than \$1M at any one time. The expected cost of the project is expected total \$9M, and this revolving line can be used for the capital costs of the project. It also constitutes that the District has reviewed the term sheet provided by Umpqua Bank, originally dated November 10th which has been updated as of today. The resolution also delegates authority to individuals at the District to make determinations regarding the interim financing.

Director Mike Baker inquired about the bank fees. Chair Trotter responds he see \$5,500 loan fee and out of pocket expenses but it does not say what that value is. It would be good to know what that would be and bank counsel not more \$3,500. Clarifying is it \$5,500 and the \$3,500 and the out-of-pocket costs.

We were not able to hear Sharon Guisande from Umpqua Bank to clarify out of pocket costs.

Tabled 7.1 and Resolution to come back to later in the meeting.

7.2 Goals for the Agency - The GM brought back the goals in the order prioritized in our previous meeting, fleshed out with what that would look like in activity at UPTD. Discussion followed. Director Mike Baker, likes that goals are specific and measurable but they should be from 7/1/2024 to 7/1/2025 because the idea is it is something we might need to budget for. Revisions can be made with the discussion and suggestions and brought back to ensure the timeline is for the fiscal year, all goals are specific and measurable, include goals around reporting, possible IGA’s with other communities to be informed about projects that would impact transit.

Tabled 7.2 Goals to the next meeting.

8. New Business

8.1 ODHS First Thursday Presentation – Kathryn Garland

The program started in Summer of 2022. Kathryn and her supervisor, Roberto, work with the Self Sufficiency program, SNAP, TANF, Medical benefits and grants for Domestic Violence Survivors, and they were looking at how do they fill in the gaps, especially for those who are low income and vulnerable populations in Douglas County. They started out with their partner, Feeding Umpqua, they had an abundance of food and they set up tables

in the parking lot at ODHS. This happened every 2 weeks for 4 months. Eventually there were over a hundred people waiting in line. November of 2022 the soft launched with four partners in their lobby. By June they had outgrown their lobby spaces and they moved their whole event outside into the parking lot with 40 partners. An average of 250 community members came each month. They have now moved to St. Joseph's gymnasium. They are now receiving some grant funding and they realize that accessibility is a huge issue.

They are looking to possibly purchase bus tickets but also, looking at the possibility of an express service to get people from outlying communities. The next level, next step would be to help people from the outlying communities in from places like Glendale to be able to participate. This is a very timely conversation as UPTD is working with Josephine County to start a fixed route that would connect to their service in Wolf Creek and will also serve Glendale, Azalea and provide an express service on up to Roseburg. And last, UPTD is always welcome to set up a table for First Thursdays.

7.1 Back to 7.1, Line of Credit, resume conversation with Sharon from Umpqua Bank. Bank has two fees; one is the legal fee for \$3500 and one is the bank fee of \$5500. Discussion follows. In order to issue the line on a tax-exempt basis there has to be a draw on the line. Discussion follows regarding language, terms, confirms line would be for capital only.

Director Rainville questions whether the grants can be used to cover interest and/or costs associated with the loan. Response from Jennifer Boardman indicates that the language of the grant would determine the answer. Discussion continued regarding funding options to cover fees and interest. State funding is more flexible. Consensus is to table the discussion until next time.

9. Project Updates

9.1 Project Next Door – Grant# 35335, 5339 Capital – No NEPA approval

9.2 Lo-No Project – Grant# 35395 – Waiting on the comment period for Proterra which is Phoenix Motor. As soon as the comment period is over, we will find out about next steps.

9.3 STIF Project Updates/Quarterly Reports – Report is for 2019-21 Biennium by quarter.

10. General Manager Report – Cheryl Cheas – Most of the work done this month has been covered in the rest of the meeting. Shared a story heard at the Southern Oregon Transit Manager's meeting. One of the presenter's parents is utilizing out Dial A Ride service to get to and from dialysis. He spoke to the personal part of transit. It's their chance to get out and about, they love their drivers and he has peace of mind knowing they can make it their appointments.

Also made it to the Special District's conference, good information

Ridership continues to grow and a 10% increase this next year is achievable.

Demand Response saw a 16% increase in ridership and that would have been higher if we had not had multiple drivers out for extended periods of time.

Director Hammerson suggested putting the rider's story on social media and/or the website.

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.

11. ODOT Update – Jennifer Boardman – Grants are coming up and due for 5339, 5310 and 5304 on 3/11 and 3/12. Reporting is due 2/15. More training will be rolling out. New Operations Manager will be starting on the 19th and is from the Metro area. Update on meeting with Cheryl. Key items included a plan to get reports in on time and get a backup person named and trained in OPTIS. Information regarding technical assistance was provided. Possibility of doing a “Verbal Judo” training.

12. Not on Agenda

13. Public Comment (Limit to 10 minutes total) – When you do the expansion, will there be additional parking? When you make the budget are you keeping in mind how much you’re expanding? Do you have a percentage that you work with? There will be a lot more information in the Budget Committee meeting.

14. Agenda Build – Next Regular Meeting - March 12, 2024

Line of Credit – Goals for the Agency – Project Updates – Information regarding new Board Member Training Requirements – Executive Session ORS 192.660(2)(i) ORS 192.660 (8)

15. Executive Session ORS 192.660(2)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. Executive Session tabled to the March meeting.

MOTION: Sarah Tompson motioned to table the Executive Session to the March Meeting, seconded by Lonnie. No further discussion.

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

16. Meeting Adjourned – 7:26 PM

On Time Preventive Maintenance Report
 FY 23-24 - February 2024
 Reporting 2/01/2024 through 2/29/2024

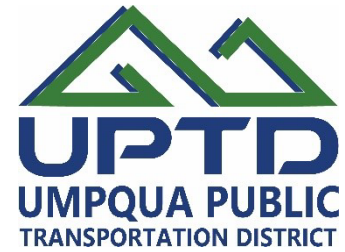
	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 23-24	88	88	100.00%	
FY 22-23	136	133	97.79%	
3 Year Running Total	315	289	91.75%	43.75%

	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%
	315	289		

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.



March 11th, 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:

February Financial Report and Bank Statement for detailed review and discussion with UPTD Financial Manager.

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Sheryl Bleau, UPTD Financial Manager

Umpqua Pulic Transportation District
Financial Statement
February 2024

	Feb 24	Jul '23 - Feb 24	Annual Budget	% of Budget YTD
Income				
BUS REPLACEMENT FUND RESOURCES				
5-00-120 5339 Funding	0.00	285,152.00	2,655,000.00	10.74%
5-00-130 5311 Funding	0.00	358,919.00	1,500,822.00	23.91%
5-00-140 STIF Discretionary	0.00	208,000.00	205,000.00	101.46%
5-00-600 Sale of Asset	0.00	1,190.00	0.00	100.00%
Total BUS REPLACEMENT FUND RESOURCES	0.00	853,261.00	4,360,822.00	19.57%
CAPITAL PROJECTS RESOURCES				
4-00-100 5339 Funding	400.00	257,609.00	4,236,496.00	6.08%
Total CAPITAL PROJECTS RESOURCES	400.00	257,609.00	4,236,496.00	6.08%
GENERAL FUND RESOURCES				
1-00-050 Available Cash on Hand	170,646.00	1,414,650.19	1,540,000.00	91.86%
1-00-100 5311 Funding	151,328.00	304,972.00	614,578.00	49.62%
1-00-105 5311 CARES	284,992.00	284,992.00	329,485.00	86.50%
1-00-110 5310 Funding	94,379.00	214,517.00	458,637.00	46.77%
1-00-115 5310 Discretionary	0.00	0.00	80,000.00	0.00%
1-00-125 5339 Funding	0.00	0.00	255,152.00	0.00%
1-00-210 STIF	0.00	1,512,509.00	2,463,802.00	61.39%
1-00-400 Miscellaneous	300.00	12,791.36	3,600.00	355.32%
1-00-405 Advertising	2,090.00	19,105.00	21,400.00	89.28%
1-00-410 Bus Fares & Contract	11,775.40	91,931.90	115,000.00	79.94%
1-00-430 Medical Transports	54,526.78	311,959.61	550,000.00	56.72%
1-00-440 Interest Income	1.71	39.51	300.00	13.17%
Total GENERAL FUND RESOURCES	770,038.89	4,167,467.57	6,431,954.00	64.79%
Total Income	770,438.89	5,278,337.57	15,029,272.00	35.12%
Gross Profit	770,438.89	5,278,337.57	15,029,272.00	35.12%
Expense				
10 ADMIN Payroll	41,259.31	306,985.29	523,350.00	58.66%
22 OPERATIONS Payroll	110,604.14	768,641.53	1,808,000.00	42.51%
23 OPERATIONS ADMIN Payroll	32,680.69	263,010.37	484,200.00	54.32%
24 PARA TRANSIT Payroll	42,237.29	363,242.32	436,700.00	83.18%
25 CALL CENTER Payroll	29,635.64	195,153.89	319,800.00	61.02%
26 DEMAND RESPONSE Payroll	25,346.96	153,926.98	421,575.00	36.51%
30 MEDICAL TRANS Payroll	19,492.60	165,556.11	318,000.00	52.06%
BUS REPLACEMENT FUND	0.00	1,412,946.81	4,360,822.00	32.40%
CAPITAL PROJECTS	0.00	286,874.38	4,236,496.00	6.77%
GENERAL FUND - OTHER	0.00	43,124.15	595,359.00	7.24%
MATERIALS & SERVICES				
10 - ADMIN				
1-10-200 Advertising	5,400.00	52,119.98	85,500.00	60.96%
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	55.00	374.25	1,000.00	37.43%
1-10-260 Board Expenses	212.63	315.52	1,000.00	31.55%
1-10-270 Bldg Maint. & Repairs	132.53	612.43	0.00	100.00%
1-10-290 Drug & Alcohol Testing	0.00	422.20	300.00	140.73%
1-10-300 Dues/Memberships/Fees	1,681.82	13,010.60	16,000.00	81.32%

Umpqua Pulic Transportation District
Financial Statement
February 2024

	Feb 24	Jul '23 - Feb 24	Annual Budget	% of Budget YTD
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	511.00	14,383.04	23,000.00	62.53%
1-10-350 Legal Fees	0.00	0.00	3,000.00	0.00%
1-10-380 Rent (Storage)	100.00	950.00	1,200.00	79.17%
1-10-390 Recruitment Fees	150.00	1,279.01	2,000.00	63.95%
1-10-400 Training/Conf Fee/Cert	0.00	1,304.98	5,000.00	26.10%
1-10-420 Supplies - Office	156.00	5,584.67	10,000.00	55.85%
1-10-425 Postage	0.00	321.54	700.00	45.93%
1-10-430 Telephone	527.45	2,974.24	5,600.00	53.11%
1-10-440 Tablets & Cellphone	105.90	1,336.00	1,600.00	83.50%
1-10-460 Travel - Airfare	0.00	1,161.99	2,500.00	46.48%
1-10-461 Travel - Mileage	521.10	2,511.19	2,000.00	125.56%
1-10-462 Travel - Lodging	247.47	5,304.84	2,000.00	265.24%
1-10-463 Travel - Perdiem	79.00	725.00	400.00	181.25%
1-10-470 Utilities	360.79	3,132.28	5,000.00	62.65%
1-10-480 Vehicle & Facility Ins	0.00	21,281.00	21,000.00	101.34%
1-10-500 Staff Recognition	0.00	690.68	600.00	115.11%
1-10-510 Signage	0.00	21.00	0.00	100.00%
1-10-520 Safety Supplies/Svcs	24.00	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	10,264.69	130,760.02	243,300.00	53.74%
22 · OPERATIONS				
1-22-200 Advertising	0.00	0.00	3,000.00	0.00%
1-22-210 Accident Repair	0.00	483.30	6,500.00	7.44%
1-22-240 Background Checks	0.00	87.00	300.00	29.00%
1-22-270 Bldg Maint & Repairs	595.95	3,458.45	8,000.00	43.23%
1-22-280 Bus Shelter Maint	0.00	883.95	5,000.00	17.68%
1-22-290 Drug & Alcohol Testing	0.00	1,664.12	1,500.00	110.94%
1-22-300 Licenses/Fees	1,105.72	4,806.34	2,100.00	228.87%
1-22-315 Fit For Duty/Evals	0.00	1,850.00	3,000.00	61.67%
1-22-320 Fuel & Oil	15,786.26	144,512.69	338,000.00	42.76%
1-22-330 IT Maint/Software	0.00	694.28	1,500.00	46.29%
1-22-360 Preventative Maint.	17,786.78	171,456.03	195,000.00	87.93%
1-22-380 Rent (Storage)	200.00	200.00	0.00	100.00%
1-22-400 Training/Conf Fee/Cert	77.50	1,328.45	50,300.00	2.64%
1-22-420 Supplies - Bus	1,120.48	5,727.84	6,000.00	95.46%
1-22-440 Tablets & Cellphone	235.78	2,053.71	3,000.00	68.46%
1-22-450 Transit Contracts	0.00	38,814.79	60,000.00	64.69%
1-22-460 Travel - Airfare	0.00	60.00	3,000.00	2.00%
1-22-461 Travel - Mileage	0.00	478.59	500.00	95.72%
1-22-462 Travel - Lodging	0.00	1,018.36	2,000.00	50.92%
1-22-463 Travel - Perdiem	0.00	296.00	1,000.00	29.60%
1-22-480 Vehicle & Facility Ins	0.00	73,775.00	40,000.00	184.44%
1-22-500 Staff Recognition	0.00	3,528.93	11,000.00	32.08%
1-22-520 Safety Supplies/Svcs	476.50	476.50	300.00	158.83%

Umpqua Pulic Transportation District Financial Statement February 2024

	Feb 24	Jul '23 - Feb 24	Annual Budget	% of Budget YTD
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	37,384.97	462,886.92	749,800.00	61.73%
23 · OPERATIONS ADMIN				
1-23-270 Bldg Maint & Repairs	247.50	2,130.00	3,000.00	71.00%
1-23-290 Drug & Alcohol Testing	0.00	362.20	400.00	90.55%
1-23-315 Fit For Duty/Evals	0.00	0.00	700.00	0.00%
1-23-330 IT Maint/Software	165.00	9,170.85	7,000.00	131.01%
1-23-340 Lease	1,100.00	8,800.00	13,200.00	66.67%
1-23-370 Printing & Copying	0.00	2,948.98	4,600.00	64.11%
1-23-400 Training/Conf Fee/Cert	0.00	1,378.13	4,000.00	34.45%
1-23-420 Supplies - OP Admin	38.98	3,293.75	9,000.00	36.60%
1-23-425 Postage	0.00	689.28	0.00	100.00%
1-23-430 Telephone	494.04	3,982.87	5,200.00	76.59%
1-23-440 Tablets & Cellphone	160.92	1,182.40	1,900.00	62.23%
1-23-460 Travel - Airfare	0.00	1,600.00	4,000.00	40.00%
1-23-461 Travel - Mileage	0.00	635.92	600.00	105.99%
1-23-462 Travel - Lodging	0.00	2,903.23	4,500.00	64.52%
1-23-463 Travel - Perdiem	0.00	556.00	1,000.00	55.60%
1-23-470 Utilities	437.04	3,672.28	5,000.00	73.45%
1-23-520 Safety Supplies/Svcs	24.00	74.95	200.00	37.48%
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		100.00%
Total 23 · OPERATIONS ADMIN	2,667.48	45,842.15	67,200.00	68.22%
24 · PARA				
1-24-240 Background Checks	0.00	0.00	200.00	0.00%
1-24-290 Drug & Alcohol Testing	0.00	854.64	400.00	213.66%
1-24-300 Licenses/Fees	663.66	7,738.19	1,500.00	515.88%
1-24-315 Fit For Duty/Evals	0.00	0.00	200.00	0.00%
1-24-320 Fuel & Oil	3,650.25	33,971.59	46,000.00	73.85%
1-24-330 IT Maint/Software	0.00	295.83	600.00	49.31%
1-24-360 Preventative Maint.	1,441.00	28,496.53	50,000.00	56.99%
1-24-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-24-420 Supplies - Vans	27.00	620.82	2,000.00	31.04%
1-24-440 Tablets & Cellphone	349.57	3,310.57	4,870.00	67.98%
1-24-510 Signage	0.00	1,806.50	0.00	100.00%
1-24-520 Safety Supplies/Svcs	68.00	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	6,199.48	77,790.24	109,770.00	70.87%
25 · CALL CTR				
1-25-270 Bldg Maint & Repairs	0.00	63.47	0.00	100.00%
1-25-290 Drug & Alcohol Testing	0.00	344.76	300.00	114.92%
1-25-330 IT Maint/Software	0.00	28,808.91	23,000.00	125.26%
1-25-400 Training/Conf Fee/Cert	0.00	0.00	200.00	0.00%
1-25-420 Supplies - Call Ctr	46.56	3,825.68	3,200.00	119.55%
1-25-430 Telephone	494.04	3,982.80	5,200.00	76.59%

Umpqua Pulic Transportation District Financial Statement February 2024

	Feb 24	Jul '23 - Feb 24	Annual Budget	% of Budget YTD
1-25-440 Tablets & Cellphone	52.95	376.48	550.00	68.45%
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	320.76	2,561.51	3,700.00	69.23%
1-25-530 Uniforms	0.00	77.94	400.00	19.49%
1-25-700 Non Capital Equip	0.00	1,368.73	550.00	248.86%
Total 25 · CALL CTR	914.31	41,616.44	37,100.00	112.17%
26 · DEMAND RESPONSE				
1-26-240 Background Checks	0.00	0.00	100.00	0.00%
1-26-290 Drug & Alcohol Testing	0.00	284.76	200.00	142.38%
1-26-300 Licenses/Fees	294.96	599.72	1,500.00	39.98%
1-26-315 Fit For Duty/Evals	0.00	0.00	250.00	0.00%
1-26-320 Fuel & Oil	3,459.34	27,791.03	31,000.00	89.65%
1-26-330 IT Maint/Software	0.00	295.83	2,000.00	14.79%
1-26-360 Preventative Maint.	724.00	19,327.26	29,000.00	66.65%
1-26-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-26-420 Supplies - Vans	100.50	312.68	800.00	39.09%
1-26-440 Tablets & Cellphone	301.37	2,082.87	2,100.00	99.18%
1-26-520 Safety Supplies/Svcs	24.00	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	4,904.17	50,922.07	68,750.00	74.07%
30 · MEDICAL TRANSPORTATION				
1-30-240 Background Checks	0.00	29.00	100.00	29.00%
1-30-290 Drug & Alcohol Testing	0.00	535.32	400.00	133.83%
1-30-300 Licenses/Fees	221.22	451.79	1,500.00	30.12%
1-30-315 Fit For Duty/Evals	0.00	185.00	250.00	74.00%
1-30-320 Fuel & Oil	1,862.55	21,281.44	31,000.00	68.65%
1-30-330 IT Maint/Software	0.00	295.82	0.00	100.00%
1-30-360 Preventative Maint.	405.00	19,154.07	28,500.00	67.21%
1-30-400 Training/Conf Fee/Cert	0.00	0.00	300.00	0.00%
1-30-420 Supplies - Vehicles	99.45	813.30	2,500.00	32.53%
1-30-440 Tablets & Cellphone	164.13	1,258.68	1,000.00	125.87%
1-30-490 Volunteer Mileage Reim	19,385.09	87,268.90	166,000.00	52.57%
1-30-495 Incentive Bonus	625.00	3,189.00	6,000.00	53.15%
1-30-520 Safety Supplies/Svcs	18.00	18.00	200.00	9.00%
1-30-530 Uniforms	0.00	152.94	800.00	19.12%
1-30-550 Events	0.00	5,267.81	10,000.00	52.68%
1-30-700 Non-Capital Equip	0.00	0.00	500.00	0.00%
Total 30 · MEDICAL TRANSPORTATION	22,780.44	139,901.07	249,050.00	56.17%
Total MATERIALS & SERVICES	85,115.54	949,718.91	1,524,970.00	62.28%
Total Expense	386,372.17	4,909,180.74	15,029,272.00	32.66%
Net Income	384,066.72	369,156.83	0.00	100.00%



Customer Service:
1-866-486-7782

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

Last statement: January 31, 2024
This statement: February 29, 2024

PUBLIC FUNDS INTEREST CHECKING

Account number	XXXXXX6397	Beginning balance	\$289,562.92
Low balance	\$7,587.09	Additions/Deposits	\$484,542.51
Average balance	\$214,810.62	Withdrawals/Subtractions	\$750,856.93
Interest paid year to date	\$3.93	Ending balance	\$23,248.50
Interest earned	\$1.71		

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-01	Deposit	300.00
02-01	Deposit	278.76
02-01	Deposit	272.96
02-02	Deposit	264.65
02-02	Deposit	87.50
02-05	Deposit	770.14
02-06	Deposit	570.46
02-06	Deposit	255.00
02-06	Deposit	150.00
02-06	Deposit	37.50
02-07	Deposit	333.50
02-07	Deposit	280.98
02-07	Deposit	50.00
02-07	Deposit	2.00
02-08	Deposit	2.00
02-09	Deposit	225.95
02-09	Deposit	25.00
02-12	Deposit	251.64
02-12	Deposit	212.50
02-13	Deposit	286.19
02-13	Deposit	62.50
02-14	Deposit	239.28
02-16	Deposit	267.04
02-16	Deposit	200.00
02-20	Deposit	266.48
02-20	Deposit	265.22
02-22	Deposit	737.50
02-22	Deposit	221.84

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-22	Deposit	137.75
02-23	Deposit	295.59
02-23	Deposit	32.50
02-26	Deposit	283.23
02-26	Deposit	227.50
02-27	Deposit	292.06
02-27	Deposit	164.76
02-28	Deposit	1,780.00
02-28	Deposit	690.00
02-29	Deposit	313.90
02-29	Deposit	16.50
Total Deposits/Additions		\$11,150.38

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-29	Interest Credit	1.71
Total Other Deposits/ Additions		\$1.71

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-01	ACH DebitRef 0321244I Funds Transfer To Dep Xxxxxx7206 From	1,100.00
02-02	ACH DebitCelayix Fees 20240202	165.00
02-05	ACH DebitRef 0361443I Funds Transfer To Dep Xxxxxx7206 From	275.20
02-05	ACH DebitRef 0361443I Funds Transfer To Dep Xxxxxx7206 From	461.85
02-05	ACH DebitRef 0361443I Funds Transfer To Dep Xxxxxx7206 From	528.92
02-05	ACH DebitRef 0361443I Funds Transfer To Dep Xxxxxx7206 From	668.44
02-05	ACH DebitRef 0361443I Funds Transfer To Dep Xxxxxx7206 From	987.82
02-05	ACH DebitRef 0361443I Funds Transfer To Dep Xxxxxx7206 From	1,637.44
02-06	ACH DebitHra Veba Withdrawal Ya20355 20240206	11,250.00
02-08	ACH DebitThe Hartford Prem Pymt 017102520001 243690759823	3,486.22
02-09	ACH DebitADP Payroll Fees ADP Fees 412570463397 20240209	326.57
02-12	ACH DebitRef 0431712I Funds Transfer To Dep Xxxxxx7206 From	502.06
02-12	ACH DebitRef 0431712I Funds Transfer To Dep Xxxxxx7206 From	650.73
02-12	ACH DebitRef 0431712I Funds Transfer To Dep Xxxxxx7206 From	993.06
02-12	ACH DebitRef 0431712I Funds Transfer To Dep Xxxxxx7206 From	1,072.15
02-12	ACH DebitRef 0431712I Funds Transfer To Dep Xxxxxx7206 From	1,089.09
02-12	ACH DebitRef 0431712I Funds Transfer To Dep Xxxxxx7206 From	1,312.49
02-13	ACH DebitADP Tax ADP Tax Ka8v4 021404a01 20240213	27,598.40
02-13	ACH DebitADP Wage Pay Wage Pay 7060958714938v4 20240213	61,953.34
02-20	ACH DebitRef 0511846I Funds Transfer To Dep Xxxxxx7206 From	354.37
02-20	ACH DebitRef 0511846I Funds Transfer To Dep Xxxxxx7206 From	688.63
02-20	ACH DebitRef 0511846I Funds Transfer To Dep Xxxxxx7206 From	733.13
02-20	ACH DebitRef 0511846I Funds Transfer To Dep Xxxxxx7206 From	1,028.93
02-20	ACH DebitRef 0511846I Funds Transfer To Dep Xxxxxx7206 From	1,038.94
02-20	ACH DebitRef 0511846I Funds Transfer To Dep Xxxxxx7206 From	1,258.33
02-23	ACH DebitADP Payroll Fees ADP Fees 415071283197 20240223	330.25
02-26	ACH DebitMitel Cloud Serv Telecom 20240226	1,253.74
02-27	ACH DebitRef 0581108I Funds Transfer To Dep Xxxxxx7206 From	222.42
02-27	ACH DebitRef 0581108I Funds Transfer To Dep Xxxxxx7206 From	282.35
02-27	ACH DebitRef 0581108I Funds Transfer To Dep Xxxxxx7206 From	600.85
02-27	ACH DebitRef 0581108I Funds Transfer To Dep Xxxxxx7206 From	1,059.03
02-27	ACH DebitRef 0581108I Funds Transfer To Dep Xxxxxx7206 From	1,263.43
02-27	ACH DebitRef 0581108I Funds Transfer To Dep Xxxxxx7206 From	1,300.43
02-27	ACH DebitADP Tax ADP Tax Ka8v4 022805a01 20240227	27,384.42

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-27	ACH DebitADP Wage Pay Wage Pay 5830552858218v4 20240227	61,259.30
Total ACH Electronic Payments/Subtractions		\$216,117.33

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-01	ACH Credit Odot Odot Pymnt 20240201	400,041.00
02-01	ACH Credit Bay Cities Amb A/P ACH 20240201	12,979.12
02-01	ACH Credit Square Inc 240201p2 20240201	43.12
02-02	ACH Credit Square Inc 240202p2 20240202	95.88
02-05	ACH Credit Square Inc 240205p2 20240205	107.79
02-06	ACH Credit Square Inc 240206p2 20240206	47.94
02-07	ACH Credit Odot Odot Pymnt 20240207	4,219.00
02-07	ACH Credit Square Inc 240207p2 20240207	38.45
02-08	ACH Credit Bay Cities Amb A/P ACH 20240208	8,584.84
02-08	ACH Credit Square Inc 240208p2 20240208	119.85
02-09	ACH Credit Square Inc 240209p2 20240209	47.94
02-12	ACH Credit Square Inc 240212p2 20240212	103.28
02-13	ACH Credit Square Inc 240213p2 20240213	59.85
02-14	ACH Credit Square Inc 240214p2 20240214	57.44
02-14	ACH Credit Bay Cities Amb A/P ACH 20240214	16,306.44
02-15	ACH Credit Square Inc 240215p2 20240215	101.02
02-20	ACH Credit Square Inc 240220p2 20240220	110.21
02-21	ACH Credit Square Inc 240221p2 20240221	96.35
02-21	ACH Credit Bay Cities Amb A/P ACH 20240221	15,357.60
02-23	ACH Credit Square Inc 240223p2 20240223	63.48
02-26	ACH Credit Square Inc 240226p2 20240226	11.91
02-27	ACH Credit Square Inc 240227p2 20240227	50.36
02-28	ACH Credit Square Inc 240228p2 20240228	469.65
02-28	ACH Credit Bay Cities Amb A/P ACH 20240228	14,277.90
Total ACH and Electronic Deposits/Additions		\$473,390.42

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-12	POS Purchase Terminal 29890970 Hilton West Palm B Each 561-23060 FI XXXXXXXXXXXX6365	247.47
02-12	POS Purchase Terminal Vbase2 Shilo Inn - Seaside E Oc Seaside OR XXXXXXXXXXXX6365	212.63
Total Card Transactions/Withdrawals		\$460.10

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-01	Wire Transfer-out Bob Domestic Acct#4863896397 Northwest Bus Sale S Inc Timberland B Ank	301,976.00
02-01	Service Charge For Outgoing Wire Fee	17.50
02-01	A2A Pmt Debit Terminal 00000000 Indeed #88358159 Austin Tx XXXXXXXXXXXX6365	150.00
02-21	Maintenance Fee ACH Ccd Credits OR Iginated For 01/24	3.00
02-21	Maintenance Fee ACH PPD Credits OR Iginated For 01/24	34.50
Total Other Withdrawals/Subtractions		\$302,181.00

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01-31	289,562.92	02-09	333,694.57	02-21	108,969.02
02-01	400,234.38	02-12	327,851.18	02-22	110,044.42
02-02	391,880.06	02-13	226,031.67	02-23	110,105.74
02-05	387,462.92	02-14	237,833.33	02-26	100,452.14
02-06	367,626.82	02-15	236,256.37	02-27	7,587.09
02-07	332,201.93	02-16	100,733.81	02-28	22,916.39
02-08	335,855.01	02-20	94,962.27	02-29	23,248.50

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	29
Average balance for APY	\$214,677.55
Interest earned	\$1.71
Interest paid year to date	\$3.93
Statement period	02/01 to 02/29

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

Check #	Amount	Date	Check #	Amount	Date
2997	\$5,392.50	02-02	3030	\$624.89	02-08
2998	\$100.00	02-02	3031	\$135,461.60	02-16
*3000	\$219.45	02-05	3032	\$6,383.07	02-07
3001	\$3,750.00	02-06	3033	\$100.00	02-09
*3004	\$100.00	02-05	3034	\$497.00	02-09
3005	\$975.00	02-21	3035	\$3,000.00	02-14
*3009	\$123.00	02-02	*3037	\$231.13	02-12
3010	\$2,855.00	02-02	3038	\$600.10	02-08
3011	\$27.00	02-15	3039	\$1,311.12	02-20
*3013	\$365.00	02-05	3040	\$9,389.50	02-13
3014	\$166.85	02-02	3041	\$1,806.50	02-13
*3016	\$497.00	02-06	3042	\$528.00	02-16
*3018	\$50.95	02-05	3043	\$284.48	02-13
3019	\$1,617.57	02-15	3044	\$8,922.50	02-26
*3021	\$9,653.00	02-07	*50562	\$92.30	02-07
3022	\$5,400.00	02-06	50563	\$342.40	02-08
3023	\$100.00	02-12	50564	\$21.69	02-07
3024	\$455.34	02-14	50565	\$1,346.16	02-14
3025	\$23,253.08	02-07	*50567	\$92.30	02-21
3026	\$945.68	02-07	50568	\$342.40	02-21
3027	\$33.41	02-15	50569	\$21.69	02-22
3028	\$1,535.76	02-09	50570	\$1,888.25	02-28
3029	\$1,195.83	02-13			

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

Total Checks paid: 45 for **-\$232,098.50**

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.

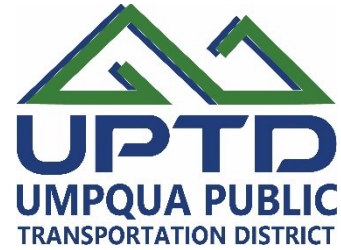
We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days 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.

March 11th, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET



Agenda Item 7.1

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

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

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

During the February meeting, Courtney Dausz, proposed Bond Counsel, and Sharon Guisande with Umpqua Bank joined to answer questions. Discussion was tabled to March meeting.

Research shows that the Federal Grant agreements and STIF Formula Guidance do not reference loans, interest, fees or any other language that refers to borrowing money.

What they do state is:

- Recipient will be responsible for all Project Costs not covered by the Grant Funds.
- Eligible costs are the reasonable and necessary costs incurred by Recipient, or under a sub agreement described in Section 9 of this Agreement, in performance of the Project and that are not excluded from reimbursement by State, either by this Agreement or by exclusion as a result of financial review or audit.
- Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.

Reasonable and Necessary are defined in 2 CFR §200.403(a) and 2 CFR §200.404

- A cost is “necessary” if it meets an important program objective - it must address an existing need.
- A cost is “reasonable” if, in its nature and amount, it does not exceed that which would be incurred by a prudent person.

2 CFR 200.404 is attached for reference.

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager

This content is from the eCFR and is authoritative but unofficial.

Title 2 – Grants and Agreements

Subtitle A – Office of Management and Budget Guidance for Grants and Agreements

Chapter II – Office of Management and Budget Guidance

Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Subpart E – Cost Principles

Basic Considerations

Authority: 31 U.S.C. 503

Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

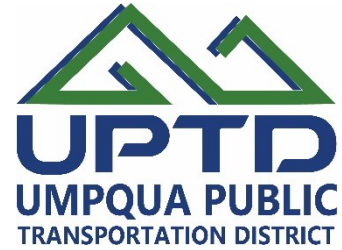
§ 200.404 Reasonable costs.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- (a) Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- (b) The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the Federal award.
- (c) Market prices for comparable goods or services for the geographic area.
- (d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.
- (e) Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

March 11th, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET



Agenda Item 7.2

Agenda Item Title: Establishing Agency Goals for 2024

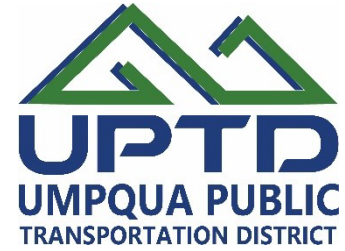
During the February Board Meeting, goals for the agency were discussed. Proposed goals should be for the Fiscal Year 2024. All goals specific, measurable, achievable, relevant and time-bound. Include goals around reporting, possible IGA's with our communities to be informed about projects that would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

Represent Transit does not seem to fall into this category as it is what we do, at every level of the agency. It is the ongoing conversation and difficult to put into specific actions that can be measured.

Requested Action: Motion to adopt Agency Goals.

In Favor _____ Opposed _____ Abstained _____ Absent _____

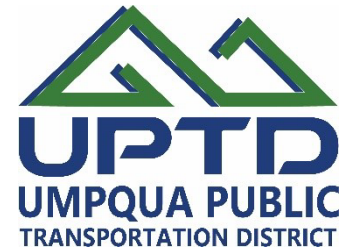
By: Cheryl Cheas, UPTD General Manager



UPTD 2024 Goals

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

3. Board Training
 - a. Information will be provided as soon as authorized training is available for HB 2805 mandated Public Meeting law training for all new Board members.
 - b. A Board Retreat will be planned and provided by November 30, 2024.
4. Increase Ridership
 - a. Increase Fixed Route ridership by 10% over the final FY 2023-24 ridership, as reported 6/30/2024, by 6/30/2025.
 - b. Increase Demand Response ridership by 10% over the final FY 2023-24 ridership, as reported 6/30/2024, by 6/30/2025.
 - i. Work with partner agencies to implement services that target the needs of our riders.
5. Implement STIF Projects
 - a. Staff will apply for grants to add and replace shelters. Shelter replacement is tied to receipt of a grant and will commence when a grant is executed.
 - b. Lifeline service will be implemented no later than 7/1/2024.
6. Improve bus stop facilities
 - a. Staff will continue to implement measures to keep bus stops clean with monthly review of needs to improve. Board will be updated after each review.
 - b. Install seating at 10 stops without signs or seats by August 31, 2024.
7. Create Staffing Succession Plan
 - a. Staff will work to create emergency succession plan by August 1, 2024.
 - b. Plan will be brought to the Board for approval during the August Board meeting.
8. Represent Transit



March 11th, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 8.2

Agenda Item Title: Approve Drug and Alcohol Policy Update

The FTA updated the required language in the Drug and Alcohol Policy to include oral testing. A template was provided by RLS and Associates for the update.

A clean copy of the updated policy follows this cover page. A marked up copy that shows all of the tracked changes is attached to the Board Packet email for your information and review.

Requested Action: If satisfied, motion to approve the updated Drug and Alcohol Policy that includes the FTA required language.

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, UPTD General Manager

DRUG AND ALCOHOL TESTING POLICY
Umpqua Public Transportation District
Adopted as of March 11, 2024

A. PURPOSE

- 1) The Umpqua Public Transportation District provides public transit and paratransit services for the residents of Douglas County Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Umpqua Public Transportation District declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.

- 3) Any provisions set forth in this policy that are included under the sole authority of Umpqua Public Transportation District and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Umpqua Public Transportation District will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Employee: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Evidential Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

Initial Drug Test: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

Limit of Detection (LOD): The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

Limit of Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative specimen: A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen Bottle: The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary ("A") or split ("B") specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

Split Specimen: In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

Split specimen collection: A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection .
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable

suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to an Umpqua Public Transportation District supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Umpqua Public Transportation District, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Umpqua Public Transportation District employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Umpqua Public Transportation District management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

H. TESTING REQUIREMENTS

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Umpqua Public Transportation District authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Umpqua Public Transportation District.

Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Umpqua Public Transportation District. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Umpqua Public Transportation District will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Umpqua Public Transportation District will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) Observed collections
 - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Umpqua Public Transportation District that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Umpqua Public Transportation District that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute

and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by

49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Umpqua Public Transportation District affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant

must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
- e. If a pre-employment test is canceled, Umpqua Public Transportation District will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *Umpqua Public Transportation District* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Umpqua Public Transportation District* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Umpqua Public Transportation District proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Umpqua Public Transportation District FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Umpqua Public Transportation District' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Umpqua Public Transportation District shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Umpqua Public Transportation District
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Umpqua Public Transportation District shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Umpqua Public Transportation District. **Since the employee self-referred to management, testing under this**

circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

- 2) **NON-FATAL ACCIDENTS** – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not

conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Umpqua Public Transportation District is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Umpqua Public Transportation District may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.

- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Umpqua Public Transportation District authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Umpqua Public Transportation District' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

Umpqua Public Transportation District will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Umpqua Public Transportation District employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test

is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of Umpqua Public Transportation District and will be performed using non-DOT testing forms.

- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Umpqua Public Transportation District.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Umpqua Public Transportation District is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to

subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Umpqua Public Transportation District Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Umpqua Public Transportation District or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Umpqua Public Transportation District Board of Directors* on *March 11, 2024*.

UPTD Board Chair, Tom Trotter

Attachment A

Job Title	Job Duties	Testing Authority
UTrans UPTD CDL Drivers	Transit bus driving	FTA
UPTD Non-COL Drivers	Demand Response Driver	FTA
UTrans UPTD Transit Trainer	Training drivers, driving	FTA
UTrans UPTD Transit Supervisor	Training drivers, driving	FTA
UTrans UPTD Operations Manager	Oversight, Training drivers, driving	FTA
UPTD Transit General - Manager, DER-	Training drivers, driving	FTA
UTrans UPTD Program Operations Assistant	Controls the dispatch of drivers	FTA
UPTD Dispatch Supervisor	Controls the dispatch of drivers	FTA
UPTD Dispatchers	Controls the dispatch of drivers	FTA
UPTD Executive Assistant	Provides support to GM, Board	Non-DOT
UPTD Administrative Assistant	Provides support to GM, Board	Non-DOT
UPTD Finance Manager	Financial oversight	Non-DOT

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Umpqua Public Transportation District Drug and Alcohol Program Manager

Name: Cheryl Cheas
Title: General Manager
Address: 3076 NE Diamond Lake Blvd., Roseburg, OR 97470
Telephone Number: 541-677-7477

Medical Review Officer

Name: Dr John Powell MD, MRO
Title: MRO AAMRO
Address: 2570 NW Edenbower Blvd.,
Roseburg, OR97471
Telephone Number: 541-677-7477

Substance Abuse Professional #1

Name: Richard Pomper
Title: Licensed & Certified Marriage and Family Therapist MFT, LPC
Address: 292 W. 12th Suite E, Eugene, OR 97401
Telephone Number: 541-520-1535

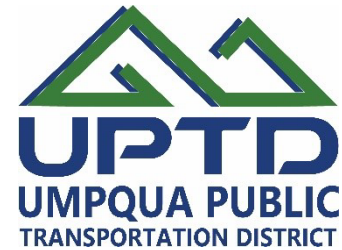
Substance Abuse Professional #2

Name: Kent Heyward
Title: Marriage & Family Therapist, ACSW, MSW, LMFT, SAP
Address: Upper Rogue Wellness Center,
107 East Main Street Suite#1
Medford, Oregon 97501
Telephone Number: 541-279-2183

Substance Abuse Professional #3

Name: Scott Tougas LCSW
Title: Nationally Certified Addiction Counselor
Address: 850 Rose Street
Roseburg, OR 97470

Telephone Number: 541-357-8346
stougas@therapist.net



March 11th, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.1

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

Summary background and description of need for agenda item:

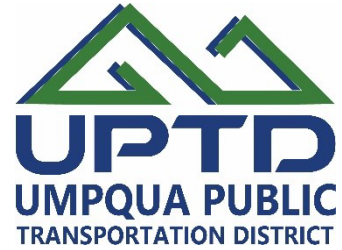
Next step is NEPA approval. I have had two meetings with ODOT and FTA representatives to go over the application, answer question, provide direction and technical assistance. In multiple areas of the application, beyond the yes or no answer, they want the applicant to cite where they got the information for the yes or no answer.

I have to cite on my application what information was referenced to determine the absence of hazardous materials on site. This will require a Phase 1 Environmental Site Assessment to be completed and the results provided. In addition, I have to do the following studies:

- Cultural Resource Study by a qualified professional archaeologist
- Noise and Vibration Study
- Biologist report on the impact to endangered species and critical habitats
- Air Quality – Impacts during construction and after construction is complete

Requested Action: Informational only. No action required.

By: Cheryl Cheas, UPTD General Manager



March 11, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.2

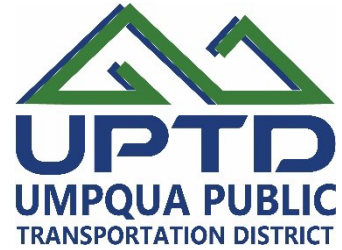
Agenda Item Title: Update – Low-No Grant #35395

Summary background and description of need for agenda item:

I spoke with Mark Hollenbeck of Proterra, now Phoenix Motor. The purchase of the company is complete. The project management team has reached out and scheduled a meeting for next Friday. We will review the specs and should get information about the contract.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager



March 11, 2024

UPTD Regular Board Meeting

AGENDA ITEM COVERSHEET

Agenda Item 9.3

Agenda Item Title: STIF Project Updates

Summary background and description of need for agenda item:

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

A spreadsheet with the financial tracking of STIF projects is going out with the Board Packet. Prior to the meeting on Monday, I will forward more complete information, by project, that includes the performance metrics as well as the financial information.

Requested Action: Informational only. No action required.

By: Cheryl Cheas, General Manager

State of Oregon
EXECUTIVE SESSION CHECKLIST

Prior to the meeting:

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

At the meeting:

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

Statutory Provisions for Executive Session

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

