

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, September 16, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

AGENDA

1. Call to Order

2. Roll Call

Doug Mendenhall

Michaela Hammerson

Natasha Atkinson

John Estill

Cathye Dewhirst Curerri

3. Pledge of Allegiance

4. Consent Agenda

4.1 August 19, 2024, Draft Regular Meeting Minutes

4.2 August 23, Special Meeting Draft Minutes

4.3 August 29, 2024 Special Meeting Draft Minutes

4.4 September 9, 2024 Special Meeting Draft Minutes

4.5 August 2024 Preventive Maintenance Report

5. Financial Report – Sheri Bleau

5.1 August Financial Report

6. Public Comment for On Agenda Items Only

7. Old Business

7.1 Drug & Alcohol Compliance Review Update

7.2 Discussion RE: RLS August 26-28th, Compliance Review Findings

7.3 Monthly 1:1s between Executive Committee and UPTD Leadership

Staff 7.4 Board & Leadership Training

7.5 Status Update for Contracts, Title

7.6 Charging Station Update

8. New Business

8.1 Resolution 24-8 Update Signers on the Bank Account

8.2 Consultant Emergency Assessment Update

8.3 ICC (Interview Consultant Committee) Update

8.4 Status of Open Board Position Process

8.5 Discuss IT Contract

8.6 Discussion Regarding Board Compensation

9. Project Updates

9.1 STIF Project Updates

9.2 Action Plan Updates

9.3 General Manager Report

10. ODOT Update – Jennifer Boardman

11. Not on Agenda

12. Public Comment Not on Agenda Items (Limit to 10 minutes total)

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

14. Executive Session ORS 192.660(2)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. **ORS 192.660(2)(e)** To conduct deliberations with persons you have designated to negotiate real property transactions.

15. Adjournment

UPTD public meetings available virtually:

<https://us02web.zoom.us/j/88660795475?pwd=VFVLZkdES21odTNHK1pWZ1pZb1l4UT09>

Meeting ID: 886 6079 5475 Passcode: 400004

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS

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

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

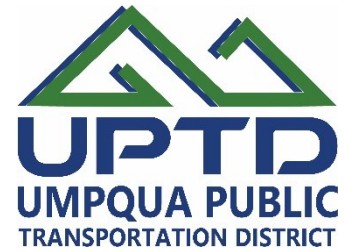
Reference:

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.

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).



September 16, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET

Agenda Item 4

Agenda Item Title: Consent Agenda

Summary background and description of need for agenda item:

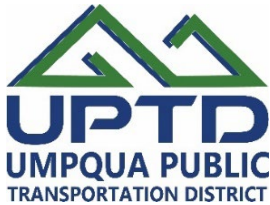
This agenda item presents all items identified below for review, discussion and approval.

- 4.1** August 19, 2024, Draft Regular Meeting Minutes
- 4.2** August 23, Special Meeting Draft Minutes
- 4.3** August 2024 Preventive Maintenance Report

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

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: UPTD Board of Directors



Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, August 19, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Meeting called to order at 5:30 PM.

Roll Call was called by General Manager, Cheryl Cheas.

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

Pledge of Allegiance was led by Director Estill.

Consent Agenda

4.1 July 15, 2024, Draft Regular Meeting Minutes

4.2 August 8, Special Meeting Draft Minutes

4.3 July 2024 Preventive Maintenance Report

Minutes and preventive maintenance reports were reviewed.

Motion: Motion to approve the consent agenda was made by Director Curerri, seconded by Director Mendenhall.

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

Financial Report was presented by Finance Manager, Sheri Bleau.

5.1 July Financial Report

Sheri states that she added a report that was requested by Director Baker. Balance sheet, P&L and other reports were summarized.

Motion: Motion to approve the July Financial report was made by Director Baker, seconded by Director Atkinson.

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

No Public Comment for On Agenda Items Only.

Old Business

7.1 Drug & Alcohol Compliance Review Update

The D&A Site review was attached to the Board Packet. Response was due in January. A partial response has been drafted but at this time remains incomplete. Due to ODOT no later than 9/30/2024. Chair Hammerson would like to see this made a priority to close this out with ODOT.

New Business

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

Upload is not complete, however the District had a network issue over the weekend that prevented upload during planned time.

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

The Board has started monthly one on ones with Management Staff.

8.3 Board & Leadership Training

SDIS Board training is coming to Roseburg on 9/25. The Board Chair has requested Board members let Cheryl know if they plan to attend. Notice will be given if there are more than 3 planning to attend. The second training that is coming up is the Oregon Public Transit Conference in Seaside. This is October 27-28th. This one will also be noticed if there are more than 3 attending.

8.4 Status Update for Contracts, Titles

While preparing for the site review we found that we did not get contracts in place for Sunrise, DRTF and City of Reedsport. In preparation for completing those contracts the GM went through the STIF funding to reconcile how much was left for each one of those projects. What she found was that after discussing the funding tonight, there will be some decisions the Board will need to make regarding how to fund the remainder of DRTF and Sunrise contracts.

An arrangement was made for the titles to be taken back to Reedsport with a driver that was coming to pick up a van from the mechanic. What she found after the fact was that was prevented from happening so she will be meeting with Charlene from City of Reedsport in the next week or so and we will ensure that they get delivered.

Project Updates provided by General Manager, Cheryl Cheas.

9.1 STIF Project Updates

Power Point was screenshared. STIF Grant 35544 was discussed. This grant consists of two different funding sources. One is the former STF funding which is now STIF Population based funding and the Payroll Tax funding is the rest of the projects. Presentation summarized projects, tasks, original projections and the reduced projections based on what we learned in our financial review, which is that we were drawing down from the projection instead of the actual allocation so there was a gap. We may need a work group to move forward. The plan consists of seven projects.

Project #1 is population-based funding and there are 8 tasks within the project.

Project #2 is fixed route and there are 11 tasks within the project.

Project #3 is demand response and has 3 tasks within the project.

Project #4 is Admin and is only the 1 task.

Project #5 is Capital Vehicle reserve is 1 task.

Project #6 was Capital Building reserve for Bus & Bus Facilities grants.

Project #7 is reserve for Bus Shelters.

ODOT's projection for population-based funding was \$580,016.

When we created the project, we created it with a plussed-up amount and what we thought was a 20% difference was actually 30% on project #1. So, the STIF deficit on this project is \$254,709.

When we created the project, we also included the roll-forward of the former STF funding.

Project 1, task 1 was built with \$42,726 in STIF funding for FY25 which was instead, expended in FY24.

The \$53,100 of Other State funding was expended prior to the plan being put into place.

We thought we had \$42,726 of STIF available at the beginning of the biennium and is actually \$29,908 so we are at a deficit in this task of \$11,159 in STIF funding.

The plan also did not take into account the additional 5310 funding that reallocated to the Call Center when Mercy ended their contract.

We thought we were going to receive \$520,434 in 5310 funding but we are actually going to receive \$782,217 which increases the match required to \$89,528. With the STIF expended and the roll-forward of STF being zero, we are \$59,620 short for the match on this project. This match most likely needs to come from Medical Transportation income.

This funding went through public process and the Board will need to approve any reallocation of funds to make these projects whole.

Task #2 was Mercy and this plan was already approved prior to knowing that Mercy was going to end their contract. This task also had former STF allocated and this project was going to be used as match for the 5310 funding. Had Mercy continued we would be having the same conversation regarding Mercy and their contract. The remainder of this funding, the \$25,021 left in this task, would recommend moving this funding to DRTF and Sunrise.

City of Reedsport, also included the extra 30% so the \$36,000 is reduced to \$25,200 and included \$36,000 STF funding that was supposed to roll forward. The balance of STIF is \$19,317. The challenge is that they are now using paid drivers and that number is about what they are using per quarter.

The \$60,000 in 5310 funds was reallocated from the Mercy project. Discussion followed regarding D&A requirements. There is a 5310 balance of \$8,522.

The total City of Reedsport STIF task 1.3 and 5310 combined balance is \$27,640 which allows \$6,910/quarter for the rest of this year.

GM states she believes there will need to be a work group where we put all the projects, all the tasks, all the funding sources and all the totals down on paper so we can work that through because there will need to be a motion made to move between tasks, the funding.

Jennifer adds, because the District is the 5311 provider, all of the other providers are required to be in the Drug & Alcohol pool. Discussion followed.

DRTF is a client only program. They receive STIF funding only. They submitted an application when we did the notice that there was funding available and their application was reviewed by the STIF committee and recommended for award to the Board for approval. Their application and award was for \$30,000. Here again, the assumed award also included \$15,000 of STF and STIF is reduced. The task total was \$15,000 for 2025 but it's 30% less than that and that's why I recommend we take the full amount for DRTF from task 1.2 Mercy.

Task #5 is Sunrise and they are the situation as DRTF. They applied, they were awarded \$24,000 for the biennium and the \$12,000 for the FY25 is before the reduction and the STF \$12,000 is not available.

Jennifer Boardman states that she has been trying to get DRTF to report on their vehicles since 2017 and she would recommend that UPTD withhold funding from them until they report. If we assume that we are fully funding DRTF from task 1.2 that leaves \$5,521 to allocate to Sunrise. The balance could come from Medical Transportation income.

Task #6 Preventive Maintenance, allocated to be utilized by all Demand Response project. After the reduction it is \$52,500 and with what has already been expended, that leaves \$36,883.

Task #7 ParaTransit service, we started out thinking that we had \$300,000, actual is \$210,000 and we have already expended \$120,887. There's more to this one as there's another project that supports ParaTransit and it's there, the two together where there's a summary.

Task #8 is 5311 Federal Match, we took 5311 funding that we knew was going to be allocated to UPTD at the time and projected what the match would be. The amount of 5311 funding was increased through a right-sizing project through ODOT which was awesome but that also increased the match. And we started out thinking that we had \$312,000, actual is \$218,400 and we have already expended \$242,525.

Discussion followed on a question regarding the 5311 match being funded by population based funding. This summarizes everything we just went through on project #1.

Task #1.1 – Currently -\$11,159 – Negative \$59,620 for 5310 Match. Transfer from Medical Transportation.

Task #1.2 – Reallocate to Tasks 1.4 & 1.5 – Mercy project to DRTF and Sunrise.

Task #1.3 – Communicated funding restraints – Only enough left for 1 quarter at current spending level. Meeting next week

Task #1.4 – Currently -\$4,500 - \$19,500 transfer from 1.2

Task #1.5 – Currently -\$3,600 - \$5,521 transfer from 1.2 \$10,079 transfer from Medical Transportation Income

Task #1.6 - \$36,883 available after \$22,500 reduction – A portion of 1.8 (roughly \$20,000) should be adjusted and shifted to 1.6 as 5311 PM match has been applied to 1.8 which is 5311 Operations match. This is significant as we received more 5311 than we anticipated at the time the plan was drafted and approved.

Task #1.7 - \$89,112 available after \$90,000 reduction. This has to be combined with Task 3.1.

Task #1.8 – Currently -\$24,125 – 4 quarters have been applied at an average of \$60,000/quarter = \$240,000 to match 5311 operations and pay for the expenses not covered by 5311.

Q4 5311 Operations match requirement was \$51,802 but \$57,339 was applied to this project. This would indicate closer to \$208,000 required, leaving a \$183,875 Gap. After reallocating PM match to 1.6 this number would drop to approximately \$160,000.

Assumption is \$308,427 net income for Medical Transportation for this fiscal year. Project 1 tasks 1.1 and 1.5 require an allocation of \$69,699. Running Balance - \$238,728.

For the Payroll based projects #'s2-8, the ODOT projection was \$3,442,600. The plussed-up plan was \$4,429,107 which is a difference of \$986,507 which is a reduction of 22.27%.

Project #2 is Payroll based funding and it is the fixed route projects. The assumed beginning balance for these 11 tasks was \$2,665,444 and after the 22.27% reduction of \$593,594 it is a total of \$2,071,849. Expenses for this project are listed by quarter and you can see in Q2 there was a drastic difference and that is due to the last of the CARES funding being utilized.

Project #2, Task #1, Roseburg Route is reduced from \$340,000 to \$264,282 by the 22.27% reduction 5311 *has \$286,624 remaining 43.92% Match is \$125,887.

Task 1.8 – 5311 Federal Match for this task has been over expended and is negative -\$24,125 combined with \$125,887 for a total of **\$150,012** needed for 5311 match.

Task #2.1 is reduced from \$340,000 to \$264,282 by the 22.27% reduction. Based on 4th QTR, Roseburg Route Expenses, This route requires \$627,940 to complete 2025. Project 2.1 has \$136,372, approximately \$164,000 could come from Farebox revenue although it appears Farebox revenue is being used to offset other operations costs not associated with Roseburg Fixed Route which indicates Farebox may account for a number closer to \$100,000. Project 1.9 is -24,125 for a total of -415,693 for Roseburg route.

*Caught error while transcribing minutes. -415,693 did not include 5311. Adding 5311 to this project changes project deficit to -129,069.

Project #2, Task #2 -Saturday service is reduced from \$187,000 to \$145,355 by the 22.27% reduction

This project is solely funded by STIF project #2, Task #2

This project requires approximately \$88,636 to complete the next 4 quarters.

Saturday service is underfunded by approximately \$25,550

Project #2, Task #3 is reduced from \$627,600 to \$487,833 by the 22.27% reduction

This project is solely funded by STIF project #2, Task #3. We have already made cuts to this service

Based on Q4 costs, Sutherlin route needs \$246,460 to complete 2025. This project should finish with approximately \$10,000 reserve.

Project #2, Task #4 is reduced from \$645,972 to \$502,114 by the 22.27% reduction

This project is solely funded by STIF project #2, Task #4. We have already made cuts to this service.

The Winston route requires approximately \$262,468 to complete 2025. This task should finish with approximately \$29,000 reserve.

Project #2, Task #5 is reduced from \$746,372 to \$580,155 by the 22.27% reduction leaving a balance of \$382,947. This project is solely funded by STIF project #2, Task #5 with \$400,000 coming from prior biennia funds. There is \$227,439 remaining in prior biennia funds for a total of \$610,386.

Based on Q4 expenses, the south county route needs approximately \$513,024 to complete FY 2025 and this project should finish with approximately \$97,000 in reserve.

Project #2, Task #6 is the Lifeline route, intended to connect Douglas County to Lane and Josephine counties. This project has been building a reserve for the match money to make these connections. Unfortunately, this reserve has been tapped for other operations projects since 2021.

This task was reduced from \$20,000 to \$15,546 by the 22.27% reduction. This project is solely funded by STIF project #2, Task 6 with prior biennia funds being reduced from \$322,000 to \$68,949

Total reserve for this project is now \$84,495.

Project #2, Task #6 is the South County collector which has been a project in our stif plan for the last 5 years and rated with high importance to start when a vehicle became available.

This project had been building a reserve to start this route and purchase a bus if necessary. Unfortunately, this reserve was utilized as general fund and has been completely zeroed.

At the time the current 23-25 STIF plan was created and approved we thought there was \$420,000 in reserve to start this route.

Project #2, Task #8 is the Roseburg YMCA collector has been a project in our STIF plan for the last 5 years and rated as the next project to start when a vehicle became available.

This project had been building a reserve to start this route since 2019. Unfortunately, this reserve was vaporized and zeroed out with the spending at the plussed up plan level instead of actual receipt of funding. At the time the current 23-25 STIF plan was created and approved we thought there was \$400,000 in reserve to start this route.

Project #2, Task #9 is Sutherlin Saturday service. The reserve for this project was reduced from \$47,000 to \$36,533 with the 22.27% reduction. We had hoped to be able to start Saturday service to Sutherlin this year, however, this will not be possible and the funds will remain in reserve or be reallocated if necessary.

Project #2, Task #10 is Winston Saturday service. The reserve for this project was reduced from \$46,500 to \$36,144 with the 22.27% reduction. We had hoped to be able to start Saturday service to Winston this year, however, this will not be possible and the funds will remain in reserve or be reallocated if necessary.

Project #2, Task #11 is kids ride free. This project offsets the cost of providing free rides for kids and is a piece of how we meet the plan requirement aimed at student transportation. This is a set amount and should not be reduced. If reduced the task would be reduced from \$5,000 to \$3,886 but there is only \$1,882 left for FY25.

2.1 Roseburg Route – Even if we take every expected reserve dollar and apply it to the Roseburg route, we still do not have enough in this project to continue running at the same level but there are better options than cutting service.

Cost/hour for the RB route, combining hours and miles, removing preventive maintenance (as it is paid separately), is \$75.18/hour. One quarter = 2,088 hours. \$121,912/\$75.18 is 1,622 hours of service we

would have to reduce. Over 210 service days between 9/1 and 6/30, that would be a 7.75 hour/day reduction.

Using the same method for Saturday service, ($\$25,551/258.4=\85.75) one quarter is 258.4 hours @ \$85.75/hour and we would have to reduce 298 hours which is slightly over one quarter. Over 43 service days, this would be 7 hours/day.

Option #2 - This system ran with one supervisor and/or one manager for many years. Although it is optimal, it is not necessary to have a manager, two supervisors and an assistant for 17 drivers. The RLS report stated that we are top heavy. Total compensation ranges from \$76,312 to \$94,286.

This system for the last 16 years ran utilizing part-time on call employees for emergency needs. Now we have an "extra-board" scheduled to be on-site, just in case something goes wrong. Duties vary from washing buses to cleaning shelters, but these drivers are often idle. This is the work around for no overtime, scheduled time just in case something happens. In a cash flush system this would be our luxury.

Break – Meeting called back to order at 7:20.

Project #3 – Payroll Based Funding - ParaTransit, Demand Response – 3 Tasks – Discussion RE: the difference between the planned funding and the actual amount of funding received. More discussion followed regarding what we are going to do to prevent this issue going forward.

Project #3, Task #1 is ParaTransit Services. This projection included \$20,000 in STF Funding. This task is reduced from \$553,660 to \$430,359. With \$265,295 already expended, this leaves a balance of \$165,065. Combined with the balance of task 1.7, \$89,112, gives a total of \$254,176. Based on Q4 expenses, this project requires \$428,252. This is a \$174,076 deficit.

Medical Transportation if utilized for ParaTransit ParaTransit services would be fully funded.

Project #3, Task #2 is Demand response dial a ride Services. This projection included \$20,000 in prior biennia Funding. The note attached to this task states this funding was removed to bring it in alignment with actual rollover funding. This \$20,000 should be replaced. This task is reduced from \$290,000 to \$225,417. With \$183,517 already expended, the balance remaining is \$41,899. Based on Q4 expenses, this task requires \$328,660 to operate 4 more quarters. This is a \$286,761 deficit for this task.

Discussion followed regarding the increase in service that took place when we moved City of Sutherlin and City of Winston to hourly service. This service has now been reduced with the change to the fixed route services.

Project #3, Task #3 is reserve for City of Reedsport. This task is reduced from \$10,000 to \$7,773. Added to Task 1.3 and the balance of 5310 funding available, this increases their funding from \$27,640 to \$35,413 which could make the difference between 2 or 3 partial days/week moving forward with \$8,853/QTR. City of Reedsport will greatly benefit from leaving this funding allocated to them.

3.1 ParaTransit Service is FTA required service and has to be available during the same hours that Roseburg, hourly fixed route is available. Currently 6:15 AM to 8:15 PM, Monday through Friday and 8:15 AM to 6:30 PM on Saturday. By cutting one evening hour from fixed route it reduces Roseburg route revenue service hours by 410 for the remaining months in the year which in turn reduces ParaTransit hours by 210 as well. This has the potential of reducing funding needs for these two projects by \$50,000 which could then be allocated to Dial A Ride. Based on Q4 expenses, this project requires \$428,252. This would reduce \$174,076 deficit to \$153,286

3.2 Dial A Ride service has been reduced but only has \$41,899 left. This is not enough to complete this quarter, even if we back filled with the balance of the anticipated Medical Transportation income. Dial A Ride service has been reduced but only has \$41,899 left. This is not enough to complete this quarter, even if we back filled with the balance of the anticipated Medical Transportation income and utilize the fixed route reduction. This is enough for 1,945 hours of service. We run around 1,500 revenue service hours/quarter. No resolution yet.

Discussion followed regarding fares for ParaTransit, how they are set, Federal reimbursements, application process. Dial A Ride is not a service that is required by FTA, but as a District, this is a required service as it necessary for so many people in our rural communities.

Q4 Admin Expenses were \$133,082. 5311 has \$150,000 allocated to Admin for FY25. Total Admin should be approximately \$532,000, offset by 5311, leaves \$382,328 to be allocated to STIF for a balance of approximately \$30,000 that could be transferred to another Operations project. Any cut here could be applied to Dial A Ride service.

Project #'s 5, 6 & 7 were summarized.

Project #5 - Capital Vehicle Reserve - It would be appropriate to transfer the negative \$22,270 from Project #6 to bring this project expenditures to 0.00 instead of negative \$22,270. \$229,415 was already transferred from Project #6 to Project #5 to cover the additional cost of the vehicles. This is a compliant transfer between capital projects.

Project #6 Capital Improvements for PM Building & Parking - At this point of the biennium, Q5 STIF payment has been made. This project should have \$48,518.75 in reserve, along with \$284,917 from previous STIF plans for a total Capital Building project reserve of \$333,435.75 \$229,415 was transferred from this project to project #5 for the vehicle payments that came in higher than anticipated. Transferring \$22,270 to Project #5 would bring the balance to \$311,165.75.

Project #7 Match for Shelter Purchase – We had anticipated getting a grant of approximately \$180,000 and this project would have been the match but we did not receive the grant. At this point of the biennium, Q5 STIF payment has been made. This project should have \$4,859.55 in reserve, along with \$23,000 from previous STIF plans for a total Capital Shelter project reserve of \$27,859.55. By the end of the biennium, that number should be \$30,775.

Total Projections for FY 24-25 provided by Sheri

Bank Balance as of 7/25/2024	821,115.00
STIF Income Q2, Q3, Q4	1,406,151.00
STIF Q1 balance due	72,502.00
5311 Q4 Reimbursement	48,933.00
5310 Q4 Reimbursement	53,256.00
5311 Balance of Funds for FY 24-25	618,515.00
5310 Balance of Funds for FY 24-25	464,160.00
Farebox Income for FY 24-25	207,000.00
Medical Transportation Income FY 24-25	612,000.00
Total Income	4,303,632.00

Payroll Expenses	2,521,675.00
Material & Svc	1,319,376.00
Medical Transport Expenses	303,573.00
Capital Expenses (bldg pmt)	46,312.00
Total Expenses	4,190,936.00
Unspent	112,696.00
Expected Reserve	119,153.00
Actual Unspent	-6,457.00
ODOT Repayment Demand	-252,000.00
Actual ending balance to maintain reserve	-258,457.00

UPTD received a letter from ODOT requesting repayment of \$252,000 for the charger and they have closed the 5339 grants. Discussion followed regarding selling the chargers or possibly returning the chargers. Seeing as there was supposed to be support for this product and the company is no longer the same company, is this possibly a breach of contract? Jennifer states that the agreement was not fully executed until 4/24/24 and it was back-dated to 11/01/23. The PO was signed in September. This is why the grant was cancelled.

Jennifer states that if a project was cancelled, those funds can be transferred to another project. There could be options but we would have to get approval from program services.

Jennifer again recommends putting the money into the local government account.

David Campbell wants to make comments regarding the delivery of the chargers.

A request was made to move Public Comment to the next agenda item.

Public Comment (Limit to 10 minutes total)

Jennifer Bragg – Used to be on the District years ago, resigned because she did not want to be where you are sitting right now. She refused to be part of the destruction on of the most beautiful projects she’s ever been a part of which was run by volunteers which is Dial A Ride. The writing has been on the wall for years. The compliance issues are the same as they used to be. Oops I forgot send this email, oops I didn’t realize there was this deadline, oops I didn’t realize this funding was supposed to be moved here, oops I had no idea that I used this funding here when it should have been here. Exact same issues, as a taxpayer, as someone who advocates for people that are marginalized, which are adults with disabilities or senior citizens, this is outrageous. You’re talking about cutting funds from people who have no voice. These people have no voice. You’re their voice. I want to explain to you what happened to my Dial A Ride program. My Dial A Ride was funded through an RFP process but because there was an issue with the GM didn’t understand the process, they had to RFP again. In the 2nd RFP her QuickBooks crashed. They submitted everything and a detailed letter explaining QuickBooks crashed and she couldn’t supply this one thing, they took our Dial A Ride program from us. Today because it is run through the District, it’s unrecognizable. It’s a rolling effect. Our senior center is getting ready to close, because no one comes. Because of people in this room seniors are not getting meals, people are not getting to the doctor appointments or to get simple groceries. Do not sit down and continue to marginalize the people who are marginalized every day. Take action now. This is why I ran. You’re talking about cutting Operations

Managers, cut it, cut that, cut the General Manager position go out to profit and get a head hunter to get in here tomorrow and fix this. Get someone that knows what they are doing. Immediately.

Chair called meeting back to order after a specific Board member was called out and responded. Chair Hammerson stated that this is public comment and the Board is not going to respond to public comment, we are here to listen to what you say and we're not going to have interaction back and forth.

Jennifer continued, I am begging you on behalf of every senior citizen and person with disabilities that lives in Douglas County to take the correct manner of action because she holds every single one of you responsible. You have one employee and when your one employee surrounds themselves with what they call incompetency, that is very questionable.

Sheri Moothart – Was also one of the original Board members and for about a year, saw the same stuff. Left before Jennifer because this is my money and I don't know what's going on. This is my money and I don't know where it's going but you guys need to get somebody, a forensic accountant in here and find the money. This is ridiculous, all the red, red and red. What Jennifer's talking about is the rural areas, we're not talking Roseburg, Sutherlin, Winston. We're talking Lookingglass, Glide, Yoncalla, Elkton, all the wide spots in the road. You guys need to service these people. You guys are letting them down. And I'm sorry, that grant that is... I just bought a bus for \$215,000 and my grant was in place before I ever ordered that bus. And that thing it went to the junk yard because I had to get rid of everything on my lot that had a DEF by January 1, 2026. ODE has made a requirement and they just extended it for one year. I have one vehicle left and I'm applying for a grant. We just missed one and we're going for another one. Chair asks her to state where she's from – I'm from Roseburg. Chair asks what the grant is for – Volkswagon grant, they got caught years ago doing something wrong and they're paying for it. Chair asks if she with a company – School District. Roseburg doesn't run transportation, they can't afford it. They just found out how much I spent on a bus. I bought a 84 passenger bus with a wheelchair lift for one student and he is going into the 3rd grade and I went no, I'm buying it so he can travel with his classmates and that's what you guys are excluding people like this. His parents have to bring him to school because we don't have the means to get up to his house but he can go on class trips with the kids and I was willing to spend that money for one child and I'd do it again, but you guys, you need to fight like heck to keep your Operations Manager because that is the person that keeps things running. Your supervisors, you don't want to pass their jobs onto somebody down below them because their the ones that need to be here and look that driver right in the eye and say hmmm I think you need to go for a random today. I do that every morning at 5:30, that's why I am wanting to get out of here. I'm usually in bed right now. My alarm goes off at 4:30 in the morning and I've not had dinner yet because I am so adamant about this. I look at every driver every morning and I speak to them and I am the only one who is drug and alcohol trained, I'm the only one that can send them in. I have yearly reports that are due September 1st and I had them in the first week in August. She continues on to describe items that are checked goes into the duties by the State Certified mechanic. Chair Hammerson states that it sounds like she has a lot of knowledge and we do have vacancies on committees "No", Chair Hammerson continues we need expertise "No" we people "No" that are involved. Maybe consider it.

David Cambell – Compliance with ODOT – I've been advised not to discuss what was said regarding those chargers but it's twice that it was said that those chargers just showed up one day and there was no opportunity to talk to Proterra and refuse that shipment, so please remember that as we get into the coming weeks of discussion. I would also like to point out in regards to earlier public comments that were

made about these all seem to be repeat things that are happening. In 2021 a compliance review was done of UPTD and one of the main highlights was lack of subrecipient oversight in which Rich Garrity considered to be the preeminent source of knowledge in the United States, on Transit Compliance said there need to be subrecipient oversight rules in place within the contracts with subrecipients and one of the main pieces missing is a drug and alcohol program. This was not tied to volunteer drivers or paid drivers, this has been a requirement the entire time. What has made this complicated for Reedsport in particular is there has been no contract for 2 ½ years. No contracts with other subrecipients for at least a year. These are major areas of compliance oversight. So as you hear funds should be given to an organization, bear in mind that there are no contracts. Wants it noted that a violation of drug and alcohol compliance can result in a loss of all federal funding. He continues on to state he is concerned for many reasons.

Lula Landi – States I started out at URCOG and then the County and then was with UCAN for a while. She came back and asked for a part time job and was asked to come back as a supervisor. Things are happening now that were happening then and it was addressed with the Board and they would not do anything about it so it's an ongoing process that's been going on for years. I left my job, I chose not to go to UPTD when it went over because of this issue and it's just going to go down if your guys don't do something. It's our tax dollars and everybody finds out about this, I can see them doing a recall and taking it back.

Action Plan Updates – Cheryl Cheas

We went through the Action Plan and re-adopted it with the update ODOT did during our last meeting. A lot of it is the same as the previous action plan that we had. As specific items were being discussed, Chair Hammerson state that she feels there are some things in the action plan that need to be revisited, specifically looking at what the Board's role is in oversight, for instance of the General Manager, whereas we don't want to be involved in the general operations of the District. There may be a possibility to modify some of them just to make sure that we are not playing a role that we are not intended to play as a Board. Discussion followed. If we want to delay we want to ensure the Board takes a deep look at this and be prepared to have a robust discussion about it shortly when we do our work session which needs to be soon. Agreed, Tabled.

General Manager Report – Cheryl Cheas – Updates have been provided over the last week. Ridership is continuing to grow. Fixed route was 104,969, almost 105,000 which is the highest it has been since pre-covid. Saturday is 6,647 rides. No questions.

ODOT Update – Jennifer Boardman – Hopes that the Board is seriously reviewing the letters that were sent. The dates are non-negotiable. UPTD is one of the highest risk agencies in the state right now. She feels UPTD might need planning help. She states that RVTD and Josephine County have offered help. Please meet the deadlines.

There were no Not on Agenda items.

Moved to Executive Session ORS 192.660(2)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(e) To conduct deliberations with persons you have designated to negotiate real property transactions.

Meeting called back to order at 9:52 PM

Motion: Natasha moves to accept Cheryl's resignation effective September 13th. Seconded by Cathye.
Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Motion: Mike Baker makes a motion to advertise for the General Manager position, seconded by John Estill. Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

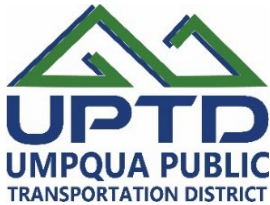
Motion: Doug Mendenhall moves to look into a consultant for the GM position. Cathye amends to look into a consultant for the GM position and possible restructure, seconded by Doug.
Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Set a Special Meeting to look into consulting opportunity. Friday, 8/23/2024 @ 9:00 AM - Virtual

Agenda Build – Next Regular Meeting September 16, 2024

Drug & Alcohol update – Status of compliance review – Update on Action Plan Items – Monthly 1 on 1's – Board Leadership Training – Status of contracts, titles – STIF Project update – General Manager Report – Trial Service Policy – Interim Disciplinary Policy – Review potential applications

Meeting Adjourned 10:00 PM



Special Board of Directors Virtual Meeting

Umpqua Public Transportation District

Friday, August 23, 2024, 4:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

DRAFT MINUTES

Meeting Called to Order at 9:00 AM

Roll Call

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

Pledge of Allegiance skipped as the meeting is virtual and we have no flag.

Discuss opportunity to hire a consultant for General Manager position and possible reorganization.

This came out of two ideas. One to fill the GM position and one to look at what the future of the District looks like. We have had two resignations with the week, which are two of our major leadership positions. There are financial issues as we have been put on notice by ODOT for the charging stations, the funds need to be returned. We are working closely with ODOT to come up with solutions within the next less than 45 days.

The idea we were discussing regarding this potential consultant, we were able to get one proposal from Politogy that has been submitted to the Board, ODOT and our attorney. There are a few concerns with the proposal as it sits right now. One of the main concerns is that this is considered a small procurement which under Oregon law it does not need competitive process under \$25,000. Federal regulations are a little more restrictive and it would still need to go through the competitive process. We are in a situation where we need to move as quickly as possible. Every day that passes is crucial for us to be work through this complex problem that we have, but we hear the concerns of ODOT. We have a letter from our attorney. One of his suggestions is to remove the indemnification clause. Chair Hammerson requested the GM to read the letter from the attorney.

Director Atkinson notes that there are comments in the chat.

Chair Hammerson points out that this meeting is not supposed to have public comment. We are supposed to be discussing this as a Board and the comments should have been turned off for this meeting. Right now I just want to focus on the business. If we decide as a Board at the end that we want to address comments then we can do that. Specifically the agenda noted no public comment.

First question, do we have our own procurement policy for personal services. Do we have any standing rules for that. GM will forward Procurement Policy to Board Members for review.

Director Curreri requests the letter from the attorney be forwarded as well.

Chair Hammerson states what she got from the letter is that we need to remove the indemnity clause, we need to ensure the Board is retaining authority, we need the statement of work which she believes the statement of work is in the proposal. The main issue is whether or not the procurement is needing bids. There are different levels of procurement, up to \$10,000, \$10,000 to \$25,000 and then up to \$250,000.

Another option we have is to reduce the contract to 4 weeks which gives us time to accept bids and not miss this critical time to address this financial issue. We could do temporary consultant for 4 weeks and then we could do the larger procurement by taking bids from the community.

Another thing that has been brought to our attention is that ODOT is concerned about us using STIF funds. We do have the option of potentially using medical transportation. Chair Hammerson opens up the discussion to the Board.

Director Mike Baker has questions and comments. Concerned about trying to break up the contract, not exactly sure we need the contract. We have an email from the Operations Manager asking to rescind his resignation. Concerned about contracting out the GM position to someone who doesn't have transit knowledge. Have we contacted Special Districts?

Director Atkinson thinks we missed a step and need to start with ODOT and ask what their suggestions are in this process and is there something available. Start with existing resources we have available.

Director Curreri states she may be new to the game and welcomes an outsider taking a look at things. A shorter contract that gives time and opening bids up to other resources to actually take it for the 3 month haul is not a bad idea. And, she does have a problem with someone who stated in their letter that they were advised to just take a step back, not resign, they were advised by at least two parties to do that and they went ahead and resigned and now they're going oh I take it back. She is not inclined to have him come and take the reins. A little too much fickleness.

Director Atkinson can appreciate that someone outside would be a good recommendation but the lack of transportation knowledge is concerning. There are consulting firms in Oregon that this what they specialize in so it behooves us to reach out to consulting firms that have knowledge of transportation and if we make the wrong moves now, we risk imploding.

Director Curreri states a business are businesses. There are businesses all around who come in, just when a business is ready to fail. You might not need the nuances in the first four weeks.

Director Atkinson states that this is where she can lend her expertise because she has done consulting throughout the state of Oregon in regard to business itself. She currently runs a \$10M business. Wants to go on record that she feels they need transit knowledge.

Director Janice Baker agrees we need someone with experience who knows the ins and outs. In defense of Operations Manager, he was under a lot of pressure as his dad was very ill.

Director Mike Baker states he looked up this company and it looks like there typical work is campaign management and public relations. Not sure that's what we're after here.

Director Atkinson really thinks we need to take a step back and go to our existing contacts in transportation and go from there.

Discussion followed.

Looking at one contract from one agency does not feel like an appropriate process. If we have the right move forward with this discussion, reach out to existing contracting agencies in Oregon.

Discussion followed. General consensus is if we move forward with contracts, there would be changes that would need to be made to this contract. Natasha has offered that she has several contacts that could be made to solicit additional consulting contracts. Hearing that we need to reschedule another special meeting perhaps next week after we've had opportunity to request modifications to the current proposal and to request additional bids.

Natasha what like to review what our rights are in this as UPTD has their own process that is written into our bylaws, so want to make sure we are honoring those, 100%. It's a procurement policy and Cheryl will send out to everyone.

Director Estill writes he has concern about the Ops Manager. Need to know much more about the Ops Manager issue.

Consensus is that is a conversation that needs to be had in Executive Session. Do we want to table this until next week?

Director Curreri asks to clarify are Mike and Natasha going to be reaching out to different entities?

Chair Hammerson reminds us that we are going to be going through an audit next week on Monday, Tuesday and Wednesday. Discussion followed.

Special Meeting scheduled for Thursday at noon. Discussion followed.

Additional discussion regarding the revised agenda for Executive Session.

Board moved to **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.

Returned from Executive Session – Chair Hammerson states we had a discussion regarding the wrong date on the meeting notice for the Executive Session, so we are actually going to move that Executive Session to our new meeting date which is Thursday, August 29th at 12:00 PM. So today we are going to take no action and that concludes all of our on agenda items for this meeting.

Meeting Adjourned at 10:07 AM.

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

	Completed	Within Guidelines	Overall Percentage On Time	Progress
FY 24-25	23	22	95.65%	
FY 23-24	151	147	97.35%	
FY 22-23	136	133	97.79%	
FY 21-22	78	48	61.54%	
3 Year Running Total	388	358	92.27%	44.27%

	PM Service	Within Guidelines	Percent On Time	Progress Toward Goal
July-November 2021	27	13	48%	
December	4	4	100%	54.84%
January	6	6	100%	62.12%
February	7	6	86%	65.91%
March	10	6	60%	64.81%
April	9	7	78%	66.67%
May	7	6	86%	68.57%
June	8	8	100%	71.79%
July 2022	13	13	100%	75.82%
August	11	11	100%	78.43%
September	9	9	100%	81.98%
October	9	9	100%	83.33%
November	9	9	100%	84.50%
December 2022	11	11	100%	84.96%
January 2023	15	13	97.40%	85.80%
February 2023	9	8	96.51%	85.97%
March 2023	11	11	100%	86.86%
April 2023	16	16	100%	86.91%
May 2023	13	13	100%	87.75%
June 2023	10	10	100%	88.32%
July 2023	16	16	100%	89.13%
August 2023	22	22	100%	90.08%
September 2023	12	12	100%	90.53%
October 2023	7	7	100%	90.77%
November 2023	10	10	100%	91.10%
December 2023	11	11	100%	91.44%
January 2024	10	10	100%	91.72%
February 2024	13	12	92%	91.75%
March 2024	12	10	83%	91.44%
April 2024	14	14	100%	91.79%
May 2024	14	14	100%	92.11%
June 2024	10	9	90%	92.05%
July 2024	10	9	90%	92.00%
August 2024	13	13	100%	92.27%
	388	358		

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.

Umpqua Public Transportation District

Monthly Financial Statements

For the Period Ending August 31, 2024

Balance Sheet August 2024

This report provides a quick snapshot of UPTD's Assets and Liabilities. Total current Assets are \$768,030.83 and current Liabilities are \$18,665.66 for a total Equity of \$749,365.17.

P&L Current Quarter Report

This report provides an overview of the revenues and expenses from all sources of UPTD for the months of July & August 2024. Overall, the District has a Net Income for the current quarter of \$1,679.50. This P&L does not include the cash on hand at the beginning of the Fiscal Year of \$747,685.67. The quarterly P&L includes the Q1 State Funds of \$448,906.25; July Federal reimbursements of \$96,271.00; Farebox Revenues of \$41,327.43; Miscellaneous revenues of \$1,882.13; Medical Transportation funds of \$100,364.10; and Reserve Funds of \$19,810.75.

P&L Current Fiscal Year Report

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

P&L UPTD 2018-Current

This report provides an overview of the revenues and expenses from all sources of UPTD from the beginning of the district in 2018. Overall, the District has a Net Income from 2018 to August 2024 of \$749,365.17.

August Variance Report

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

UPTD August Bank Statement

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

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

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	766,413.33
Accounts Receivable	1,617.50
Total Current Assets	<u>768,030.83</u>
TOTAL ASSETS	<u>768,030.83</u>
LIABILITIES & EQUITY	
Liabilities	18,665.66
Equity	749,365.17
TOTAL LIABILITIES & EQUITY	<u>768,030.83</u>

Umpqua Pulic Transportation District Profit & Loss July through August 2024

	Jul - Aug 24
Income	
GENERAL FUND RESOURCES	
1-00-075 Reserve Funds	19,810.75
1-00-100 5311 Funding	51,542.00
1-00-110 5310 Funding	44,729.00
1-00-210 STIF	448,906.25
1-00-400 Miscellaneous	820.43
1-00-405 Advertising	1,050.00
1-00-410 Bus Fares & Contract	41,327.43
1-00-430 Medical Transports	100,364.10
1-00-440 Interest Income	11.70
Total GENERAL FUND RESOURCES	708,561.66
Total Income	708,561.66
Gross Profit	708,561.66
Expense	
10 ADMIN Payroll	90,106.33
22 OPERATIONS Payroll	204,275.68
23 OPERATIONS ADMIN Payroll	81,367.85
24 PARA TRANSIT Payroll	46,774.42
25 CALL CENTER Payroll	53,281.17
26 DEMAND RESPONSE Payroll	55,042.08
30 MEDICAL TRANS Payroll	6,614.62
MATERIALS & SERVICES	
10 · ADMIN	5,865.84
22 · OPERATIONS	76,634.26
23 · OPERATIONS ADMIN	2,336.15
24 · PARA	7,267.74
25 · CALL CTR	20,338.07
26 · DEMAND RESPONSE	11,205.82
30 · MEDICAL TRANSPORTATION	45,772.13
Total MATERIALS & SERVICES	169,420.01
Total Expense	706,882.16
Net Income	1,679.50

Umpqua Pulic Transportation District
Profit & Loss
 As of August 31, 2024

	<u>Aug 31, 24</u>
Income	
BUS REPLACEMENT FUND RESOURCES	841,661.00
CAPITAL PROJECTS RESOURCES	1,380,197.60
GENERAL FUND RESOURCES	
1-00-050 Available Cash on Hand	0.00
1-00-075 Reserve Funds	75,171.11
1-00-100 5311 Funding	2,393,336.00
1-00-105 5311 CARES	2,062,737.00
1-00-110 5310 Funding	2,133,920.00
1-00-125 5339 Funding	30,152.00
1-00-200 STF	1,053,253.00
1-00-210 STIF	9,245,085.25
1-00-220 STATE Discretionary	50,000.00
1-00-400 Miscellaneous	56,400.13
1-00-405 Advertising	55,914.00
1-00-410 Bus Fares & Contract	533,076.81
1-00-430 Medical Transports	1,540,799.77
1-00-440 Interest Income	1,260.93
1-0-100 · Local	243,224.83
1-0-400 · Miscellaneous	24,294.77
Total GENERAL FUND RESOURCES	<u>19,498,625.60</u>
Total Income	<u>21,720,484.20</u>
Gross Profit	21,720,484.20
Expense	
10 ADMIN Payroll	1,602,772.39
22 OPERATIONS Payroll	4,723,032.64
23 OPERATIONS ADMIN Payroll	1,140,671.04
24 PARA TRANSIT Payroll	942,759.39
25 CALL CENTER Payroll	946,909.47
26 DEMAND RESPONSE Payroll	897,411.85
30 MEDICAL TRANS Payroll	298,562.66
BUS REPLACEMENT FUND	2,318,937.32
CAPITAL PROJECTS	1,451,932.26
GENERAL FUND - OTHER	212,711.67
MATERIALS & SERVICES	
Material and Services	1,699,142.17
10 · ADMIN	670,168.96
22 · OPERATIONS	2,935,599.06
23 · OPERATIONS ADMIN	188,266.37
24 · PARA	208,105.32
25 · CALL CTR	179,529.11
26 · DEMAND RESPONSE	296,784.25
30 · MEDICAL TRANSPORTATION	<u>759,913.46</u>

Umpqua Pulic Transportation District Profit & Loss

As of August 31, 2024

Aug 31, 24

Total MATERIALS & SERVICES	<u>6,937,508.70</u>
Personnel Services - Admin	41,909.64
4-400 · Loan Proceeds	<u>-544,000.00</u>
Total Expense	<u>20,971,119.03</u>
Net Income	<u><u>749,365.17</u></u>

Umpqua Public Transportation District
Variance Report
August 2024

	Aug 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Aug 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
Income									
BUS REPLACEMENT FUND RESOURCES									
				These funds are Capital funds and will only be received when the actual purchase is made. UPTD was recently informed that the FTA has closed the 5339 Grant 35395. We will not be receiving any of these funds.					These funds are Capital funds and will only be received when the actual purchase is made. UPTD was recently informed that the FTA has closed the 5339 Grant 35395. We will not be receiving any of these funds.
5-00-120 5339 Funding	0.00	600,000.00	-600,000.00		0.00	600,000.00	-600,000.00	2,400,000.00	
				These funds are Capital funds and will only be received when the actual purchase is made. Grant 35326 (5 vans & 1 < 30 ft Bus), the vans are on order at this time. Due to our financial difficulties ODOT has found other agencies that will take possession of them when they are delivered. The bus is on order with Schetky and UPTD will need \$28,355 in Match funds in order to take delivery.					These funds are Capital funds and will only be received when the actual purchase is made. Grant 35326 (5 vans & 1 < 30 ft Bus), the vans are on order at this time. Due to our financial difficulties ODOT has found other agencies that will take possession of them when they are delivered. The bus is on order with Schetky and UPTD will need \$28,355 in Match funds in order to take delivery.
5-00-130 5311 Funding	0.00	200,905.00	-200,905.00		0.00	200,905.00	-200,905.00	803,619.00	
5-00-500 Transfer In - Gen Fund	0.00	0.00	0.00		0.00	0.00	0.00	28,355.00	
Total BUS REPLACEMENT FUND RESOURCES	0.00	800,905.00	-800,905.00		0.00	800,905.00	-800,905.00	3,231,974.00	
CAPITAL PROJECTS RESOURCES									
				These funds are Capital funds and will only be received when the actual purchase is made. UPTD was recently informed that the FTA has closed both the 5339 Grants: 35395 & 35335. We will not be receiving any of these funds.					These funds are Capital funds and will only be received when the actual purchase is made. UPTD was recently informed that the FTA has closed both the 5339 Grants: 35395 & 35335. We will not be receiving any of these funds.
4-00-100 5339 Funding	0.00	969,285.00	-969,285.00		0.00	969,285.00	-969,285.00	3,877,139.00	
Total CAPITAL PROJECTS RESOURCES	0.00	969,285.00	-969,285.00		0.00	969,285.00	-969,285.00	3,877,139.00	
GENERAL FUND RESOURCES									
1-00-050 Available Cash on Hand	884,428.05	43,527.00	-840,901.05	The current bank balance at the end of August is \$791,378.60	747,685.67	87,055.00	-660,630.67	522,328.00	The current bank balance at the end of August is \$791,378.60
1-00-070 Reserve Fuds	0.00	0.00	0.00		19,810.75	0.00	19,810.75	0.00	The positive variance was created by taking 5% of all big deposits and moving the funds to the Reserve Funds GL in an effort to rebuild UPTD's reserves.
1-00-100 5311 Funding	51,542.00	0.00	51,542.00	The positive variance is due to receiving the Federal Reimbursements for July only. ODOT has allowed us to request our reimbursements on a monthly basis rather than on a quarterly basis.	51,542.00	0.00	51,542.00	614,578.00	The positive variance is due to receiving the Federal Reimbursements for July only. ODOT has allowed us to request our reimbursements on a monthly basis rather than on a quarterly basis.
1-00-115 5310 Funding	44,729.00	0.00	44,729.00	The positive variance is due to receiving the Federal Reimbursements for July only. ODOT has allowed us to request our reimbursements on a monthly basis rather than on a quarterly basis.	44,729.00	0.00	44,729.00	458,608.00	The positive variance is due to receiving the Federal Reimbursements for July only. ODOT has allowed us to request our reimbursements on a monthly basis rather than on a quarterly basis.
1-00-210 STIF	0.00	0.00	0.00		448,906.25	510,100.00	-61,193.75	2,040,397.00	The negative variance is due to receiving less STIF funds than anticipated for the 1st Quarter of this Fiscal Year. Historically Q1 is less than any of the other quarters. It is anticipated that the next 3 quarters will be in line with the budgeted expectations.
1-00-400 Miscellaneous	520.43	800.00	-279.57		820.43	1,600.00	-779.57	9,600.00	
1-00-405 Advertising	525.00	2,117.00	-1,592.00	The negative variance is due to all advertising contracts coming to an end. B&S has just signed a new contract for 1 year that started in July 2024 and Les Schwab's contract was renewed to begin September 2024. Les Schwab is still contemplating a new ad.	1,050.00	4,233.00	-3,183.00	25,400.00	
1-00-410 Bus Fares & Contract	13,501.19	18,093.00	-4,591.81	The negative variance is due to collecting less farebox revenue than anticipated. Revenues are budgeted evenly over the year but the actuals will fluctuate depending on trends and ridership. Once UCC is back in session we should see our revenue increase.	41,327.43	51,185.00	-9,857.57	232,114.00	The negative variance is due to collecting less farebox revenue than anticipated. Revenues are budgeted evenly over the year but the actuals will fluctuate depending on trends and ridership. Once UCC is back in session we should see our revenue increase.
1-00-430 Medical Transports	44,403.40	22,916.00	21,487.40	The positive variance is due to receiving more NEMT funds than anticipated. We currently have seven volunteer drivers when four were budgeted which is creating more revenue than anticipated. This will offset the overage in the NEMT expenses.	100,364.10	45,833.00	54,531.10	275,000.00	The positive variance is due to receiving more NEMT funds than anticipated. We currently have seven volunteer drivers when four were budgeted which is creating more revenue than anticipated. This will offset the overage in the NEMT expenses.
1-00-440 Interest Income	6.00	5.83	0.17		11.70	11.66	0.04	70.00	
Total GENERAL FUND RESOURCES	1,039,655.07	87,458.83	952,196.24		1,456,247.33	700,017.66	756,229.67	4,178,095.00	
Total Income	1,039,655.07	1,857,648.83	-817,993.76		1,456,247.33	2,470,207.66	-1,013,960.33	11,287,208.00	
Gross Profit	1,039,655.07	1,857,648.83	-817,993.76		1,456,247.33	2,470,207.66	-1,013,960.33	11,287,208.00	
Expense									
10 ADMIN Payroll	37,019.89	38,254.00	-1,234.11	The savings is due to less than anticipated payroll taxes being paid.	90,106.33	90,872.00	-765.67	487,779.00	
22 OPERATIONS Payroll	89,203.28	86,935.00	2,268.28	The overage is due to loosing 2 full time drivers and paying out their PTO upon them leaving. Two new drivers started on 9/4/24 and are currently in the onboarding process.	204,275.68	203,045.00	1,230.68	1,101,562.00	
23 OPERATIONS ADMIN Payroll	33,962.28	34,711.00	-748.72	The savings is due to less than anticipated payroll taxes and overtime being paid.	81,367.85	83,186.00	-1,818.15	444,065.00	
24 PARA TRANSIT Payroll	19,151.36	18,847.00	304.36		46,774.42	44,257.00	2,517.42	239,303.00	

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

	Aug 24	Budget	\$ Over Budget	MTD Variance (\$500 over/under)	Jul '23 - Aug 24	YTD Budget	\$ Over Budget	Annual Budget	YTD Variance (5,000 over/under)
25 CALL CENTER Payroll	24,646.48	26,412.00	-1,765.52	The savings was created by less than anticipated Call Center wages being paid out. We will continue to monitor this category to see if this will be a savings every month.	53,281.17	61,719.00	-8,437.83	334,723.00	The savings was created by less than anticipated Call Center wages being paid out. We will continue to monitor this category to see if this will be a savings every month or if this was a one time savings.
26 DEMAND RESPONSE Payroll	22,263.41	22,384.00	-120.59		55,042.08	52,461.00	2,581.08	283,991.00	
30 MEDICAL TRANS Payroll	2,972.26	3,120.25	-147.99		6,614.62	7,114.50	-499.88	39,191.00	
BUS REPLACEMENT FUND	0.00	807,993.50	-807,993.50	Capital expenses were budgeted for this month but none were expended. UPTD was recently informed that the FTA has closed the 5339 Grant 35395 for the 3 electric buses. 5311 Grant 35326 (5 vans & 1 < 30 ft Bus), the vans are on order at this time. Due to our financial difficulties ODOT has found other agencies that will take possession of them when they are delivered. The bus is on order with Schetky and UPTD will need \$28,355 in Match funds in order to take delivery.	0.00	807,993.50	-807,993.50	3,231,974.00	Capital expenses were budgeted for this month but none were expended. UPTD was recently informed that the FTA has closed the 5339 Grant 35395 for the 3 electric buses. 5311 Grant 35326 (5 vans & 1 < 30 ft Bus), the vans are on order at this time. Due to our financial difficulties ODOT has found other agencies that will take possession of them when they are delivered. The bus is on order with Schetky and UPTD will need \$28,355 in Match funds in order to take delivery.
CAPITAL PROJECTS	0.00	969,284.75	-969,284.75	Capital expenses were budgeted for this month but none were expended. UPTD was recently informed that the FTA has closed both of the 5339 Grants: 35395 & 35335. We will not be starting these Capital projects.	0.00	969,284.75	-969,284.75	3,877,139.00	Capital expenses were budgeted for this month but none were expended. UPTD was recently informed that the FTA has closed the 5339 Grant 35395. We will not be starting these Capital projects.
GENERAL FUND - OTHER	0.00	0.00	0.00		0.00	0.00	0.00	122,892.00	
MATERIALS & SERVICES									
10 - ADMIN	407.46	38,623.00	-38,215.54	The savings is primarily due to the audit fees being budgeted this month but not received. We recently received the Financial Statement from the auditors and the Single audit is due to be completed in 7-10 days. The audit invoice will be reflected in a future month.	5,865.84	43,460.00	-37,594.16	142,414.00	The savings is primarily due to the audit fees being budgeted this month but not received. We recently received the Financial Statement from the auditors and the Single audit is due to be completed in 7-10 days. The audit invoice will be reflected in a future month.
22 - OPERATIONS	33,037.03	40,825.00	-7,787.97	The savings is primarily due to less than anticipated Training expenses than budgeted for this time period. Training will fluctuate throughout the year.	76,634.26	72,775.00	3,859.26	583,385.00	The overage was created by an \$8K repair on one bus.
23 - OPERATIONS ADMIN	-1,633.87	5,557.50	-7,191.37	The savings is primarily due to receiving scholarship payments from ODOT for a Training class that the two Operation Supervisors attended late 2023. In addition there has been less than anticipated IT fees.	2,336.15	10,358.50	-8,022.35	68,430.00	The savings is primarily due to receiving scholarship payments from ODOT for a Training class that the two Operation Supervisors attended late 2023. In addition there has been less than anticipated IT fees.
24 - PARA	3,836.20	4,377.50	-541.30	The savings is due to less than anticipated Licenses/Fees and Training for this period.	7,267.74	8,244.50	-976.76	48,650.00	
25 - CALL CTR	851.58	3,565.50	-2,713.92	The savings is primarily due to less IT Maintenance than anticipated. Routematch invoices were budgeted here but not all have been received. They will be reflected in a future month.	20,338.07	25,708.00	-5,369.93	60,200.00	The savings is primarily due to less IT Maintenance than anticipated. Routematch invoices were budgeted here but not all have been received. They will be reflected in a future month.
26 - DEMAND RESPONSE	5,330.97	7,247.00	-1,916.03	The savings is due to Fuel & Oil being less than anticipated.	11,205.82	13,943.00	-2,737.18	82,760.00	
30 - MEDICAL TRANSPORTATION	19,241.57	11,245.50	7,996.07	The overage is due to having seven volunteer drivers when four were budgeted. The additional income will offset the overage in the expenses throughout the year.	45,772.13	22,328.50	23,443.63	138,750.00	The overage is due to having seven volunteer drivers when four were budgeted. The additional income will offset the overage in the expenses throughout the year.
Total MATERIALS & SERVICES	61,070.94	111,441.00	-50,370.06		169,420.01	196,817.50	-27,397.49	1,124,589.00	
Total Expense	290,289.90	2,119,382.50	-1,829,092.60		706,882.16	2,516,750.25	-1,809,868.09	11,287,208.00	
Net Income	749,365.17	-261,733.67	1,011,098.84		749,365.17	-46,542.59	795,907.76	0.00	



August 31, 2024

Page: 1 of 5

Customer Service:
1-866-486-7782

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

Last statement: July 31, 2024
This statement: August 31, 2024

PUBLIC FUNDS INTEREST CHECKING

Account number	XXXXXX6397	Beginning balance	\$755,820.53
Low balance	\$641,202.37	Additions/Deposits	\$335,580.02
Average balance	\$707,492.90	Withdrawals/Subtractions	\$300,021.95
Interest paid year to date	\$27.09	Ending balance	\$791,378.60
Interest earned	\$6.00		

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-01	Deposit	494.66
08-01	Deposit	300.00
08-02	Deposit	20.00
08-05	Deposit	939.96
08-05	Deposit	423.08
08-05	Deposit	160.00
08-06	Deposit	66.00
08-07	Deposit	838.74
08-07	Deposit	514.04
08-07	Deposit	40.00
08-08	Deposit	458.39
08-08	Deposit	43.00
08-09	Deposit	335.90
08-09	Deposit	55.00
08-12	Deposit	20.00
08-13	Deposit	400.00
08-13	Deposit	362.21
08-13	Deposit	317.14
08-14	Deposit	234.13
08-14	Deposit	20.00
08-15	Deposit	525.00
08-15	Deposit	276.99
08-16	Deposit	257.05
08-20	Deposit	420.99
08-20	Deposit	332.13
08-20	Deposit	3.00
08-21	Deposit	270.80

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-21	Deposit	33.00
08-22	Deposit	353.37
08-23	Deposit	276.97
08-23	Deposit	264.55
08-26	Deposit	6.00
08-27	Deposit	60.00
08-28	Deposit	1,260.00
08-28	Deposit	380.95
08-28	Deposit	341.47
08-28	Deposit	262.79
08-28	Deposit	57.00
08-29	Deposit	6.00
08-30	Deposit	258.33
08-30	Deposit	20.00
Total Deposits/Additions		\$11,708.64

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-31	Interest Credit	6.00
Total Other Deposits/ Additions		\$6.00

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-01	ACH DebitCelayix Fees 20240801	165.00
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	369.84
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	380.56
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	465.65
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	477.71
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	627.79
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	716.90
08-06	ACH DebitRef 2191426I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,144.36
08-08	ACH DebitRef 2211741I Funds Transfer To Dep Xxxxxx7206 From Xachpl	124.62
08-09	ACH DebitADP Payroll Fees ADP Fees 928034324075 20240809	318.30
08-13	ACH DebitRef 2261442I Funds Transfer To Dep Xxxxxx7206 From Xachpl	220.43
08-13	ACH DebitRef 2261442I Funds Transfer To Dep Xxxxxx7206 From Xachpl	266.66
08-13	ACH DebitRef 2261739I Funds Transfer To Dep Xxxxxx7206 From Xachpl	739.68
08-13	ACH DebitRef 2261442I Funds Transfer To Dep Xxxxxx7206 From Xachpl	850.23
08-13	ACH DebitRef 2261442I Funds Transfer To Dep Xxxxxx7206 From Xachpl	870.33
08-13	ACH DebitRef 2261442I Funds Transfer To Dep Xxxxxx7206 From Xachpl	907.85
08-13	ACH DebitRef 2261442I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,096.69
08-13	ACH DebitADP Tax ADP Tax Ka8v4 081417a01 20240813	21,715.57
08-13	ACH DebitADP Wage Pay Wage Pay 5060937469558v4 20240813	49,251.49
08-20	ACH DebitRef 2331825I Funds Transfer To Dep Xxxxxx7206 From Xachpl	306.86
08-20	ACH DebitRef 2331825I Funds Transfer To Dep Xxxxxx7206 From Xachpl	455.60
08-20	ACH DebitRef 2331825I Funds Transfer To Dep Xxxxxx7206 From Xachpl	534.66
08-20	ACH DebitRef 2331825I Funds Transfer To Dep Xxxxxx7206 From Xachpl	952.74
08-20	ACH DebitRef 2331824I Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,457.25
08-21	ACH DebitRef 2341614I Funds Transfer To Dep Xxxxxx7206 From Xachpl	20.00
08-21	ACH DebitRef 2341614I Funds Transfer To Dep Xxxxxx7206 From Xachpl	345.72
08-21	ACH DebitRef 2341614I Funds Transfer To Dep Xxxxxx7206 From Xachpl	592.28
08-21	ACH DebitAflac Columbus Achpmt 83411270 20240821	1,311.12
08-23	ACH DebitADP Payroll Fees ADP Fees 926034162157 20240823	309.18
08-26	ACH DebitDouglas Services Web Pmts Rsrgrzn 20240826	455.34

ACH Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-26	ACH DebitRockymtn/Pacific Power Bill 685557752achpay 20240826	976.18
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	370.51
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	399.32
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	479.72
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	675.36
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	755.76
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	945.37
08-27	ACH DebitRef 2401912l Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,096.12
08-27	ACH DebitThe Hartford Premrmb 017102520001 243391013339	3,366.08
08-27	ACH DebitADP Tax ADP Tax Ka8v4 082818a01 20240827	21,810.91
08-27	ACH DebitADP Wage Pay Wage Pay 6770751874608v4 20240827	49,505.65
08-29	ACH DebitRef 2421601l Funds Transfer To Dep Xxxxxx7206 From Xachpl	1,100.00
Total ACH Electronic Payments/Subtractions		\$168,931.39

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-01	ACH Credit Square Inc 240801p2 20240801	38.45
08-02	ACH Credit Square Inc 240802p2 20240802	96.20
08-05	ACH Credit Square Inc 240805p2 20240805	159.44
08-06	ACH Credit Square Inc 240806p2 20240806	192.10
08-07	ACH Credit Bay Cities Amb A/P ACH 20240807	1,180.30
08-07	ACH Credit Square Inc 240807p2 20240807	19.15
08-08	ACH Credit Square Inc 240808p2 20240808	163.30
08-09	ACH Credit Odot Odot Pymnt 20240809	72,502.00
08-09	ACH Credit Square Inc 240809p2 20240809	115.50
08-12	ACH Credit Square Inc 240812p2 20240812	86.40
08-14	ACH Credit Bay Cities Amb A/P ACH 20240814	11,523.30
08-14	ACH Credit Square Inc 240814p2 20240814	72.22
08-15	ACH Credit Square Inc 240815p2 20240815	308.50
08-15	ACH Credit Umpqua Public Tr Credit Rtn 8330396397 Chargeback For Ret Urned Originated C Redits	220.43
08-16	ACH Credit Square Inc 240816p2 20240816	86.70
08-20	ACH Credit Square Inc 240820p2 20240820	36.75
08-21	ACH Credit Bay Cities Amb A/P ACH 20240821	20,164.40
08-21	ACH Credit Square Inc 240821p2 20240821	47.80
08-22	ACH Credit Odot Odot Pymnt 20240822	6,835.00
08-27	ACH Credit Odot Odot Pymnt 20240827	102,189.00
08-28	ACH Credit Bay Cities Amb A/P ACH 20240828	11,535.40
08-30	ACH Credit Odot Odot Pymnt 20240830	96,271.00
08-30	ACH Credit Square Inc 240830p2 20240830	22.04
Total ACH and Electronic Deposits/Additions		\$323,865.38

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-07	POS Purchase Terminal 1073014 Costco Whse #1073 Roseburg OR XXXXXXXXXXXX6365	51.96
Total Card Transactions/Withdrawals		\$51.96

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-08	Debit Debit Offset For Originated Prefund Credits 869590 Umpqua Public 8330396397	280.73
08-20	Maintenance Fee ACH Ccd Credits OR Iginated For 07/24	4.50
08-20	Maintenance Fee ACH PPD Credits OR Iginated For 07/24	63.00
Total Other Withdrawals/Subtractions		\$348.23

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07-31	755,820.53	08-12	781,958.44	08-22	665,020.00
08-01	753,795.14	08-13	643,833.24	08-23	665,074.73
08-02	751,869.45	08-14	651,153.80	08-26	660,515.80
08-05	753,551.93	08-15	651,569.65	08-27	683,342.00
08-06	745,119.07	08-16	646,567.84	08-28	697,109.66
08-07	724,607.17	08-19	646,302.84	08-29	696,015.66
08-08	722,000.01	08-20	641,202.37	08-30	791,372.60
08-09	794,690.11	08-21	657,831.63	08-31	791,378.60

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	31
Average balance for APY	\$707,414.42
Interest earned	\$6.00
Interest paid year to date	\$27.09
Statement period	08/01 to 08/31

Overdraft Fee Summary

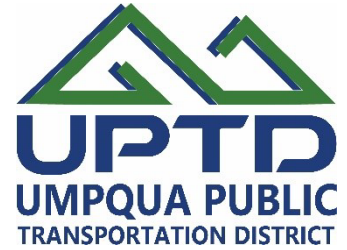
	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Checks

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3215	\$497.00	08-14	3323	\$49,231.00	08-13
*3283	\$1,080.55	08-08	3324	\$1,300.48	08-13
*3287	\$250.00	08-19	*3326	\$800.74	08-13
*3290	\$15.00	08-19	3327	\$2,293.45	08-14
*3299	\$1,416.55	08-02	3328	\$54.99	08-12
3300	\$1,782.75	08-01	3329	\$1,005.00	08-21
3301	\$455.34	08-02	3330	\$177.61	08-23
3302	\$910.75	08-01	3331	\$69.95	08-28
3303	\$170.00	08-02	3332	\$560.00	08-20
3304	\$862.97	08-06	3333	\$18.00	08-27
3305	\$3,573.50	08-06	3334	\$479.85	08-20
3306	\$1,785.95	08-08	*3336	\$1,416.65	08-26
3307	\$1,200.00	08-07	3337	\$530.00	08-20
3308	\$20,727.82	08-07	3338	\$75.31	08-16
3309	\$28.01	08-07	3339	\$527.19	08-20
3310	\$49.99	08-06	3340	\$1,716.76	08-26
*3312	\$163.35	08-07	*50623	\$520.32	08-07
*3314	\$497.00	08-14	50624	\$92.30	08-07
3315	\$915.07	08-15	50625	\$320.37	08-07
3316	\$5,216.25	08-16	50626	\$21.69	08-06
3317	\$11,877.15	08-13	50627	\$1,191.65	08-14
3318	\$49.99	08-14	50628	\$520.32	08-21
3319	\$14.00	08-16	50629	\$92.30	08-21
3320	\$40.00	08-16	50630	\$21.69	08-20
3321	\$76.25	08-13	50631	\$1,214.43	08-30
3322	\$12,783.08	08-12			

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

Total Checks paid: 51 for **-\$130,690.37**



September 16, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET

Agenda Item 7 - Old Business

Summary background and description of need for agenda item:

- 7.1** Drug & Alcohol Compliance Review Update
- 7.2** Discussion RE: RLS August 26-28th, Compliance Review Findings
- 7.3** Monthly 1:1s between Executive Committee and UPTD Leadership Staff
- 7.4** Board & Leadership Training
- 7.5** Status Update for Contracts, Title
- 7.6** Charging Station Update

Requested Action: Informational Update

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Cheryl Cheas, General Manager

Reminder:



2024 Board Member Relations, Expectations, and Ethics

Join SDAO Senior Consultant George Dunkel for a training covering board member relations, expectations, and ethics. A cohesive board is key to the success of a special district as well as understanding your expectations as a board member. You will leave this training with the knowledge to have strong relationships on your board and know what is expected of you. George will also cover the rules regarding ethics for public officials and help you navigate situations you may face.

Dates, Times and Locations

All trainings will be from 9am-2pm with check in beginning at 8:30am.

9/17 – Baker City | Geiser Grand **Canceled*

9/18 – The Dalles | Fairfield Inn

9/24 – Bend | Oxford Hotel

9/25 – Roseburg | Holiday Inn

9/26 – Florence | Driftwood Shores

10/2 – Salem | Chemeketa Eola

Umpqua Public Transit District
Compliance Review Exit Conference Notes
Exit Conference: August 28, 2024

Governance:

Governing bodies, in addition to providing the legal authority to enter into an agreement with PTD, must provide appropriate oversight of financial affairs and approve all key policies of the agency (e.g., procurement policies). The governing body can delegate responsibilities. The UPTD has traditionally delegated substantial authority to the General Manager.

FTA requirements include approval actions by the governing body. These policies, plans, or programs include those covering Disadvantaged Business Enterprises (DBE), Title VI, Affirmative Action, and drug and alcohol regulations.

The UPTD Board has a total of seven members, three have tenures of less than a month, and two, including the board chair, of just over a year. The current board has demonstrated a willingness to be actively engaged in oversight of the leadership of UPTD. The board is innately aware of the ongoing status of non-compliance under the current UTPD management. During this review, multiple board members voiced a commitment to taking measures to ensure UPTD develops and maintains the technical capacity to effectively manage the federal and state programs that do not exist under current management.

Immediate board actions and efforts will include;

- Developing a transition plan to replace the UPTD General Manager who resigned effective August 12, 2024, with a final workday of September 13, 2024. Additionally, a second key managerial employee, the Operations Manager, also submitted his resignation on August 15, 2024, with a last workday of September 4, 2024. The board is meeting on August 29, 2024, and will address the transition plan.
- Implementing corrective action to address unresolved compliance issues from the February Financial Management Review, the 2023 Drug and Alcohol Review, and single audit findings.
- Procure contractors with transit experience to assist the board with evaluating the UPTD organizational structure and to assist UPTD day-to-day management until such time a qualified General Manager can be hired and trained.

ODOT has provided the board with options for assistance from peers. Other identified opportunities to acquire leadership and technical capacity include assistance through the Special Transit District Association and contracting with a for-profit professional transportation company such as TransDev, First Transit, MV Transportation, etc.

UPTD should schedule an ODOT representative or expert in the field of federal compliance to meet with the board to provide additional guidance on all federal and state requirements, particularly on grants management and procurement. Upon completing the 2021 review, ODOT provided board training, however, five of the seven Board members are new and would benefit from attending this training. An opportunity through the Special Districts Association of Oregon for Risk Management training is available in Grants Pass on October 22, 2024, and Bandon on October 23, 2024. Board training is being offered in Roseburg on September 25, 2024, and in Florence on September 26, 2024.

Specific Review Areas and Findings

* The 12 findings marked with an asterisk are repeat findings from the 2021 Compliance Review.

Program Management

Findings:

1. Pass-through agreements do not exist or lack all required clauses
2. Failure to maintain facilities or equipment leased to lower-tier entities
3. * Insufficient or improper oversight of subrecipients/contractors
4. Insufficient or improper oversight of subrecipients' financial and grants procedures
5. Failure to provide assistance, as necessary, to ensure subrecipient closure of audit findings
6. Failure to provide management letters, as appropriate, when necessary on audit findings
7. Inadequate oversight of the sources of local match used by the subrecipient to match pass-through awards
8. Inadequate oversight on the subrecipient use and maintenance of real property and equipment

Condition:

The General Manager is unable to locate signed contracts and stated that new contracts have not been issued. It was determined that UPTD management did not adequately inform, monitor, or oversee vendor compliance with critical program requirements. For example, none of the vendors have been subject to mandatory drug and alcohol testing program requirements. Subrecipient employee and volunteer training records do not exist and no monitoring of vehicle use and preventive maintenance are occurring. Currently, no performance standards are imposed on these vendors, meaning that the District has no means to evaluate whether system goals and objectives are being met. Additionally, UPTD is not performing responsibility determinations of its perspective vendors, including not searching the System of Award Management (SAM) to screen out any vendors who have been debarred or suspended from receiving federal contracting funds. The Fiscal Year 2023 Single Audit is overdue and incomplete. Though management blames the auditor, past performance with the same auditor would indicate the agency was unable to timely provide the necessary financial documentation to complete the audit. Several findings from the FY 2021 audit which related to administration of the federal grants remained uncorrected and repeated in the FY 2022 audit.

Financial Management

9. Advisory Recommendation: * Record retention policies do not reflect federal standards
Condition: UPTD did not produce a record retention policy for the 2021 or 2024 review.
10. Finding: The subrecipient inappropriately claims indirect costs or lacks an indirect cost allocation plan
Condition: UPTD is not utilizing a service-based cost allocation plan to properly apportion expenses to the various grants. It is noted that the Fiscal Manager requested assistance with the plan development prior to the 2024 review notice.
11. Finding: * Insufficient controls over cash, unsold tickets or passes
Condition: UPTD does not have segregation of duties for sale of tickets and passes. Currently, one person is controlling, monitoring, and auditing ticket sales, with little oversight. A procedure must be developed to ensure a second person is reviewing this documentation on a regular basis.
12. Finding: Untimely submittal of reports in OPTIS
Condition: UPTD report submittals for the review period have been sent late, with the exception of the 2 most recent reports (May and August, 2024).

13. Finding: Annual audit not conducted or not completed timely
Condition: The UPTD FY23 is underway but not completed. The report is expected by 8/31/2024; the report was due on March 30, 2024.
14. Finding: Outstanding annual audit deficiencies that relate to FTA grants
Condition: There are unresolved and repeat findings in the FY2022 audit.
15. Finding: Management failed to indicate corrective actions to audit finding
Condition: UPTD has not provided corrective action to findings.
16. Finding: Inadequate oversight of subrecipient audit results
Condition: UPTD has not received or reviewed subrecipient audits.

Use and Maintenance of Project Equipment and Facilities

17. Finding: * Lack of continuing satisfactory control over leased assets
Condition: UPTD does not have a lease agreement for vehicles operated by the City of Reedsport.

Condition: The UPTD vehicle preventative maintenance on time performance has achieved a on time percentage of 90%+ for the last 2 years.

Operations Management:

No Findings

Condition: Since the 2021 review multiple improvements have been made in the areas of UPTD driver orientation, training, on road supervision, and monitoring of assets, and performance.

Procurement

General procurement observations:

In the interview portion of the Procurement area, it quickly became apparent UPTD had limited understanding of what constitutes a procurement, and what federal, state, and local rules govern purchases by the agency. In its initial listing of all procurements over \$10,000 in the past three years, UPTD identified vehicles and charging stations as the only such procurements. Conversation quickly elicited information on at least a dozen procurements, including the remodeling of office space; the utilization of an auditor, landscaping services, and janitorial services; and many other purchases the agency did not consider to be procurements. The agency was unaware if some of these services were covered by a contract. Other contracts had expired, but the agency continued to spend money with the vendor without a contract in place (in some cases for over two years). The agency spends several hundreds of thousands of dollars a year on maintenance, which is performed primarily by one local automotive shop, without obtaining quotes from other shops even for costly repairs and parts. UPTD's procurement policy contradicts some of the rules found in its Financial Management Policy. Although the procurement policy was out of date, it did contain many well-worded provisions; however, the General Manager was largely unaware of the contents of the policy.

18. Finding: * Lacking or incomplete procurement policy governing FTA and/or ODOT-funded purchases

Condition: UPTD's procurement policy is out of date. The list of required FTA clauses is incomplete, as it does not reflect newer requirements. The policy still refers to the old FTA Simplified Acquisition Threshold (for formal purchases) as \$150,000. The policy incorrectly states that protest procedures

are only applicable to solicitations with a value of \$100,000 or more. The Buy America provisions incorrectly state that Buy America only applies to construction contracts.

19. *Finding: * Failure to include or missing required clauses in solicitations or third-party contracts*

Condition: Aside from the vehicle purchases made from a state-wide purchasing schedule, UPTD does not maintain a filing system (neither paper nor digital) for each procurement. Documentation on several identified procurements were requested, but not produced. There is no evidence that any required contract clauses were included in many purchases, and some purchases had no contracts to which one could attach clauses.

20. *Finding: Failure to include required certifications (e.g., lobbying) when triggered*

Condition: Similar to the failure of UPTD to include required clauses in contracts, there is no evidence that required certifications were included in solicitations or contracts. The contract for the auditor's services was over \$100,000, and should have included a Lobbying Certification. It is likely other certifications have not been executed as required.

21. *Finding: Does not test for contractor responsibility prior to contract award*

Condition: Despite the great detail included in UPTD's procurement policy on responsibility determinations, the review uncovered no evidence that any service provider was screened for responsibility prior to being offered a contract. The General Manager admitted to not utilizing Sam.gov or any other method to make these determinations.

22. *Finding: * Improper establishment of contract period of performance*

Condition: Every contract must specify the expected period of performance, including any potential option years. UPTD was generally unaware of the timeframe specified in their service contracts. While the contract for audit services was never produced, it appears as if the contract has been 'extended' for a number of years, perhaps without the signing of any new agreement, and certainly without a competitive solicitation.

23. *Finding: Incomplete written documentation of procurement history*

Condition: Despite the solid written documentation procedures found in UPTD's procurement policy, UPTD has no method for maintaining a written history of any procurement.

24. *Finding: Improper small purchase process was used*

Condition: Per UPTD's procurement policy, many requirements for small purchases were not met. The policy requires a responsibility determination for all purchases above \$10,000; yet there is no evidence any responsibility determination has been performed in the last three years. Small purchases are made without first obtaining three quotations. Documentation of any quotes obtained are not maintained in a procurement file. The agency failed to recognize some small purchases as procurements and appeared to believe the procurement policy did not apply.

25. *Finding: Improper formal purchase process was used*

Condition: UPTD spends well into the formal purchase level on preventative maintenance and required vehicle repairs each year. However, UPTD has never issued a competitive solicitation for this work and does not even obtain other quotes before utilizing the same one or two repair shops.

26. *Finding: Improper non-competitive procurement process was used*

Condition: As UPTD was unable to produce any evidence of even obtaining quotes before making purchases, it appears some purchases were de facto sole source procurements.

27. *Finding: Failure to prepare independent cost estimate (ICE)*

Condition: Pursuant to UPTD's procurement policy, an independent cost estimate is required for purchases over \$10,000. No evidence of any ICE was provided for any procurement. All indications are that UPTD does not perform ICEs.

28. *Finding: Failure to conduct required cost and price analysis*

Condition: A price analysis should be present for every procurement over \$150,000. A cost analysis must be performed for any non-competitive awards. There is no evidence these are completed.

29. *Finding: Written protest procedures not followed or improper protest procedures*

Condition: UPTD's procurement policy states that protest procedures must be included in any solicitation where the expected value is over \$100,000. Protest procedures should be present in every solicitation. These provisions were absent in any procurement documents reviewed.

Civil Rights

31. *Finding: Insufficient notice to the public or unavailability in alternative languages (Title VI public notification lacking required elements)*

Condition: UPTD has two different Title VI Notices; neither of which are correct. The version found in the Title VI Program does not contain a statement directing the public on how to obtain more information on UPTD's Title VI Program or obligations. Both Title VI Notices include categories that are not protected under Title VI (religion, sex, age, and disability). Further, the Notice is not posted directly to the agency's website, but rather, can only be found within the full Title VI Program as posted to the website.

32. *Finding: Failure to set service standards and policies for fixed route services*

Condition: The Title VI Program contained some, but not all, elements required for small fixed route providers. UPTD's program is missing descriptions of vehicle load by mode; headways; distribution of amenities; and a definition of on-time performance.

33. *Finding: Incomplete or improper four-factor analysis*

Condition: The four-factor analysis did not contain the correct U.S. Census data.

34. *Finding: Language Assistance Plan (LAP) incomplete, or unimplemented*

Condition: The brief LAP included in the Program does not sufficiently describe how language assistance will be provided to LEP riders. Statements that contradict Title VI law are included in this section, including a statement that translations into other languages will only be provided if that language groups reaches 25% of the service area population (the requirement is 5% of the service area population)

35. *Finding: Title VI complaint process not implemented in accordance with Title VI Program*

Condition: A Title VI complaint was received in February of this year. Review of the documentation of the investigation show deficiencies in the process, including that the Operations Manager was directed to complete the investigation instead of the Title VI Coordinator; and the investigation was never fully completed to the point of interviewing the Complainant.

36. *Finding: Lack of staff training on Title VI in contradiction to UPTD's Title VI Program*

Condition: The Title VI Program describes Title VI training that will be provided to all employees annually. However, the Title VI Coordinator/General Manager admitted no such training has occurred in at least three years.

37. *Finding: Insufficient oversight of subrecipients' Title VI programs*

Condition: At no time during the review period has UPTD requested or reviewed the Title VI Program of their subrecipients.

Americans with Disabilities Act

38. *Finding: Failure to establish or communicate its ADA complaint process or failure to resolve promptly complaints or failure to maintain documentation pursuant to retention policy*

Condition: Although the agency has an ADA Complaint form (combined with the Title VI Complaint Form), they do not have procedures to guide the investigation of ADA complaints. Further, at least one complaint that should have been classified and documented as an ADA Complaint was not.

39. *Finding: Insufficient operations training for vehicle drivers*

Condition: As described elsewhere in this document, UPTD was unable to provide records to demonstrate all drivers have received necessary training; in this section specifically, there is a lack of evidence all drivers have received training on proper securement procedures and the proper treatment of ADA passengers. The subrecipient must ensure that all personnel are trained to proficiency, as appropriate to their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service respectfully and courteously, with appropriate attention to the difference among individuals with disabilities.

40. *Finding: * Failure to provide complementary paratransit in accordance with the required service criteria or failure to monitor performance*

Condition: Regular reporting to the General Manager and to the Board do not include service performance data like trip denials and on-time performance. This makes it impossible to determine if ADA passengers using CPT services are receiving the Complementary paratransit in accordance with U.S. DOT six service standards.

41. *Finding: Alternative formats, including telecommunications, not readily available upon request*

Condition: The agency's website must contain an easy-to-locate statement that ADA-accessible formats such as large print, audio, or TTY telecommunications are available upon request.

42. *Finding: * Suspensions are excessively long, do not take into account frequency of use, do not*

recognize factors beyond the control of the user, or do not permit due process

Condition: Although the agency states suspensions are extremely rarely imposed, UPTD's procedures do not give specific information on the exact percentage or amount of missed trips that would trigger a suspension; nor how long these suspensions would last. Although the policy is generally well-written and a clear pattern or practice of missed trips would need to be demonstrated before imposing a suspension, one cannot assure equitable application of suspensions if there are no clear standards.

** Pending CLOSURE on 8/28 (But Amy needs to review corrected document)

Charter and School Bus

No Findings.

STIF

43. Finding: * *QE has failed to enter into written agreements with lower tier entities or agreements do not contain all required provisions*

Condition: The latest contracts UPTD did have with its subrecipients were missing many required elements, including significant contract clauses. At this point, one subrecipient has been providing transit service without any current contract or agreement in place for over two years.

44. Finding: * *QE has not established a STIF Advisory Committee or the composition of the Advisory Committee does not meet requirements*

Condition: UPTD's STIF Advisory Committee is supposed to have 12 members; however, the membership is currently down to three. Only one of the two required categories of membership is currently represented.

45. Finding: * *Failure to maintain or track preventive maintenance events*

Condition: UPTD admittedly does not request or review the preventative maintenance plans or activities of its subrecipient who utilizes grant-funded UPTD vehicles.

45. Finding: * *QE is deficient in submitting required reports on time.*

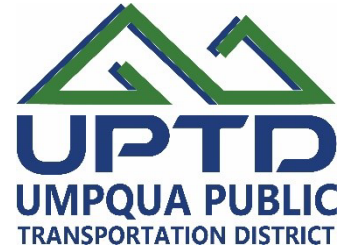
Condition: During the three-year review period, ODOT confirms that only the most recent two reports were timely submitted. All other reporting was late.

46. Finding: *Inadequate oversight by the QE of the subrecipient*

Condition: As described elsewhere in this document, there is a complete lack of oversight of the compliance of the subrecipients' activities.

47. Finding: *Lack of required insurance or failure to properly list correct parties as additional insured*

Condition: UPTD does not collect current proof of automotive liability insurance of its Subrecipients' vehicles, nor is there evidence UPTD is named as an additional insured on those policies.



September 16, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET

Agenda Item 8 - New Business

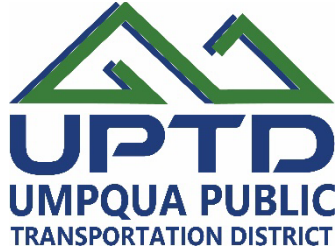
Summary background and description of need for agenda item:

- 8.1** Resolution 24-8 Update Signers on the Bank Account
- 8.2** Consultant Emergency Assessment Update
- 8.3** ICC (Interview Consultant Committee) Update
- 8.4** Status of Open Board Position Process
- 8.5** Discuss IT Contract
- 8.6** Discussion Regarding Board Compensation

Requested Action: Informational Update

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Michaela Hammerson, Board Chair



RESOLUTION NO. 24-8

A RESOLUTION DESIGNATING BANK SIGNATORIES

WHEREAS, on September 5, 2024, Vice Chair, Mike Baker resigned his position; and

WHEREAS, on September 13, 2024, General Manager, Cheryl Cheas resigned her position, and

WHEREAS, on September 9, 2024, the Board held elections and a new slate of officers was elected by the Board of Directors adding John Estill as Vice Chair, replacing Mike Baker in that role,

NOW, THEREFORE, the Board of Directors of the District resolves as follows:

The following individuals shall be authorized to sign checks on behalf of the District:

1. Michaela Hammerson, Chair
2. John Estill, Vice Chair
3. Vacant

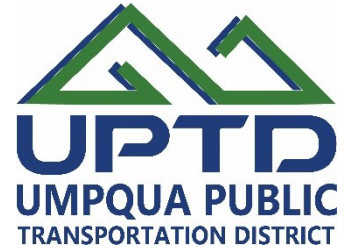
APPROVED AND ADOPTED on this 16th day of September, 2024.

_____ Date: _____

Board Chair, Michaela Hammerson

ATTEST: _____ Date: _____

Recording Secretary, Natasha Atkinson



September 16, 2024
UPTD Regular Board Meeting
AGENDA ITEM COVERSHEET

Agenda Item 9 – Project Updates

Summary background and description of need for agenda item:

- 9.1 STIF Project Updates**
- 9.2 Action Plan Updates**
- 9.3 General Manager Report**

Requested Action: Informational Update

In Favor _____ Opposed _____ Abstained _____ Absent _____

By: Michaela Hammerson, Board Chair

Umpqua Public Transportation District Board of Directors Action Plan

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

Summary of Preliminary Observations of Review Topics and Board Action

File Number- Category	Resolution Time/Due Date	Description	Action Plan for Staff at direction of the board	Date Due	Status
2003- Management Style (Rec)	5/23/2024- Immediate	It is critical that the General Manager embrace more effective communication and appropriately delegate responsibilities to other supervisors/managers. Weekly meetings of all senior staff should provide a forum for embracing all critical grant, finance, operations, and maintenance issues facing the organization and enhance team-building aspects of the organization. These strategies represent a paradigm shift in the current observed style of the General Manager. However, these changes are necessary if UPTDs is to regain financial stability. The Board of Directors must directly monitor this recommendation. Periodic one-on-one interviews with managers/supervisors should occur to validate that the General Manager is more effectively communicating and delegating responsibilities. (created situation with management team doesn't feel they have to report to GM- Board told us to do this	<ol style="list-style-type: none"> 1. Board Recommends weekly manager meetings to discuss district related management related to the district. 2. Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. Work should be done in coordination with the GM prior to board approval. 3. Board of directors must directly monitor this recommendation with periodic one-on-one interviews with managers/supervisors. 	6/1/2024	In progress

		and need to take items to the vote) (Clarify the position and the need for going to GM for day-to-day operations)	4. Board should monitor staff interactions and ensure that chain of command is being followed and actions do not interfere with day-to-day operations of transit district.		
2004 Proposed New Hires (REC)	Immediate 5/23/2024	Future positions to be filled represent a planner and an information technology (IT) specialist. Neither of these two proposed positions should be filled. UPTD should continue to use third-party IT services; the agency is not sufficiently large to support the in-house performance of this function. Additionally, the Operations Manager should be given primary responsibility for service planning. The scope of existing services does not dictate the hiring of a planner. (will not hire unless they get a grant to help provide the funding for these positions)	1. Hiring freeze for any new positions or vacation positions that are not driver related. Freeze will last for approximately 12 months and will be reviewed by board in 2025.	3/22/2024	Completed and will continue until next year.
2006 Board Financial Information (finding)	Immediate 5/23/2024	Management must prepare summary reports, as follows, for presentation to the board: <ul style="list-style-type: none"> • Balance Sheet • Income Statement • Cash Flow Statement • Budget vs. Actuals, summarized as the object class level (e.g., 10 – Administration, 22 – Operations) Additionally, the Financial Manager should prepare a monthly report that describes: <ul style="list-style-type: none"> • Context and or details on overall net change in position • Significant or unusual items • Status of grant billings/payments Importantly, these reports should be based on output from QuickBooks and not be based on subsidiary Excel spreadsheets.	1. Finance Manager will provide profit and loss statements and trending variance, balance sheet, income statement and cash flow statements. 2. Finance Manager should prepare monthly report that describes overall net change in financial positions. Significant or unusual items, status of grant billings/payments. 3. Items for each of these reports should be generated from the QuickBooks software and not based on 4. All reporting should contain an unadulterated version of	4/8/2024	Completed and in process

		Unadulterated version of the GL for each month.	the GL for each month. Items should be attached to APR.		
2006 Board Communication Deadlines (finding)	Immediate 5/23/2024	The Board of Directors should adopt protocols that require all agenda item background material to be provided to the Board and be available to the general public a minimum of seven (7) calendar days before the meeting. Any item not so presented must be held until the next board meeting. Management must place priority on this deadline. It is recognized that sometimes matters arise beyond the control of management; this may not permit seven days advance notice. When such matters arise, the General Manager should explain the circumstance and provide the Board the opportunity to table the matter until the next meeting or to consider the matter without the required advance notice (consistent with Oregon open meetings law).	<ol style="list-style-type: none"> 1. GM will have all board materials at a minimum of seven calendar days ahead of the board meetings with the exception of minutes and items that are not provided to GM in a timely manner. 2. GM drafted a resolution for vote on 4/8/24 to update Board bylaws to move board meeting to 3rd Monday of each month to aid financial reporting. 3. Board will monitor GM to ensure that items for board meetings will be received in time noted above. 		Bylaws updated and resolution passed to date information has not been received 7 days prior to the meeting- Item not completed. Board members noted that they would take only agenda and documents that only need extensive review. Until they get assistance the documents will be limited.
2007 Board Member Training (finding)	Immediate 5/24/2024	Working cooperatively with ODOT, the General Manager should request RTAP assistance in identifying and arranging for a board member training session.	<ol style="list-style-type: none"> 1. Staff will work with ODOT to schedule a board training. 		Currently there are three vacant positions, training will be later in summer of 2024 to ensure new board members are trained.
2014 Financial Management (finding)	30 Days 6/23/2024	While grant reporting responsibilities are specifically assigned to the Finance Manager, the General Manager, in practice, has not fully delegated this responsibility. The has typically been the cause of late report submissions. The repeated nature of late report	<ol style="list-style-type: none"> 1. ODOT uses a series of internal control standards that should be implemented by every subrecipient transit agency. These controls include elements such as sufficient segregation of duties to 	May 2024	FM completed the update of all old reports to accurately report all expenses.

		<p>submissions is unacceptable and calls into question the organization's technical capacity to be an ODOT grant recipient. Consistent with Recommendation #2, the General Manager must adopt a different management style that embraces a team approach; as noted previously, the organization has grown beyond the abilities of any one person. UPTD should establish a grant calendar that:</p> <ul style="list-style-type: none"> • Incorporates all grant application deadlines • Incorporates all grant report deadlines • Allows for internal review amongst senior-level management before submission to ODOT • Provides, when necessary, the opportunity for board review and approval before submission <p>The Finance Manager should assume lead responsibility for all financial report preparation. If reports require other information, the General Manager should assign responsibility for report preparation. Drafting of these reports should not be the responsibility of the General Manager. Thereafter, the management team at UPTD should monitor adherence to meeting the deadlines specific to the grant calendar. There are no acceptable excuses for late submissions unless ODOT has specifically granted a delay in the deadline.</p>	<p>ensure a system of supervision and approvals for agency expenditures. In regard to the discrepancy in reporting, the General Manager and Finance Manager will reach out to Drew Orr by 3/31/2024 to seek help in reconciling all of the UPTD quarterly reports in OPTIS to find the discrepancy and clean up the reports, so they are accurate going forward.</p> <ol style="list-style-type: none"> 2. If work has begun on this reconciliation, beginning with the May 2024 meeting, the Finance Manager will give an update to the Board on the status of the reconciliation each month. 3. Finance Manager will provide grant reimbursement request reports at each meeting following the month of submittal for Board review. 4. GM and Finance Manager will complete a reporting and reimbursement process document with the assistance of ODOT. This document will be signed by GM, FM, HR and will have specific dates due for reporting that ODOT will expect UPTD to meet. Board will get an update at monthly meetings from ODOT on status of reporting deadlines. 	<p>FM should give update at June meeting for the steps taken for updating. ODOT provided a process document to FM to review and submit no later than June 30, 2024.</p>
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<p>2015 Expansion of Revenue Sources (REC)</p>	<p>30 Days 6/23/2024</p>	<p>Generation of revenue contributions from cash-strapped local governments is a challenge. It is recommended that UPTD embark on a multi-year effort to broaden its revenue base through two main sources:</p> <ul style="list-style-type: none"> • Local government contributions • Provision of additional services under contract to human service agencies <p>The UPTD General Manager should embark on an information tour and appear before the local governing boards with a presentation on the scope of the district's services and how UPTD is meeting the mobility needs of the community's most disadvantaged citizens. In short, UPTD must sell the benefits of a robust transit network. Only after building the business case and need for transit services, UPTD should begin the process during municipal budget cycles to seek a small financial contribution. This may require repeated efforts, even over multiple years, but this is the job of transit management. (Update on NEMT program 30% of supervisor wages and mile reimbursement - total income \$659k expenses 320K - profit \$329k will be working on processes to ensure that rides are complete and paid.) (will be working on getting funding from Cities as well, but not much information)</p>	<ol style="list-style-type: none"> 1. GM will visit partnering agencies to talk about increasing revenue. 2. GM will visit with other agencies to talk about additional services being completed under contract for Human Service agencies. 3. Build business case for partner agencies to provide in presentation and build transit network. 4. Board will received an update monthly regarding any additional revenue and will assist GM with any contacts and possible connections. 		<p>In process</p>
<p>2009 Use of Subsidiary Spreadsheets for Reporting (Finding)</p>	<p>60 Days 7/23/2024</p>	<p>Due to limitations in QuickBooks, it is acknowledged that some use of spreadsheets will be necessary to meet all grant reporting requirements. However, the data populating these spreadsheets must be drawn from and reconciled to the agency's accounting records. Moreover, this audit finding is a repeat finding each audit year. Management must address this audit</p>			<p>Sheri is working with Jennifer B at ODOT to complete this task and try to secure funding for software</p>

		<p>finding.</p> <p>Management (General Manager and Finance Director) should convene a meeting with the ODOT RTC to review all grant-related claims and make the necessary accounting adjustments to UPTD's records so that both the awarding agency and the recipient are in agreement on grant drawdowns, carryover balances, etc.</p>			
2010 Single Audit Response Improvement (Finding)	90 Days 8/23/2024	<p>Consistent with existing policy articulated in the Finance Manual, UPTD must implement a collaborative process with board members to respond to audit findings. The response must include a more definitive and detailed response to audit findings. The agency must implement the necessary controls to ensure that repeat findings are eliminated.</p>	<p>All documents for audits should be submitted no later than 10/31 of each fiscal year.</p> <p>Find a new financial software within three years.</p> <p>FM will continue working with auditor to ensure that audit is received at the earliest time possible. Was due 6/24</p>		In Process 10/31/2024
2011 Financial Policy Revisions (REC)	90 Days 8/23/2024	<p>The manual should be updated to include the following:</p> <ul style="list-style-type: none"> • Update required documentation for personnel charges to reflect current 2 CFR § 200 requirements, not those in rescinded OMB Circular A-87 • Adjust procedures on response to audit findings; current practice is not consistent with the collaborative process currently outlined in the policy • The policy assigns responsibilities for financial management to the finance department; adjust current practices to reflect this policy delegation (see Recommendation #2) • Update board reporting practices to reflect elements in the policy and 	<p>All policies and procedures and business practices will be reviewed by the HR /Finance Director, updated and in written form and provided to the Board for approval by September 2024. This work will be a big undertaking and it is understood that individual policies can and should be brought forth to the Board for approval at any time before the deadline.</p>		In Process due 9/30/2024

		<p>recommendations contained in this review report</p> <ul style="list-style-type: none"> • Update to include a record retention policy consistent with 2 CFR § 200.334 and/or ODOT requirements • Asset management should include elements associated with the maintenance of federally or state-funded assets • Update disposition of federally or state-funded assets to reflect recent changes at the federal level on the use of disposition proceeds • Amend reference to job positions and/or titles to reflect the current organization of the District • Amend the policy to remove elements of subrecipient oversight; UPTD has no subrecipients and based on interviews, has no foreseeable intent to pass through funds to a lower-tier subrecipient • Amend the policy to incorporate FTA prompt payment standards (30 days after receipt of funds) 			
2012 Five Year Financial Plan (REC)	90 Days 8/23/2024	In cooperation with ODOT, UPTD should develop a short-range financial plan that outlines projected expenditures and anticipated available federal and state grant revenues.	Final short-range (5 year) financial plan should be approved by Board.		Jennifer Will set up a meeting with Sheri and Cheryl to discuss and will have the board approve the plan that is finalized
2013 Cybersecurity Policy and Plan (REC)	90 Days 8/23/2024	In conjunction with third-party consulting assistance, UPTD should develop more robust security protocols and incorporate these policies in its written policies.	Current documents should be updated to reflect the most current information that will be provided by ODOT and comes from guidance provided by RLS. Final document should be approved by Board.		Cheryl provided a document that covers some of the items that RLS listed. Jennifer has

					examples of what should and should not be included in this type of document. It
2002 Organizational Structure (REC)	6 months 11/23/2024	It is recommended that the UPTD Human Resources Manager conduct a study of the organization and staffing positions of other similarly sized rural transit districts and governmental transit agencies and make recommendations on the appropriate staffing levels to the Board of Directors.	Position Descriptions for all management positions, including the General Manager, should be updated by the HR Director, with feedback from others as needed, by 05/01/2024, to reflect and separate duties as would reasonably be expected for the Position Title. It appears that there are duties duplicated across more than one position that should be assigned to only one position. Position Descriptions will be provided to the Board by the HR Director at the May 2024 meeting for review and approval.		HR Manager will have items completed by 6/17/2024
2009 Financial Management System Enhancements (Finding)	6 months 11/23/2024	Working cooperatively with ODOT, UPTD should begin investigating affordable accounting software and develop a three-year plan that will: <ul style="list-style-type: none"> • Identify the agency's functional needs • Identify market products that can address those needs • Develop a budget for software acquisition, including all acquisition, licensing, and support costs • Begin a process to request capital grant assistance to support software acquisition • Develop a project schedule that integrates acquisition only after some 	UPTD is committed to updating the current software and demonstrations and pricing has already been acquired. Further analysis of the software is planned in the coming months. As UPTD is in a serious cash flow deficit, and this software is expensive, UPTD will seek out grant funding to implement a new financial management system. There is a grant available for application in January 2025. The Board and UPTD are committed to implementing this new system within three years. Finance Manager will be responsible to oversee the implementation and migration of financial information into		In Process – Sheri and Cheryl have been looking into software options and Jennifer is trying to find low match options for funding through grants.

		progress has been made to address the immediate cash flow crisis	the new system. General Manager will be responsible for applying for grant funding to implement and maintain the new system.		
2015 Rebuild Cash Reserves (Rec)	12 Months 5/23/2025	<p>Based on the severity of the fiscal situation, UPTD is limited to these options for bringing expenses in line with revenues:</p> <ul style="list-style-type: none"> • Reduce expenditures <ul style="list-style-type: none"> o Postpone implementation of new services o Forego previously planned expenditures o Reduce current expenditures o Reduce current transit service levels • Increase revenues <ul style="list-style-type: none"> o Increase existing revenues o Find new revenue sources <p>UPTD was consistently spending \$86,541 more each month than was available in revenues. To avoid total cessation of service, UPTD must immediately stop deficit spending. Detailed examination of the adopted budget for FY 2024 and YTD expenditures suggest several avenues for expenditure reduction:</p> <ul style="list-style-type: none"> • Institute immediate hiring freeze in all but driver positions • Implementation of a hiring freeze will eliminate the need to pay the budgeted \$2,000 in recruitment fees <ul style="list-style-type: none"> • During FY 2024 YTD, UPTD has incurred \$111,438 in overtime; management must virtually eliminate overtime; it is recommended that this line item be reduced to \$10,000 • UPTD has budgeted \$88,000 in advertising; the agency should cease all 			In process- audit is due by the end of June and will be reviewed by ODOT staff and UPTD staff. Actions will be taken immediately to address any findings.

		<p>but required legal advertising for the next 12 months</p> <p>UPTD incurs \$13,200 in lease expenses for a storage unit; this unit should be vacated and its contents transferred to the downtown office location.</p> <ul style="list-style-type: none"> • As a priority measure, UPTD should eliminate all non-local travel. Over a year, this will eliminate: <ul style="list-style-type: none"> o \$60,100 in budgeted training and conference fees o \$9,500 in airfare o \$8,500 in lodging o \$1,400 in per diem expenses • Temporarily suspend all staff recognition and incentive bonuses, budgeted at \$17,600-\$0 • Eliminate events funds, budgeted at \$10,000 per year- \$5000 • Eliminate purchase or replacement of non-essential equipment (<\$5,000), saving about \$10,500- \$15,300 -buffer in case of expense. <p>These measures are projected to save the organization about \$335,000 per year, or about \$28,000 per month, nowhere near sufficient to close the spending deficit.</p> <ul style="list-style-type: none"> • UPTD has budgeted \$16,000 for dues/membership fees; the agency should give up such memberships for the next fiscal year <p>Using the cost allocation model developed during this review, it was estimated that a 20% service reduction in both fixed route and demand response services would save about \$395,000 per year. Cutbacks in medical transportation are not warranted because, as a contractor, UPTD hopefully can earn a profit on these services and use</p>			
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		<p>these profits to offset a portion of the deficit.</p> <p>Between spending cuts and service reductions, it is projected that UPTD could reduce expenditures by approximately \$730,000 in a year, but this would still not be sufficient to resolve the spending gap. Other potential actions include:</p> <ul style="list-style-type: none"> • Work cooperatively with ODOT to find additional grant revenues • Consider opening a line of credit to finance short-term operations due to payment cycles associated with cost reimbursement grants • Request ODOT temporarily move UPTD to a monthly, rather than quarterly cycle for payments, there assisting in cash flow <p>In summary, UPTD must take some drastic measures immediately; each successive day on the current path only worsens the deficit.</p>			
Late Reporting Requirement ODOT	Immediate 6/17/2024	<p>ODOT Requests additional documents showing the procedure outlined for the processes to complete each quarterly report. This was provided by ODOT on 6/7/2024 and will be expected to be signed by finance, GM and HR. Additionally, they will need to have quarterly reports completed no later than 7/20/2024 by all staff and forwarded to ODOT for approval. As a reminder the quarterly report due date is the latest that it can be submitted, it is a request of ODOT that UPTD continue to complete these reports at least 1 month ahead of the due date. It is understood that invoices may be required to be submitted with OPTIS reports going forward and UPTD is prepared to comply with that requirement.</p>	<p>Effective this quarter, it is the request of the Board that all quarterly reports be submitted at least 5 business days before the deadline. (40 days after the end of the quarter)</p> <p>ODOT has requested that FM, GM, HR staff complete and sign a process document for completing the quarterly reporting process. This document will aid future staff in standards for completing reports.</p>		<p>Jennifer, David and Sheri worked on this document which will be provided to GM and HR for review and signature.</p>

Additional Board Requests of all UPTD Management Staff - Ongoing

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

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

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

Please direct any questions or concerns with this report to Cheryl Cheas ccheas@umpquatransit.org,