**Budget Committee Meeting**

**Umpqua Public Transportation District**

Wednesday, April 23th, 2025, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Meeting Minutes**

1. **Call to Order 5:35 pm**
2. **Roll Call**

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| --- | --- | --- | --- |
| Doug Mendenhall – A | Kat Stone - P | Jim DeLap – P | Todd Vaughn - P |
| Gregg Kennerly – A | Cathye Dewhirst-Curreri - P | Natasha Atkinson - P | Ashley Hicks - A |

1. **Pledge of Allegiance** was recited.
2. **Election of Budget Committee Officers**  
   **Motion** to elect Cathye Dewhirst-Curreri as the chairperson made by Kat Stone. Second by Jim DeLap. **Motion passed with 5 “Yes” and 3 absent**.  
     
   **Motion** to elect Todd Vaughn as the vice chairperson made by Kat Stone. Second by Jim DeLap. **Motion passed with 5 “Yes” and 3 absent**.
3. **Presentation of FY 25-26 Budget**

**Budget Transmittal Letter**  
Sheri presented the proposed UPTD FY 2025-26 budget for the board's consideration. Despite financial setbacks, UPTD has seen an increase in ridership, with over 108,000 rides expected by the end of FY 2025. The budget focuses on maintaining existing service levels, ensuring vehicle maintenance, and rebuilding reserves. Key goals include safety, financial sustainability, and board training. The operating budget overview highlights inflation and projected expenses. The budget includes funding for a cost of living increase and various revenue sources. Sheri thanked the operations management team for their contributions and looked forward to the board's feedback.

**FY 25-26 Proposed Budget**

The proposed UPTD FY 2025-26 budget was presented, showing a deficit of $218,007.56 when including proposed capital improvements. Without these improvements, the budget would have a small surplus of $5,244. The capital improvements include software upgrades, bus shelter installations, seat refurbishments, and vehicle replacements. The budget also includes 36.5 FTEs, with some position changes and restructuring. The board cannot approve a deficit budget, so they must decide which capital improvements to remove or find additional funding sources before approval.

The Budget Committee asked Sheri to remove the Capital Improvements to show a balanced budget. The changes were made and the budget showed a small surplus of $5,244.00. The budget committee reviews the proposed budget, which shows a small surplus of $5,244. Sheri explains that the capital improvement items in the budget are contingent on receiving additional funds through the STIF plan and have been approved by the Board of Directors and added to the STIF Plan Application. The committee has decided to review the budget in more detail before voting and agrees to meet again next week. Sheri will highlight areas with flexibility in the budget and share it with the committee members before the next meeting.

1. **Public Comment** – there was no one from the public present
2. **Agenda Build  
     
   -** Sheri to highlight areas with flexibility and send updated budget spreadsheet to   
    committee members.

* Budget committee members are to review updated budget numbers before next meeting.
* Budget committee to meet again next Wednesday, April 30, 2025 at 5:30 PM to discuss and potentially vote on the budget.
* Ben to continue efforts to sell unused charging stations.
* Andre to finalize quotes for auditing services before the end of May.
* Andre to obtain quotes for GPS software for the radio system.

1. **Adjournment at 6:33 pm.**