Special Board of Directors Meeting

Umpqua Public Transportation District

Monday, May 1, 2024, 12:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

APPROVED MINUTES

Meeting Called to Order at 1:01

Roll Call

Sarah Thompson - P	Mike Baker - A	Tom Trotter - P	Lonnie Rainville - P
Janice Baker - B	Doug Mendenhall - A	Michaela Hammerson - P	

Pledge of Allegiance was recited.

Add Detailed Immediate Action Items to UPTD Action Plan

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

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

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

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

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

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

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

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

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

Meeting Adjourned at 1:04.

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