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

APPROVED MEETING 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 Curreri - 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 Curreri, 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. The 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 $20,00 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