**Regular Board of Directors Meeting**

**Umpqua Public Transportation District**

Monday, February 24th, 2025, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Meeting Minutes**

1. **Call to Order 5:30 pm**
2. **Roll Call**

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| Doug Mendenhall – A | Michaela Hammerson – P | John Estill – P | Todd Vaughn -P |
| Gregg Kennerly - P | Cathye Dewhirst Curreri - P | Lisa Lanza – P |  |

1. **Pledge of Allegiance** was recited.
2. **Consent Agenda**

**4.1** **January 20, 2025, Regular Board Meeting Minutes were accepted without change.**

**Motion** to approve January 20, 2025, consent agenda made by Director Cathye Dewhirst Curreri. Second by Director Gregg Kennerly. **Motion passed with 6 “Yes” and 1 absent.**

**4.2** **Preventative Maintenance Report**

Andre Bleau presented the preventative maintenance report, indicating that nine maintenance tasks were completed in January, achieving a 100% completion rate. The report was well-received, and members expressed appreciation for the maintenance team’s efforts. There were no questions raised regarding the report.

1. **ODOT Update was presented by Jennifer Boardman.**

Jennifer Boardman invited staff to a training session scheduled for Wednesday, February 26, 2025, focusing on reporting requirements and procurement processes. Jennifer provided updates regarding a recent meeting with the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), discussing compliance matters related to Title VI and ADA regulations. Jennifer emphasized the importance of maintaining compliance with laws while awaiting further direction from the FTA regarding modifications to existing plans. The update aimed to ensure that all staff were informed about upcoming training and compliance initiatives. ODOT is in the process of reviewing the STIF plans and the formula plans, 5311 and 5310 funding. ODOT is aiming to have a majority of those in place by July 1, 2025. Agreements should be provided to UPTD by the first part of May.

1. **Financial Report**

**6.1 Financial Report Update was presented by Finance Manager, Sheri Bleau.** Balance sheet, P&L and other reports were summarized by Sheri. Board accepted the Financial reports as presented.

**Motion** to accept the Financial Reports as presented made by Director Cathye Dewhirst-Curreri. Second by Director Todd Vaughn. **Motion passed with 6 “Yes” and 1 absent.**

1. **Public Comment for On Agenda Items Only**

Michaela Hammerson opened the floor for public comments, inviting attendees to express their views on agenda items.

Bob Rudd from Roseburg Oregon raised a concern about the board's focus on profitability and suggested that hiring decisions should prioritize qualifications over diversity initiatives.

The Board thanked Bob for his input and reiterated their commitment to providing equitable services while ensuring compliance with relevant regulations.

1. **Compliance Update**

George presented updates on the Title VI policy, discussing the compliance changes made in collaboration with ODOT. The Board reviewed proposed language changes in the policy, including discussions about labeling equity maps to equality maps and ensuring that the language aligns with federal guidelines. Jennifer Boardman confirmed the maps can be labeled with just the appendix title along with the title directly above the maps. UPTD can remove the verbiage about equity. Michaela Hammerson asked for confirmation from ODOT regarding the exact protected classes in the Title VI of the Civil Rights Act of 1964. Jennifer Boardman confirmed that only three protected classes in the Civil Rights Act are race, color and national origin. There was a consensus to table the discussion until the next meeting to ensure all changes were accurately reflected and compliant.

**Motion** to table the Title VI Policy discussion until the next Board meeting on Monday, March 17, 2025, as presented made by Director Cathye Dewhirst-Curreri. Second by Director Lisa Lanza. **Motion passed with 6 “Yes” and 1 absent.**

1. **New Business**

**9.1 Resolution Adopting Latest Presidential Executive Orders**

The board discussed a resolution to adopt modifications in compliance with recent presidential executive orders affecting hiring and discrimination policies. The resolution aimed to ensure that the organization aligns its policies with federal expectations while maintaining its commitment to diversity and inclusion. Director Todd Vaughn clarified with Jennifer Boardman if a presidential executive order is in contradiction with federal law, that law would take precedence. Jennifer Boardman confirmed that federal law is not impacted by the executive orders until there is change by Congress and the House, however, there are State Sovereignty Rights. Michaela Hammerson mentioned that the Board has an understanding that our CEO and Compliance Manager will be working very closely together, and the changes will be very thoughtful, and we will be in alignment with developments as they come while staying in compliance. George Carrillo made a final statement. There is a difference between affirmative action and DEI. In our polarizing politics of today, this language has been used in different contents. As a country, we are asking for clear communication on what is the difference between affirmative action and what diversity, equity and equality truly mean. There is a place for language in the appropriate places. We are not taking anything away. We are opening opportunities up and we are giving proper, clear communication on what we are talking about and how we are trying to provide those services to all Americans in this country.

**Motion** to accept Resolution 25-01 as presented made by Director Gregg Kennerly. Second by Director Cathye Dewhirst-Curreri. **Motion passed with 6 “Yes” and 1 absent.**

**9.2 Adopt Modifications to Drug & Alcohol Policy**

The board reviewed modifications to the drug and alcohol policy, focusing on the testing requirements for non-safety sensitive positions as defined by the FTA. The discussion highlighted the importance of ensuring that testing procedures respect employee privacy while complying with federal regulations. Ben Edtl clarified that all staff who have their CDL such as Transit Drivers, Paratransit Drivers and Van Drivers are considered as a safety-sensitive employee as well as our Dispatch personnel and will be in the pool for random drug testing through the FTA. Ben requested that our non-safety sensitive employees will not. After addressing concerns and clarifications, the board voted to adopt the revised drug and alcohol policy.

**Motion** to accept modifications to the Drug & Alcohol Policy as presented made by Director Gregg Kennerly. Second by Director John Estill. **Motion passed with 6 “Yes” and 1 absent.**

**9.3 Budget Committee Meeting**

Sheri Bleau discussed the need to form a budget committee to prepare for the upcoming fiscal year, emphasizing the importance of public involvement. Historically, STIF/STAC Committee Members have been on the Budget Committee and a few of them have confirmed positions for this year’s committee. Since we have seven board members, we will need seven committee members.

Members of the public were encouraged to apply to volunteer, which would review budget proposals and make recommendations to the full board. UPTD staff members are prohibited from volunteering on the Budget Committee, as it would be a conflict of interest. The committee was tasked with ensuring that budget meetings were scheduled promptly to meet deadlines for approval. A legal notice will be put in the local newspaper once we know how many vacancies are left.

**9.4 Funding Diversification Process**

Ben Edtl discussed strategies for diversifying funding sources, including outreach to local officials and potential partnerships with educational institutions. Ben highlighted the need for a comprehensive advertising program to generate additional revenue through bus advertising. George emphasized the importance of advocating for rural transportation funding at the federal level to ensure equitable resource allocation.

**9.5 New Logo/Branding**

Ben Edtl presented updates on the new logo and branding initiative, showcasing design elements aimed at modernizing the organization's image. The new logo retains familiar elements while introducing softer designs and a more approachable aesthetic. Ben made a recommendation to change the logo from UPTD to UP while expanding the color palette to add in lighter shades. The board discussed the importance of a strong brand identity in attracting new riders and enhancing public perception of the transit services.

**9.6 Form Leadership Screening Committee**

Michaela Hammerson stated that our contract with Politogy expires on April 17, 2025. Ben Edtl was brought on as our Interim CEO and that contract was for a six-month period. We are accepting applications for the permanent CEO position. We will need to form a committee for screening purposes for the initial applications that come through so we may determine who the final candidates will be. Michaela Hammerson is looking for three volunteers to be on the screening committee. Directors John Estill, Gregg Kennerly and Todd Vaughn volunteered to be on the screening committee.

**Motion** to accept Leadership Screening Committee as presented made by Director Cathye Dewhirst-Curreri. Second by Director Lisa Lanza. **Motion passed with 6 “Yes” and 1 absent.**

1. **Project Updates**

**The CEO Report was presented by Ben Edtl.**

Ben Edtl summarized the progress made during his first 90 days as interim CEO, highlighting improvements in compliance and organizational culture. We are no longer facing an imminent funding risk and are spending within our means. The focus remains on enhancing service delivery and addressing operational challenges within the transit department. The meeting concluded with plans for future discussions on budget, funding, and service expansion strategies.

1. **Not on Agenda Items:** No comments were made.
2. **Public Comment Not on Agenda Items:**

Janell Lee made a comment, mentioning that she is not a resident of Douglas County but is in a partnership with Oregon DHS. Janell shared that there is a new exciting transit project in Lane County where they received funds from the federal government and is targeted at getting children to school. She recommended that it would be helpful to have representation from the Umpqua Transit District on their implementation team to learn about this new model. She believes that it would work well with Douglas County, considering the challenges we face with smaller communities and with the various distances. Michaela Hammerson suggested to email us with any additional information.

1. **Agenda Build was discussed.** The next Regular Board Meeting is scheduled for Monday, March 17, 2025, at 5:30 pm.
2. **The Executive Session ORS 192.660(2)(b):** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. **ORS 192.660(2)(h)** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. **ORS 192.660(2)(i)** To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Return to Regular Session at 8:10 PM. No business to conduct.

1. **Adjournment at 8:10 pm.**