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Description automatically generated**Regular Board of Directors Meeting**

**Umpqua Public Transportation District**

Monday, January 20th, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Meeting Minutes**

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

Doug Mendenhall – A Michaela Hammerson – A John Estill – P Todd Vaughn -P

Gregg Kennerly - A Cathye Dewhirst Curreri - P Lisa Lanza – P

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

**4.1** November 18, 2024, Regular Board Meeting Minutes were accepted without change.

**Motion** to approve November 18, 2024, consent agenda made by Director Todd Vaughn. Second by Director Cathye Dewhirst-Curreri. **Motion passed with 4 “Yes” and 3 absent.**

**4.2** December 16, 2024, Regular Board Meeting Minutes were accepted without change.

**Motion** to approve December 16, 2024, consent agenda made by Director Todd Vaughn. Second by Director Cathye Dewhirst-Curreri. **Motion passed with 4 “Yes” and 3 absent.**

**4.3** Sheri presented the preventative maintenance report, stating that they were at 100% on time in December 2024. The Board asked who is responsible for ensuring maintenance and Andre Bleau was identified as the person responsible for the fleet. The preventative maintenance report was informational only and did not require Board approval.

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

Jennifer stated that we have a Board training on the calendar for Tuesday, January 28th @ 1:30pm, which will cover funding and compliance issues. A Procurement training class is also required for UPTD staff. Jennifer will be receiving more details regarding that. A grant management training is scheduled for Wednesday, February 26, 2025, and it will be posted on the ODOT website. Jennifer advised that it would be beneficial for a few Board members to attend. Calendar invites to come. The Procurement Policy and Title VI Policy have been sent to RLS, and we are waiting for their feedback. Compliance issues are on track and Jennifer praised the team for all their hard work.

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 4 “Yes” and 3 absent.**

**6.2 Fiscal Year 23/24 Audit was presented by Finance Manager, Sheri Bleau.** 23/24 Audit was submitted on time. The auditor has a few things that they are working on and will present back to UPTD.

**6.2 STIF Application Update was presented by Finance Manager, Sheri Bleau.** Sheri proposed modifications to the UPTD's Statewide Transportation Improvement Fund (STIF) plan, reallocating federal funds from administrative costs to operations, and adjusting the STIF allocations accordingly while adding rollover funds. The Board motions to approve these STIF plan modifications.

**Motion** to approve STIF Application Updates made by Director Cathye Dewhirst Curreri. Second by Director Todd Vaughn. **Motion passed with 4 “Yes” and 3 absent.**

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

The former general manager, who resigned while leaving the district with 48 compliance violations and near insolvency, attended the meeting and made numerous accusations for 7-8 minutes regarding safety and compliance issues. She claimed poor vehicle conditions, lack of training and adherence to regulations as well as inadequate support from management. She questioned the qualifications of the current CEO and accused the Board of conflicts of interest, lack of oversight and violations of federal regulations.

1. **Compliance Update**

Sheri discussed the submission of the 60-day compliance action plan, which was completed on time. She also mentioned the review stages of the Procurement Policy and the Title VI Policy is with RLS. The Procurement Policy and Title VI will be tabled for the next meeting until ODOT's feedback is received. The 60-day and 90-day update was informational only and did not require Board approval.

1. **New Business**

**9.1** Sheri mentioned that Michaela requested that we begin the process of forming a Budget Committee again, with Jennifer Boardman explaining that the committee should consist of as many public members as board members. The possibility of recruiting members from the STIF/STAC committee was also discussed. Sheri will advertise for Budget Committee members on the UPTD website and reach out to STIF/STAC Committee members for potential recruits.

**9.2** Senate Bill 1553 and House Bill 4002 was briefly summarized by Jennifer Boardman, stating that this is regarding drug use on public transportation. This new law prohibits the use of certain drugs on buses and allows for removal of individuals caught using them. Jennifer suggested that UPTD's policies should be reviewed to ensure compliance with the new law, and that signage should be added to buses and bus stops to inform the public of the new law. UPTD agreed to research this further and ensure that their policies are in line with the new law. Andre Bleau is to work with law enforcement on updating policies regarding removal of passengers using drugs on buses and adding signage to buses and bus stops.

**9.3 General Manager Job Description**: The meeting then focused on the approval of the job description for the General Manager position. The job description was originally drafted by Becky and Cheryl, and it was reviewed and approved by the Board in the past. The Board approved the job description again, with no changes, to post the position on Indeed and other job channels. The job description does not require specific transit-related experience, only a degree in public administration, general business administration, transportation planning, or a closely related field, and 5 years of progressively responsible management level experience, or, Ten (10) years of progressively responsible management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential function of the General Manager. Jennifer suggested that a full-time general manager on-site would be beneficial for the community. The board approved the job description for posting the position.

**Motion** to approve UPTD General Manager job description made by Todd Vaughn. Second by Director Lisa Lanza. **Motion passed with 4 “Yes” and 3 Absent.**

1. **Project Updates**

**The CEO Report was presented by Finance Manager, Sheri Bleau, on behalf of Ben Edtl.**

Ben reported on the progress made in the first 60 days, including the transformation of the executive team culture, the right people in the right seats, and the implementation of the revised procurement policy. He also mentioned the release of Q3 stiff funds and the ongoing work on other pressing issues inherited.

1. **Not on Agenda Items:** No comments were made.
2. **Public Comment Note on Agenda Items.** A public comment was made by Director Cathye Dewhirst Curreri, which raised concerns about the drivers' comfort in speaking up. The team decided to add this to the agenda for the next meeting.
3. **Agenda Build was discussed.** The next Regular Board Meeting is scheduled for Monday, February 17, 2025, at 5:30 pm.
4. **The Executive Session was tabled until the next Regular Board meeting.**
5. **Adjournment at 6:56 pm.**