



Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, October 7, 9:30 am.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Approved Meeting Minutes

Meeting called to order at 9:33 am

Roll Call

Doug Mendenhall-P Michaela Hammerson- P John Estill- P Todd Vaughn- P
Natasha Atkinson-P Cathye Dewhirst Curreri- P Lisa Lanza- P

Pledge of Allegiance led by Director Atkinson

Consent Agenda

- 4.1 August 29, 2024, Draft Special Board of Director Meeting Minutes
- 4.2 September 9, 2024, Draft Special Board of Director Meeting Minutes
- 4.3 September 16, 2024, Draft Regular Board of Director Meeting Minutes
- 4.4 September 20, 2024, Draft Special Board of Director Meeting Minutes
- 4.5 September 27, 2024, Draft Special Board of Director Meeting Minutes
- 4.6 September 30, 2024, Draft Special Board of Director Meeting Minutes

Motion: Director Curreri motioned to approve the consent agenda. Director Atkinson seconded. Motion Carries

Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

No participation in public comment

Adoption of Standards, Criteria, and Policy for Contracting an Interim General Manager Discussion:

The Board will review the proposed standards, criteria, and policy for contracting an Interim General Manager, ensuring alignment with the organization’s mission. The interim position has been publicly advertised, and details are available on the UPTD website. Public comment is requested.

Procedure:

- Interim Contract Committee (ICC) conducts preliminary interviews of qualified candidates
- ICC members provide feedback to the Board of Directors
- The Board of Directors votes on candidates for final interviews
- Final interviews conducted by the Board of Directors
- The Board selects an Interim General Manager

Action:

Motion to adopt the standards, criteria, and policy for contracting the Interim General Manager. Chair Hammerson reviewed the standards, criteria, and policy and all steps involved.

Motion: Director Curreri motioned to approve the standards, criteria and policy as written. Director Mendenhall seconded the motion. Motion Carries

Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Review STIF/ STAC Committee Applications

[Umpqua Public Transportation District, 3076 NE Diamond Lake Blvd, Roseburg, OR 97470](http://umpqua.org) 541-671-3691

Board reviewed application for Tina Temple for the STIF/STAC committee. UPTD needs to have two meetings by November due date. We are required to have five committee members; we currently have 12 of the 15 open emails. Openings include: Service Provider- Fixed route/ operations, 3 other Service Providers, a person experiencing a Disability, Veterans, Low Income, Transit User, Dependent Transit User, Educational Institutions and Public Health. Director Atkinson will review previous minutes to determine if Kat Stone was previously appointed. STIF/ STAC meetings will be set for 10/21 @ 4:00 pm and 11/4 @ 4:00 pm. Director Atkinson was the previous chair of this committee, it will default to Motion: Director Atkinson made a motion to approve Tina Temple to the STIF/STAC, asking her which category she fulfills. Seconded by Vice Chair Estill.

Motion Carries Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Moved into Executive Session ORS 192.660 (2) (a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

Returned to regular session at 10:42 am Chair Hammerson declared a possible conflict of interest, as she has previously politically supported one of the applicants. She recused herself. She did not participate in the conversation in the executive session or the vote below.

Motion: Director Curreri motioned to move forward with four applicants for the position of interim general manager, in accordance with the law and in consideration of the candidates the interviews will be held in executive session Monday 10/14/24 at 2:00 pm. The vote will be made public following the interviews. Seconded by Director Vaughn.

Motion Carries Vote: 6 – Aye, 0 – Nay, 1 – Abstain, 0 - Absent.

Adjourned at 10:44 am

The Oregon Attorney General’s Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. “The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings” (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that ‘all persons be permitted to attend any meeting’ does not

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.

prevent governing bodies from maintaining order at meetings” (Attorney General Rosenblum, 2019, p. 156).

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