**Regular Board of Directors Meeting**

**Umpqua Public Transportation District**

Tuesday, May 27, 2025, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Meeting Minutes**

1. **Call to Order 5:57 pm**
2. **Roll Call**

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

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

**4.1** **April 21, 2025, Regular Board Meeting Minutes were accepted without change.**

**Motion** to approve April 21, 2025, Regular Board Meeting Minutes made by Todd Vaughn. Second by Director Cathye Dewhirst-Curreri. **Motion passed with 5 “Yes” and 2 absent.**

**4.2** **May 5, 2025, Special Board Meeting Minutes were accepted without change.**

**Motion** to approve May 5, 2025, Special Board Meeting Minutes made by Todd Vaughn. Second by Director Cathye Dewhirst-Curreri. **Motion passed with 5 “Yes” and 2 absent.**

**4.3 March 2025 Preventative Maintenance Report**

Andre Bleau presented the preventative maintenance report, indicating that fifteen maintenance tasks were completed in April, achieving a 100% completion rate.

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

Jennifer Boardman discussed two funding opportunities: a bus and bus facility grants program (80/20 federal/local match) and a hold on 5310 funding due to pending federal approval, with approximately $112,000 in reimbursement requests on hold. She clarified that only certain agencies (those part of an MPO like Trimet, Salem, Eugene, Medford, and Josephine) can receive the bus grants directly, and explained that the required letter of intent is actually a Cognito form rather than a traditional letter. Jennifer also noted that agencies on the top of the priority list would be among the first to receive the delayed 5310 funding once it becomes available.

1. **Financial Report**

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

**Motion** to accept the Financial Reports as presented made by Director Cathye Dewhirst-Curreri. Second by Director Todd Vaughn. **Motion passed with 5 “Yes” and 2 absent.**

**6.2 Budget Updates**

The budget discussion revealed that advertising revenue was not included in the initial budget planning. The variance report highlighted over/under budget items, and it was noted that the organization was on track to start the new year with approximately $430,000.

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

No public comments were made.

1. **Compliance Updates**

**8.1 Final Compliance Updates**

Sheri stated that ODOT confirmed the organization's compliance, except for some 365-day reporting requirements and training needs.

1. **Old Business**

**9.1 Updates on Executive Order Resolution 25-01**

The group discussed the Trump executive order resolution, confirming that no DEI (Diversity, Equity, and Inclusion) language was found in their policies, and no material changes were needed.

**9.2 Driver Safety**

Director Gregg Kennerly provided an update on driver safety initiatives, including plans to offer Verbal Judo training. He has spoken with a certified instructor who is willing to conduct the training for UPTD drivers and will share the contact information to facilitate scheduling. Additionally, Sheri reported that the team continues to track and complete required driver trainings using a training tracker spreadsheet.

1. **New Business**

**10.1 Resolution Regarding Transportation Package**

Chairwoman introduced an alternative to the current transportation bill under consideration by the Legislature—the Republican Transportation Stabilization Bill, proposed by House Republicans. This alternative reprioritizes funding, avoids significant tax increases, and offers potential savings to taxpayers. House Representatives Virgil Osborne and Christine Drazan are actively involved in supporting this proposal. The Chairwoman brought this forward for the Board’s consideration regarding a possible endorsement.

**Motion** to endorse the Republican Transportation Stabilization Bill as presented made by Director Cathye Dewhirst-Curreri. Second by Director Lisa Lanza. **Motion passed with 5 “Yes” and 2 absent.**

**10.2 Bylaws Update**

Chairwoman Michaela Hammerson emphasized that any UPTD Board Members or the CEO engaging in lobbying activities must be registered lobbyists in accordance with ORS Chapter 171. She proposed updating the Board Bylaws to clarify that lobbying on behalf of UPTD is permitted if legal requirements are followed. This addition, to be placed under section 3A, aims to ensure compliance and will also provide guidance for new Board Members. The update is prompted by UPTD’s involvement with the Oregon Transportation Association (OTA), which frequently encourages participation in lobbying-related events and trainings. Registering helps ensure proper reporting of any related expenses.

**10.3 Townhall Event Update**

CEO Ben Edtl reported on the recent public town hall held at Roseburg High School, noting its success despite limited media coverage and attendance. Attendees agreed to hold a follow-up event in six months and enhance outreach efforts through local media advertising, flyer distribution at the county fair, and partnerships with area schools. Plans were also made to develop a comprehensive public outreach program, with George leading communication strategy efforts, and to simplify bus route and timetable information for improved public accessibility.

**10.4 Project Management Tracking**

The organization is transitioning to a new project management system using Smartsheets to enhance tracking, streamline workflows, and create real-time dashboards, replacing manual Excel-based processes. The system categorizes work into administrative, demand, and fixed buckets and currently tracks 42 completed, 57 in-progress, and 63 not-started items across various teams. Weekly sprint exercises and risk assessments are incorporated to support progress monitoring. The system also offers visibility into individual team member workloads and includes tools for communication and document attachment. The Board discussed the potential for increased data transparency, with suggestions to share filtered reports at meetings and on the website, while being cautious of personnel privacy and possible misinterpretation of risk data.

1. **Project Updates**

**11.1 CEO Report**

The transit district is launching a new advertising program this week, which has tripled their advertising inventory and is generating $8,200 in monthly revenue. The team is also reviewing and improving all public communications, including bus stop signs, flag stops, and shelters, to ensure clarity and effectiveness. The team continues to focus on engaging the public through improved communication and community involvement.

1. **Not on Agenda Items**

No comments were made.

1. **Public Comment Not on Agenda Items**

No public comments were made.

1. **Agenda Build**

The team discussed their upcoming agenda, including meeting minutes, preventative maintenance report, financial report, and policy updates. Michaela also touched on compliance updates, business updates, and new business items. The next Regular Board of Directors Meeting is on Monday, June 16th @ 5:30 PM.

1. **BOD Ridership Numbers**

The Board discussed ridership numbers and upcoming service changes, planning to implement new routes by July 1st. They agreed to allow public comment on the changes before implementation and to communicate the updates well in advance.

1. **Executive Session:** No business to conduct.
2. **Adjournment at 7:08 PM.**