Umpqua Public Transit

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, April 21st, 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**

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

3. **Pledge of Allegiance** was recited.

4. **Consent Agenda**
   4.1 March 17, 2025, Regular Board Meeting Minutes were accepted without change.

   Motion to approve March 17, 2025, Regular Board Meeting Minutes made by Director Cathye Dewhirst-Curreri. Second by Director Todd Vaughn. **Motion passed with 6 "Yes".**

   4.2 April 11, 2025, Special Board Meeting Minutes were accepted without change.

   Motion to approve April 11, 2025, Special Board Meeting Minutes made by Director Cathye Dewhirst-Curreri. Second by Director Todd Vaughn. **Motion passed with 6 "Yes".**

   4.3 March 2025 Preventative Maintenance Report
   Andre Bleau presented the preventative maintenance report, indicating that seven maintenance tasks were completed in March, achieving a 100% completion rate.

5. **ODOT Update was presented by Jennifer Boardman.**
   Jennifer Boardman said that ODOT is providing some trainings in May and June. One will be NEPA training, provided by ODOT's Highway Division, and the other will be Procurement training which will be provided by RLS. Jennifer highly recommends that UP attends the Procurement class which is part of our action items during our last site review. These two training courses are virtual and are at no cost. ODOT will also be providing Drug & Alcohol Training during the latter part of July or first part of August. This will be held in person in Bend and the cost would include transportation to and from and our hotel accommodation. Jennifer mentioned there are scholarships available to us. Lastly, ODOT's agreements will be going out to us in the next several months which will require signatures.

6. **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 Doug Mendenhall. Second by Director Lisa Lanza. **Motion passed with 6 "Yes".**

6.2 Budget Updates
Sheri discussed the budget for the current year, which includes big ticket items and weekly items. The Board discusses the financial challenges facing the transportation district, particularly the reliance on State and Federal funds. Sheri reports that the district is currently operating under budget by $63,000. The Board explores options for securing local funding from cities and counties, as they no longer receive contributions from these sources.

7. **Public Comment for On Agenda Items Only**
Matt Droscher, Executive Director at the Umpqua Valley Disabilities Network, located in Roseburg, addressed the financial report. He suggested getting more local support from the surrounding communities by enhancing our Dial a Ride services.

8. **Compliance Updates**

8.1 Final Compliance Updates
Sheri stated that UP had a Drug & Alcohol site review in February, conducted by RLS. During the site review, we had some findings. Based on the responses provided to RLS, they sent a letter that serves as a notification that UP has successfully addressed all findings based on the Drug & Alcohol Review of 2025. ODOT will continue to keep UP informed of training opportunities as well as other guidance that may be of assistance.

9. **Old Business**

9.1 Updates on Executive Order Resolution 25-01
Michaela stated that we are working towards updating our policies to ensure we are staying in compliance with executive orders. This is still in progress. Our deadline is in May, and we will need to address these policy changes during the next Regular Board Meeting on May 19. Ben stated that so far, we have changed all the forward-facing language and that will translate fairly quickly into policies. The resolution does give us the authority to immediately implement changes but also there's a requirement for the policy language changes to come to the Board for approval.

9.2 Transportation Legislation
No comments were made.

9.3 Driver Safety

George discussed driver safety measures, including the removal of details that create impairments for drivers, the upgrade of radios for fixed routes, and the ongoing search for in-person de-escalation classes. George also mentioned the possibility of hiring a contractor for in-person classes but noted the high cost. Jennifer was working on getting classes from ODOT, and UP was considering hiring a contractor for in-person security. UP also mentioned the need for a tracking mechanism for training and the implementation of a tracker to ensure all employees have completed necessary training. Sheri mentioned that Amira does have a training tracker in place, and she is coordinating with drivers to ensure they are completing their required training classes. Lastly, UP discussed the possibility of implementing a system where drivers could press a button to alert dispatch or emergency services in case of a serious situation.

10. New Business

10.1 New CEO Introduction

Ben, the new permanent CEO, reflects on the district's progress over the past six months, highlighting improvements in finances, compliance, and culture. He credits the employees and board for turning the situation around and expresses confidence in the Executive Team. The district is planning a Town Hall meeting in early May at Roseburg High School to gather public feedback on transit services and future plans. Ben also discusses efforts to improve communication with the public, including website reorganization, social media presence, and developing an advertising program to generate additional revenue for the district.

10.2 Townhall Planning

Ben stated that we are planning an open forum Town Hall meeting with the Board of Directors and our Leadership Team at UP. It will be held at the Roseburg High School Theatre on Wednesday, May 7th @ 6:30 PM. This will give the public a chance to provide feedback and have some conversations about transit, and the future of our funding.

11. Project Updates

11.1 CEO Report

Ben said that compliance and our financial state are going strong. Our operations are changing, too. We've changed the flow of operations by moving some of the offices around and creating a better space for the drivers. We have been trying to improve the morale of the drivers in as many ways as we possibly can. We are currently working through a reorganization of the website and improving communications for the public to see. In a few weeks, the public will be able to subscribe to UP on our website and get our latest press releases and stay current with our events. Lastly, UP is now on X, formerly known as Twitter. There you can keep up to date with all route changes, advertising opportunities and stay connected with the district. UP is still working on the charger issue, and we want to resolve this as quickly as possible. One of the challenges we are faced with right now is that the chargers are no longer under warranty and the company who sold them to us went bankrupt. We have contacted TriMet and other special districts to help get these chargers sold.

12. **Not on Agenda Items**

Michaela stated we have an upcoming election, and she was made aware on Friday, April 18th, that there has been advertising for some of the candidates with the use of the UP logo without authorization. It appears that this is an endorsement from Umpqua Public Transit for these candidates. Michaela wants to make it publicly clear that UP is not endorsing any candidates, as it would be a Conflict of Interest. UP is discouraging the unauthorized use of our logo in any campaign materials for any candidate.

Jennifer Boardman stated that she would like to share information about lobbying. She is aware that everyone has their own political opinions and views but there are specific rules for lobbying and what we can and cannot do. She advises to be cautious if we do any advertising on X or any other social media platforms. If we are lobbying for or against anything, there are specific forms that UP needs to fill out as necessary. It isn't illegal to do lobbying. It's the way you go about it and UP needs to make sure, as public employees of the District, to follow the guidelines and rules that have been given regarding lobbying.

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

Matt Droscher, Executive Director at the Umpqua Valley Disabilities Network, located in Roseburg, started off by saying UVDN deals with individuals who have various types of disabilities and a lot of them access transportation for their daily needs. UVDN is having difficulty with folks accessing comfortable transportation due to not having the correct equipment like extension straps for larger folks so they can be secured safely in the back seat. Matt also stated that rides are getting dropped more frequently. Individuals with disabilities like to have structure in their lives and that gives them purpose and brings them comfort, so when a ride gets cancelled, it can be very disruptive for them. UVDN would like to see some improvements be made and are offering free training to our drivers and dispatch at UP on ADA etiquette and verbal judo. Lastly, UVDN has more concerns about access to transportation because their patients have limited income. A portion of their clients have denied transportation to their medical appointments due to not having enough funds.

Selena Hester, Demand Operations Manager at UP stated in the Zoom chat that she believes Matt Droscher is referring to Bay Cities Brokerage. UP only provides vans for Paratransit/DAR. BCB has contracted several companies that have private vehicles and UVDN would need to reach out to them for any issues they are having with their vehicles.

14. **Agenda Build**

The team discussed their upcoming agenda, including meeting minutes, preventative maintenance report, financial report, and potential policy updates. Michaela also touched on compliance updates, business updates, and new business items. The next Regular Board of Directors Meeting is on Monday, May 19th @ 5:30 PM.

15. **Executive Session ORS 192.660 (2)(a):** To consider the employment of a public officer, employee, staff member or individual agent.

Return to Regular Session at 8:48 PM. No regular business to conduct.

16. Adjournment at 8:48 PM.