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

**Umpqua Public Transportation District**

Monday, December 16th, 2024, 5:30 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

**Meeting Minutes - DRAFT**

1. **Call to Order 5:30 pm**
2. **Meeting Summary**

The meeting, chaired by Michael Hammerson, covered several important topics. The STIF (Special Transportation Improvement Fund) plan recommendations were presented by Sheri Bleau, detailing funding allocations across different projects. Ben Edtl provided updates on organizational changes, including the onboarding of George Carrillo as Chief Compliance Officer and a new Executive Assistant, Amira Kamel. The board discussed procurement policy changes presented by George, which included updates to Buy America requirements and public communication procedures. Jennifer from ODOT provided guidance on compliance requirements and funding thresholds. The board approved financial reports showing a net income of $656,000 through November. A significant discussion occurred regarding vehicle needs and route optimization, with Andre Bleau explaining potential route restructuring options. The meeting also covered advertising initiatives, with Ben announcing a new partnership with UCC for bus advertising.

1. **Roll Call**

The meeting began with roll call, confirming attendance of Ben Edtl, Lisa Lanza, Michaela Hammerson, John Estill, Todd Vaughn, Greg Kennerly, and Cathye Dewhirst-Curreri. Doug Mendenhall was absent.

1. **The Pledge of Allegiance** was conducted.
2. **Consent Agenda**

The meeting minutes from the Special Board meeting on 12/5/2024 were accepted without change. **Motion** to approve consent agenda by Director Cathye Dewhirst Curreri. Second by Director Greg Kennerly. **Motion passed with 6 “Yes” and 1 absent.**

The draft meeting minutes from the Regular Board meeting on 11/18/2024 were not available and will be presented at the January regular Board Meeting.

1. **Financial Report**

Sheri presented the financial report showing $656,000 net income through November. Discussion included cash flow projections and operational sustainability through the fiscal year. The Financial Reports were accepted without change. **Motion** to approve Financial Reports by Director Todd Vaughn. Second by Director Cathye Dewhirst-Curreri. **Motion passed with 6 “Yes” and 1 absent.**

1. **STIF Plan and Funding Recommendations**

Sheri presented the STIF committee's recommendations, outlining payroll & population-based funding for paratransit services, fixed route services, and administrative costs. The board approved modifications to create more flexible funding categories and reserve buckets. The modifications included the creation of one Contingency Project to hold $789,678.00 to be used for several areas of business. Tasks will be created for maintaining services, expansion of services, vehicle purchase, capital improvements, bus shelters, and technology improvements. Funds will be placed in each of these tasks with language to allow for more flexibility when using the funds. . **Motion** to approve STIF Allocations with the modifications presented by the BOD by Director Cathye Dewhirst-Curreri. Second by Director John Estill. **Motion passed with 6 “Yes” and 1 absent.**

1. **Compliance Update**

**Drug and Alcohol Policy**

Sheri Bleau presented the Drug and Alcohol Policy with revisions to rename the DAPM, DER #1, and DER #2. The new DAPM has been assigned to George Carrillo, DER #1 assigned to Andre Bleau, DER #2 assigned to Selena Hester. Job Titles were updated from General Manager to reflect new title of Chief Executive Officer. **Motion** to approve Drug & Alcohol Policy with the new revisions by Director Cathye Dewhirst-Curreri. Second by Director Greg Kennerly. **Motion passed with 6 “Yes” and 1 absent.**

**Procurement Policy Updates**

George presented changes to the procurement policy, including updates to Buy America requirements and public communication procedures. Jennifer from ODOT advised on compliance requirements and state funding thresholds. It was determined that George will continue to work with Jennifer Boardman with ODOT to finalize the Procurement Policy before the board votes to adopt it. The Board of Directors requested to Table this topic until the next board meeting, allowing George more time to work with ODOT to create a more acceptable policy.

1. **Not on Agenda**

**Transit Service and Route Planning**

Andre discussed potential route restructuring, including the possibility of implementing an Orange Line to optimize service delivery and reduce wear on larger buses.

**Action Items**

Sheri to revise STIF plan structure with modified Contingency buckets and funding allocations

Ben's executive assistant to schedule board training with Jennifer Boardman

George to revise procurement policy and work with Jennifer for review

Ben to develop advertising program with UCC for bus wrap advertising

Sheri to ensure compliance with record retention requirements as noted by Jennifer

Ben to schedule meetings with ODOT in January regarding regional transit connections

**10. Executive Session –** The Executive Session was tabled until the next regular meeting.

11. **Adjournment** at 7:20 pm.