



UMPQUA PUBLIC TRANSPORTATION DISTRICT

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, October 20, 2025, 6:00 p.m.

516 SE Jackson Street, Roseburg, OR 97470

Meeting Minutes

1. Call to Order 6:00 pm

2. Roll Call

Doug Mendenhall – P

Michaela Hammerson – A

Jeana Beam – P

Natasha Atkinson - P

Gregg Kennerly - P

Bill Hagedorn - P

Phil Morton - P

3. Pledge of Allegiance was recited.

4. Executive Session 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 has an opportunity to comment. **ORS 192.660(2)(e):** To conduct deliberations with persons you have designated to negotiate real property transactions.

The board meeting began with a discussion on hiring strategies for a general manager position, focusing on whether to restructure current roles, hire internally, or post externally, given budget constraints. Lori, the legal advisor, was consulted about legal requirements for posting the position and the duration of internal posting. The meeting entered an executive session to deliberate on employment matters, with non-essential attendees exiting the call.

Regular board session resumed at 6:34 PM.

Motion to post the General Manager position internally made by Director Phil Morton. Second by Director Doug Mendenhall. **Motion passed with 6 “Yes”.**

5. Consent Agenda

5.1 September 15, 2025, Regular Board Meeting Minutes

Motion to approve September 15, 2025, Regular Board Meeting Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 6 “Yes”.**



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6. ODOT Update

Jennifer reminded members that the Oregon Transit Association (OTA) conference will be held in Bend in two weeks, noting it will feature a variety of sessions and is a valuable opportunity for professional development in public transportation across Oregon.

Jennifer reported that the 2025–2027 funding process has recently concluded, and preparations will soon begin for the 2027–2029 funding solicitation. As part of this process, UPTD will need to update its Coordinated Transportation Plan. The plan was missing elements in the last cycle, and an amendment or addendum will be required to include a list of projects. The update will require public input through meetings, which may be conducted with the STIF/STAC Advisory Committee serving as the public process body. Jennifer is coordinating with CFO Sheri Bleau and noted that she and Sheri will be meeting to review requirements. While such plan updates are often conducted by consultants at a cost of \$50,000–\$75,000, she believes UPTD can complete the work internally with ODOT’s technical assistance.

Jennifer then provided a summary of the recent compliance review. She commended on-site UPTD staff for their hard work in addressing the 47 findings from the prior review, noting significant progress had been made. This year’s review identified six findings, three of which have already been remedied.

Key issues included:

- **Program Management** – Board and management not fully informed of regulations; one repeat finding noted.
- **Financial Management** – Unallowable costs charged to grants, including Board-approved severance packages without available funding (2 CFR 200 violation).
- **Procurement** – Repeat finding related to sole source procurement lacking justification (Sept. 2024) and failure to conduct responsibility determinations for contracts exceeding \$25,000 (49 USC 5325(j)).
- **ADA Compliance** – Failure to advertise complaint procedures (already remedied).
- **Paratransit Operations** – Improper no-show suspension policy and inadequate trip denial tracking (both remedied).
- **Civil Rights & Operations** – No findings.
- **Equipment Use & Maintenance** – No findings; fleet inventory was conducted and vehicles were found to be in acceptable condition.
- **STIF Program** – No issues.
- **Subrecipient Oversight** – Advisory recommendation to expand written procedures (already remedied).



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She highlighted the significant improvement over the prior review, emphasizing that CFO, Sheri Bleau, submitted all reports on time this past year, in contrast to late submissions previously by the former General Manager. She expressed optimism that UPTD may not be scheduled for another full review for three years, depending on the annual risk assessment conducted by ODOT.

In response to a Board question from Natasha Atkinson, Jennifer clarified that while no specific number of public meetings is required for the Coordinated Transportation Plan update, the STIF Advisory Committee is required to meet at least twice annually. She suggested combining STIF/STAC and Coordinated Plan meetings to satisfy both requirements.

7. Financial Report

7.1 September 2025 Financial Report

The Board reviewed the financial assessment and statements through September. The following highlights were presented by CFO, Sheri Bleau:

- **Cash Balance:** Beginning October balance was \$87,418. With an accrual for FY25 5311 Q1 reimbursements (\$158,709), the projected starting position was approximately \$246,000.
- **5311 Federal Reimbursements:** Claims for July–September have been submitted and approved by ODOT. While funds were originally expected after January, ODOT has indicated limited funds may be released in early December, which would support positive cash flow.
- **STIF Revenue:** Q2 disbursement totaled \$469,143, approximately \$81,000 below projections. This is a decline compared to FY25 Q4 (\$557,000) and is not currently on track with projections.
- **Shortfall Risk:** Without the 5311 reimbursement, a shortfall of approximately \$108,000 is expected through December. With the reimbursement, UPTD would remain positive by approximately \$50,000.

Unrestricted Funds:

- Severance payments and the Washington, D.C. trip were confirmed as not eligible for state or federal reimbursement and must be paid from unrestricted funds.
- Staff will provide the Board with the updated unrestricted balance at the next meeting.

Savings Implemented:

- Payroll: Reduced by ~\$20,000 per pay period (~\$40,000/month), with \$121,000 projected savings through end of December.
- Fuel: Reduced by ~\$4,000/month (~\$36,000 through June).



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- Preventive Maintenance: Reduced by ~\$3,500/month (dependent on mileage).
- Cell Phones: Eliminated redundant bus phones, saving \$600/month (~\$5,400 through June).
- Janitorial Services: New provider saving \$165/month (~\$1,400 through June).
- Workers' Compensation: Reassessment based on reduced payroll is expected to save ~\$12,000 (to apply beginning January).
- Fleet/Insurance/Software: Removal of decommissioned vehicles yields ~\$3,500 savings.

Additional Cost-Saving Options Presented:

- Organizational review, including possible elimination of an administrative position.
- Retirement plan: Consider reducing employer contribution from 10% to 5%, saving approximately \$17,000 through December.
- Service adjustments: Consider eliminating Dial-a-Ride service (~\$35,000 projected savings) and/or further fixed-route reductions.
- Explore additional reduction in fixed-route services to further reduce costs
- Possibility of renting out a portion of the administrative building

Facilities Update:

- A realtor toured the UPTD facility and will provide estimates for property sale value and office rental rates.
- Staff will coordinate with ODOT (Jennifer Boardman) to ensure compliance with rules governing state-funded property before considering sale or lease.

Operations Note:

- Service reductions are lowering maintenance demand. Andre (Procurement, Maintenance and Fixed Operations Manager) confirmed we are rotating vehicles to preserve batteries and ensure fleet readiness.

Consensus / Follow-Up Items:

- Sheri to report the updated unrestricted fund balance at the next Board meeting.
- Sheri to present the realtor's proposal and property valuation for Board review.
- Further Board discussion required on potential retirement contribution adjustments and service reduction scenarios.

George Carrillo addressed the Board remotely, noting he had been unable to attend in person due to illness. He emphasized several key financial considerations:



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- **Cost-Saving Opportunities:**
 - Insurance on underutilized vehicles should be reviewed. Options may exist to place vehicles in a “storage” status while maintaining compliance with ODOT requirements.
 - Vehicles not in use for more than 90 days may be subject to return or transfer to other agencies, per ODOT guidelines.
 - Additional vehicle-related liabilities remain, including charger repayment obligations, which require ODOT confirmation and Board approval of a repayment plan.

- **Concerns on Service Levels:**
 - George advised against further route cuts, noting that current service levels are already at a minimum.
 - He stressed that alternative cost savings should be pursued instead of reducing rider access.

- **Staffing and Administrative Costs:**
 - UPTD must carefully evaluate staffing structure and administrative overhead in relation to fixed costs and liabilities.
 - George emphasized balancing cost reductions with maintaining employee benefits where possible.
 - With the general manager position vacant, he noted decision-making has been slowed by the need for Board oversight of daily activities and urged more timely financial decisions to avoid compounding expenses.

- **Revenue Opportunities:**
 - A realtor toured the facility and will provide a proposal on potential sale or lease values for the property.
 - George also submitted a draft advertising policy to generate additional revenue, though feedback has not yet been received.

Discussion:

- Board members inquired about insurance requirements on vehicles held in storage. Jennifer Boardman (ODOT) confirmed that ODOT requires adequate coverage on all federally funded vehicles, even if not in active service. Coverage details and storage status should be confirmed with UPTD’s insurance provider.
- Clarification was provided that ODOT assists with the transfer of unused vehicles to other agencies but does not purchase them outright.
- Board members also noted recent changes in vehicle procurement, including reassignment of previously ordered vans due to UPTD’s funding constraints.



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- Jennifer Boardman (ODOT) advised that vehicles not in operation for more than 90 days may either be returned to ODOT or sold to another agency, provided the vehicle's useful life requirements have been met. ODOT assists with identifying potential recipient agencies but does not purchase the vehicles directly. She noted this process was previously used for UPTD vehicles approximately two years ago.
- Sheri noted that the grant for UPTD's recently delivered 30-foot bus originally included funding for five additional vans (electric and hybrid). Due to funding constraints in the prior year, ODOT determined that UPTD could not take delivery, and the vehicles were reassigned to other agencies.
- Sheri also noted that at the recent OTA Board meeting, it was reported that although the transportation funding package passed the legislature, any collected revenues beginning in January would likely be placed in escrow pending a public vote, anticipated no earlier than November 2026.

Motion to accept the September 2025 Financials as written made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 6 "Yes"**.

8. Public Comment for On Agenda Items Only

No public comments were received.

9. Compliance Update

9.1 Annual Audit FY 23-24 ODOT Letter

Sheri reported that ODOT acknowledged receipt of the FY23–24 financial audit. ODOT identified a few items requiring a corrective action plan, which has been submitted and accepted. A final letter from ODOT was received to close out the FY23-24 financial audit requirements.

The next audit, covering FY24–25 (ending June 2025), is due by December 31, 2025. A meeting with the auditors is scheduled for November 5, 2025, when they will be on site to review materials and request any additional documentation as needed. Required documents have already been uploaded in preparation for this visit.

9.2 RLS Audit

No additional updates. Jennifer Boardman (ODOT) had already provided a summary of the recent RLS compliance review earlier in the meeting.



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10. Old Business

10.1 Driver Safety

Amira provided an update on driver safety training efforts. The external contact previously approached for in-person training has not been able to accommodate scheduling. In the meantime, Jennifer Boardman (ODOT) provided resources for de-escalation training, including an online program titled *Assault Awareness and Prevention for Transit Operations* (available via YouTube).

Amira noted that once all drivers complete the required PASS training, focus will shift to implementing the de-escalation training program.

While the original trainer contacted has not formally declined, repeated outreach has not yielded a confirmed schedule. Alternative options, including online resources and additional training providers, are under consideration.

11. New Business

11.1 Working Remotely

George provided an update on the preliminary review of remote work options and office space utilization. He noted that remote work considerations are directly tied to potential real estate opportunities, as UPTD evaluates whether portions of the facility could be consolidated or leased.

Key points included:

- **Space Consolidation:** Staff relocation between the upper and lower floors is under review. Early indications suggest the upper floor may be more attractive to potential tenants, while the lower floor could continue to house UPTD operations, especially with recent removal of outdated equipment.
- **Remote Work Policy:** A draft matrix has been created to determine which positions could qualify for remote work. Certain roles, such as drivers and supervisors responsible for safety and compliance (drug and alcohol monitoring), will continue to require on-site presence.
- **Revenue Potential:** Leasing unused office space may provide an additional revenue stream; however, decisions regarding remote work will depend on a full market analysis.
- **Parking Constraints:** Parking remains a significant issue, especially if the upper floor is rented. Options may include redesigning the lot layout or utilizing the downtown office to relieve pressure on parking availability.
- **Next Steps:** This initiative is in the early discovery phase. George will continue to evaluate facility needs, market rental conditions, and parking impacts before making recommendations to the Board.



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11.2 Lobbying: Board Bylaws

Sheri reviewed feedback from the recent RLS audit, which required expenses related to the Washington, D.C. trip to be coded to unrestricted funds rather than state or federal funds. In light of this, it was recommended that the Board revert to the prior bylaws language that did not include provisions for lobbying.

Key points discussed:

- **Lobbying Language:** The lobbying section was only recently added to the bylaws. Removing it would eliminate additional administrative burdens (e.g., registering as a lobbyist, filing quarterly reports with the Ethics Commission) and reduce liability exposure. Former general manager Ben Edtl has already been removed as a registered lobbyist for UPTD; if the language is struck, Sheri will also request removal of Director Michaela Hammerson.
- **Meeting Location in Bylaws:** The Board discussed whether a physical address must be included in the bylaws. Jennifer Boardman (ODOT) advised that only public meeting notices must include the address, but the bylaws themselves do not need to specify one.
- **Next Steps:** The bylaws will be updated to strike the recently added lobbying provision, retain the standard meeting time (third Monday at 5:30 p.m.), and clarify meeting location language as appropriate in the public meeting notices.

It was emphasized that this change does not limit UPTD's ability to advocate for public transportation (e.g., providing testimony), but only removes language authorizing lobbying activities.

Motion to approve updated Board Bylaws as written with lobbying and physical board meeting location removed made by Director Natasha Atkinson. Second by Director Phil Morton **Motion passed with 6 "Yes"**.

12. Project Updates

12.1 Project Management

George provided an update regarding the unused electric bus chargers currently stored on-site.

- **Background & Challenges:**

UPTD purchased three DC converter chargers at a cost of approximately \$252,990. The units have remained unused for over two years, creating both a storage and financial liability. Finding buyers has proven difficult, as UPTD is not considered a "trusted vendor" in the commercial charging market. This limits options for resale outside of government channels.



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- **Vendor Outreach:**

George contacted a national battery vendor, who confirmed that resale would be challenging. An outside company expressed interest and offered \$60,000 for all three chargers, including shipping costs. While significantly below purchase value, this option would remove the chargers from UPTD's facility and allow partial repayment to ODOT.

- **ODOT Agreement:**

UPTD currently owes \$20,000 per quarter to ODOT under the repayment agreement for the chargers. Paying down the balance with STIF funds in FY26 has been discussed as a potential strategy.

- **Disposition Options:**

The Board discussed possible options:

- Holding the chargers in storage until another opportunity arises (noting that value will likely continue to depreciate).
- Proceeding with a procurement process to solicit competitive offers for the chargers.
- Exploring whether the chargers' DC converter units could be repurposed for other applications, such as retail or public charging stations, while separating dispensers designed specifically for bus depots.

- **Next Steps:**

Staff will confirm with ODOT and legal counsel whether any restrictions or procurement requirements apply to the sale of the chargers, given that they were purchased with state funds. If required, a formal procurement process will be initiated and presented to the Board for approval.

Andre provided additional technical context, noting that each DC converter charger could power up to two large buses or four smaller electric vehicles. He suggested potential interest from redevelopment projects, such as the Winston shopping center, if dispensers were adapted for public charging use.

12.2 Advertising Updates

George reported that work continues on developing UPTD's advertising program and supporting policies. He noted the following:

- **Advertising Policy:** A draft policy has been prepared and is under review.
- **Media Kit:** Staff are developing a media kit to support outreach and marketing to potential advertisers.
- **Projects in Progress:** Two advertising projects remain in the pipeline, pending finalization.
- **Revenue Planning:** A cost matrix is being created to evaluate pricing options for bus wraps and panels, with the goal of maximizing revenue while maintaining vendor support.



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12.3 BOD Ridership Numbers

Sheri reported that recent ridership data has been reformatted from bar graphs to pie charts for easier understanding. The Roseburg fixed route accounted for 78% of ridership, Winston 10%, Sutherlin 7%, and the South County commuter (recently eliminated) 5%.

Comparing September 2024 to September 2025:

- Roseburg Fixed Route decreased by approximately 1,500 rides, largely due to reduced Saturday service and other adjustments.
- Winston Commuter showed a 9% increase in ridership following the restructuring of routes and removal of the South County via Winston connection.
- Sutherlin Commuter has shown a gradual decline.
- South County service was eliminated, resulting in a significant decrease.

On the demand-response side:

- Paratransit rides accounted for 73% of ridership.
- Dial-a-Ride dropped to 8%, reflecting the prioritization of paratransit due to limited driver availability. Dial-a-Ride requests are often displaced when paratransit trips must be scheduled.
- Sunshine Park initially showed strong ridership when a new apartment complex opened, but usage has since declined.

For Non-Emergency Medical Transportation (NEMT):

- The program generated a \$17,000 profit in Quarter 1. All trips are coordinated through Bay Cities Brokerage.
- UPTD no longer operates the wheelchair van portion directly due to prior losses:
- Bay Cities have recently limited-service types (e.g., grocery and non-medical trips reduced) due to federal funding cuts.
- UPTD currently has 5 volunteer drivers reimbursed for mileage, which has helped maintain service capacity.

Sheri noted that driver recruitment remains a challenge, with fluctuations in the number of active drivers.

Motion to accept BOD Ridership Numbers as presented made by Director Natasha Atkinson. Second by Director Doug Mendenhall. **Motion passed with 6 “Yes”.**



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13. Not on Agenda

Director Natasha Atkinson noted that there was no record of a formal Board vote adopting the new UPTD logo. Concern was expressed regarding the potential costs of rebranding (buses, bus stops, signage, uniforms, and other materials), given the district's current financial situation.

Discussion clarified the following points:

- The new logo has been applied in limited areas (website, email signatures, some business cards, patches, and jackets), but buses and facilities have not been rebranded.
- Reverting to the former logo would prevent significant rebranding expenses and maintain consistency with existing materials.
- Items with the new logo already in use (e.g., jackets, patches, website, email) could remain until replacement is needed, minimizing immediate costs.

Motion to revert to the former UPTD logo made by Director Natasha Atkinson. Second by Director Doug Mendenhall **Motion passed with 6 “Yes”**.

14. Public Comment Not on Agenda Items

Becky Holm inquired about the status of UPTD's advertising program and expressed personal interest in purchasing advertising space on buses. She noted that other publicly funded transit agencies accept advertising and asked how the process would work at UPTD. Staff responded that an advertising policy is currently being drafted and must be reviewed and approved by ODOT prior to implementation. Becky was advised to provide her contact information so she can be notified once the policy is finalized. Ms. Holm emphasized the need for timely implementation, noting that advertising demand in her field is seasonal and that she had attempted to initiate this process several months ago. Amira said that she does have Becky's contact information and will be in touch tomorrow morning to discuss further.

Donice Smith, Chair of the STIF/STAC Committee, expressed concerns regarding transparency and financial accountability within UPTD. She highlighted the importance of open communication, public trust, and fiscal responsibility in managing District funds. **Concerns regarding past leadership and financial oversight:**

1. **Concerns with Former general manager Ben Edtl** – From the outset, Mr. Edtl indicated to several people that he had no intention of staying long-term. Despite this, records obtained through a recent FOIA request show he signed a permanent contract in April 2025. Within months, he resigned and received a \$65,000 severance package.



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2. **Conflict of Interest Questions** – I have concerns about potential conflicts and overlapping political activities, including Mr. Edtl’s involvement in outside campaigns and organizations. These raise questions about whether District resources were used appropriately.
3. **Use of District Credit Cards** – There is a lack of receipts and documentation regarding the use of UPTD credit cards by both Mr. Edtl and Mr. Carrillo, including for travel such as the Washington, D.C. trip. It remains unclear what was accomplished, what expenses were legitimate District business, and whether any funds were misused.
4. **Transparency and Accessibility** – Throughout much of their tenure, both Mr. Edtl and Mr. Carrillo were often unavailable or difficult to reach, leaving committee members and community volunteers without needed guidance.
5. **Procurement and Accountability** – As committee members volunteering to advise on fiscal priorities, we were not informed of key decisions in advance. Many of us would have asked further questions had we known the scope of contracts or severance arrangements being considered.

Donice believes the STIF/STAC Committee has both the right and the responsibility to ask these questions on behalf of the public and to ensure full transparency with District finances.

In summary, Donice concerns are as follows:

- Possible misleading of the Board and committees regarding leadership tenure.
- Signing of a permanent contract despite public statements to the contrary.
- Lack of documentation on District credit card use.
- Questions regarding potential conflicts of interest and external political involvement.

15. Agenda Build

Next Regular Board Meeting Monday, November 17, 2025

16. Adjournment at 8:14 PM.