



Regular Board of Directors Meeting
Umpqua Public Transportation District
Monday, September 15, 2025, 5:30 p.m.
516 SE Jackson Street, Roseburg, OR 97470

Meeting Minutes

1. Call to Order 5:30 pm

2. Roll Call

Doug Mendenhall – A Michaela Hammerson – P Jeana Beam – P Natasha Atkinson - P
Gregg Kennerly - A Bill Hagedorn - P Phil Morton - P

3. Pledge of Allegiance was recited.

4. Consent Agenda

4.1 August 18, 2025, Regular Board Meeting Minutes were accepted without change.

Motion to approve August 18, 2025, Regular Board Meeting Minutes made by Director Phil Morton. Second by Director Natasha Atkinson. **Motion passed with 5 “Yes”.**

4.2 August 27, 2025, Special Board Meeting Minutes were accepted without change.

Motion to approve August 27, 2025, Special Board Meeting Minutes made by Director Phil Morton. Second by Director Natasha Atkinson. **Motion passed with 5 “Yes”.**

5. ODOT Update

Jennifer provided updates regarding upcoming deadlines and compliance matters. She reminded the Board that the Oregon Public Transportation Conference will take place November 2–5 in Bend, with scholarship applications due by October 2.

She noted that the National Transit Database reporting system opened September 15, with required submissions due by October 15. Crystal Hall and Sheri Bleau will work together on preparing and submitting the report, which includes rides, miles, hours, and financial data.

Jennifer advised that ODOT leadership has expressed concern regarding UPTD’s financial position, as the District is operating very tightly each month. Ideally, UPTD should maintain sufficient reserves to cover a full quarter without depending on immediate reimbursements.



She noted that one fourth-quarter reimbursement payment is still pending, with ODOT awaiting federal funds. The next STIF funding distribution is expected in mid-October.

She also informed the Board that RLS will be onsite September 24–25 to conduct the compliance review, and this will provide an opportunity for Board members to ask technical and capacity-related questions.

6. Financial Report

6.1 August 2025 Financial Report

The Board reviewed the financial report. Sheri said at the end of August, the District had approximately \$223,000 in available funds going into September. Payroll and certain bills for the month have been covered, with one additional payroll cycle and remaining expenses are still due.

A pending reimbursement of \$121,000 from June 2025 (Section 5310 funding) has yet to be received, and Sheri emphasized the importance of this payment to sustain operations into October. Without it, the District would encounter difficulty meeting financial obligations.

Sheri noted that service reductions began this week, which are expected to generate savings in the new quarter. It was also acknowledged that while the District previously received contributions from cities such as Roseburg and Sutherlin before formally becoming a district, no city or county funds have been received since July 2021. Sheri will prepare a historical funding summary for future reference in exploring potential external support.

Motion to approve August 2025 Financial Report made by Director Natasha Atkinson. Second by Director Phil Morton. **Motion passed with 5 “Yes”.**

7. Public Comments for On Agenda Items Only

No comments were made.

8. Compliance Updates

George Carrillo reported that preparations are underway for the upcoming audit. The on-site Team has nearly uploaded all the required documentation, except for one item requiring Board review: an update to the Procurement Policy. This adjustment involves referencing a corrected FTA Circular recently identified with ODOT’s assistance.



Additionally, George noted that driver training on updated ADA compliance standards is being implemented. Andre Bleau and Selena Hester are currently completing the new “8.0” version of the training, which replaces the previous “7.0” standard. UPTD has two to three certified trainers on staff, who will be responsible for rolling out the updated training to all drivers in the coming weeks.

9. Old Business

9.1 Driver Safety

Amira Kamel reported no new updates on driver safety training. Efforts to connect with the designated safety trainer have been unsuccessful due to scheduling conflicts. Additional attempts will be made to establish contact, and if unsuccessful, Board Director, Gregg Kennerly, will assist in reaching out. Board Director, Natasha Atkinson, also noted that alternative trainers may be considered if the current contact remains unavailable, to ensure safety training for drivers is scheduled promptly.

10. New Business

10.1 Procurement Policy

Sheri Bleau said the Procurement Policy has been updated slightly. The revision involves correcting an outdated FTA circular reference, as identified through recent ODOT/RLS guidance. Sheri noted that the circular number required updating in three places within the policy. No other substantive changes were made.

Motion to approve the updated Procurement Policy made by Director Bill Hagedorn. Second by Director Michaela Hammerson. **Motion passed with 5 “Yes”.**

11. Project Updates

11.1 Project Management

George Carrillo reported that the new route changes officially went into effect today. As part of the service adjustments, three employees were laid off, and the Executive staff are now on furlough effective with the last payroll cycle. Additional projects are still in progress and will be reported on as updates become available.

George reported ongoing challenges with the District’s dispatching system. While options for a full upgrade have been explored, costs remain prohibitive. The current system continues to operate slowly in the office environment, though it performs adequately when accessed remotely. This suggests limitations with the district’s aging servers and IT infrastructure. George and the vendor are continuing to troubleshoot, but consistent issues remain despite patchwork fixes.



Another project underway involves reviewing how UPTD collects and reports data. George has been collaborating with Scott Chancey, Transit Manager in Grants Pass, to compare reporting methods. Preliminary analysis indicates their system is similar but less detailed, and further evaluation is needed to determine whether UPTD may be over-analyzing in certain areas.

It was noted that while several compliance-related projects have been completed, most other initiatives are on hold due to financial constraints. Board Chair Jeana Beam also discussed the possibility of repurposing or donating an unused server from the organization she works for that exceeds UPTD's needs.

11.2 Advertising Updates

George reported that work is underway to develop a formal Advertising Policy. While prior draft materials had been started, no existing policy was found to align with FTA requirements. A new policy is being created to ensure compliance with federal guidelines and proper use of advertising practices.

The draft will not be presented to RLS as a finalized policy but rather as a work-in-progress for review and feedback. This approach is intended to ensure the policy is developed correctly and to prevent potential compliance findings during the audit.

11.3 BOD Ridership Numbers

George noted that current ridership numbers are not yet reflective of recent service changes implemented in July and September. Updated data will take time to stabilize, and a clearer picture of trends is expected within the next 60 days. A more accurate ridership report will be available for the November Board meeting, providing a better understanding of passenger impacts following the schedule adjustments.

George emphasized the continued challenges in maintaining financial stability, noting that administrative staff review the budget weekly in an effort to identify additional cost-saving measures. While the District is already operating at a bare minimum, further adjustments are being evaluated. Advertising revenue may provide some support, but expectations should remain conservative.

George stressed the importance of considering long-term impacts, including potential changes in federal funding and the political landscape in the coming year. The immediate financial milestone is securing an additional \$120,000 to sustain operations until reimbursements are received, followed by an additional \$120,000 needed to consider restoring suspended routes.



The Board discussed possible use of District assets to address funding gaps. Director Michaela Hammerson raised questions regarding charging stations and unused property. George reported that preliminary discussions have taken place with ODOT and Benton County regarding the sale of charging stations. Although the equipment is under warranty, any sale would primarily reduce liabilities rather than generate new operating funds.

George also reported that several surplus vans were sent to auction on September 5, with proceeds still pending. One inoperable vehicle will be sent to salvage. It was noted that federal rules require repayment of proceeds exceeding \$10,000 and restrict the use of auction funds to certain categories, such as replacement vehicles, rather than general operating expenses.

Regarding facilities, George suggested exploring options to better utilize the current office space, including leasing unused areas to generate revenue. Remote work arrangements for some employees may make additional space available for rental. While this could add to the general fund, further evaluation is required.

The Board also discussed District-owned land that is currently underutilized. Future sessions may consider whether to retain or repurpose this property. George emphasized the importance of evaluating long-term operational efficiency, including potential partnerships with local governments to reduce costs associated with “deadheading” buses across the county.

12. Not on Agenda

No comments were made.

13. Public Comment Not on Agenda Items

Crystal Hall, current UPTD staff member and resident of Winston, clarified that the District is not incurring significant deadheading costs for South County service. Previously, buses were stored at the “bus barn” in Green, requiring a 7–10-mile trip to reach the first stop at Washington and Rose. Since relocating to the current facility, the first stop is only 2 miles away, substantially reducing non-revenue mileage.

Donice Smith, Chair of the STIF/STAC Committee, provided comments regarding accountability, fiscal responsibility, and transparency.

She expressed support for exploring cost-saving measures such as remote work and leasing unused office space but emphasized that strong accountability measures must be in place to



ensure productivity. She stressed the importance of clear communication, oversight, and maintaining fiscal responsibility in all operations.

Donice further raised concerns regarding the use of a District credit card, referencing charges made during travel in Washington, D.C., and in August. She requested clarification on what the credit card was used for, documentation of receipts, and assurances that all expenditures directly supported UPTD business.

The Board acknowledged the comments and noted the request for accountability and financial transparency.

Board Chair Jeana Beam discussed exploring remote work as a potential cost-saving measure. It was suggested that this item be added to the next meeting agenda for further review. While concerns were raised regarding accountability, it was noted that technology has advanced significantly in recent years.

Examples were shared of systems that can track employee activity, including time spent in email and other work-related applications, to ensure productivity. The Board acknowledged that while some individuals may function better in a remote environment and others may not, accountability measures and oversight would be essential in any implementation.

Director Michaela Hammerson inquired about the status of the previously planned town hall event, noting that it had dropped off the agenda. Amira Kamel explained that the event was removed due to financial constraints, as venue rental costs were not feasible at this time. Once the District is in a stronger financial position, the option of holding another town hall may be reconsidered.

It was noted that attendance at the prior town hall was limited (approximately 3–4 attendees), though it was suggested this may have been due to insufficient advertising. Director Hammerson emphasized the importance of providing the public with more opportunity for questions and discussion, especially given the significant service changes underway.

The Board also discussed the possibility of rotating monthly Board meeting locations among different communities served by UPTD. While this would not replicate the open Q&A format of a town hall, it could increase visibility and accessibility. Combining these approaches in the future may provide both engagement and cost savings.

14. Agenda Build was briefly discussed.



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

The Board began by discussing the timeline for posting the CEO/General Manager position. At this time, the District cannot assume additional expenses, and it was agreed that a temporary solution will be necessary for the next 6–12 months until financial stability is restored.

The Board considered the option of appointing a Board Member to serve as Interim CEO. Director Michaela Hammerson cautioned against this approach, noting that it could create additional liability for the appointed Board Member. Instead, she recommended appointing a liaison role rather than an interim executive position.

Following discussion, the Board agreed to establish a liaison structure between staff and the Board. To ensure the chain of command is maintained, staff will be divided into two reporting groups:

- Administrative and Call Center staff will report to CFO Sheri Bleau.
- All other operational staff will report to COO George Carrillo.

Board Chair Jeana Beam will serve as the liaison between the C-level executives and the Board of Directors.

Motion to appoint Board Chair Jeana Beam as the liaison between the Compliance Manager, George Carrillo, and the CFO and Human Resource, Sheri Bleau, in the interim while UPTD is without a General Manager made by Director Michaela Hammerson. Second by Director Phil Morton. **Motion passed with 5 “Yes”.**

16. Adjournment at 6:41 PM.