UMPQUA PUBLIC TRANSPORTATION DISTRICT

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, May 18, 2026, 5:30 p.m.

516 SE Jackson Street, Roseburg, OR 97470

Meeting Minutes

1. **Call to Order 5:31 pm**

2. **Roll Call**

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

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

4. **Executive Session ORS 192.660 (2)(i):** To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. **ORS 192.660 (2)(f):** To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

   Prior to entering Executive Session, legal counsel clarified the statutory authority under which the session would be conducted and provided guidance regarding the applicability of the cited executive session provisions.

   Discussion occurred regarding the scope of Executive Session and the appropriate use of the executive session statutes. Legal counsel advised that any discussions conducted during Executive Session must remain within the parameters authorized by Oregon law and indicated that counsel would provide guidance throughout the session as needed.

   It was determined that the Executive Session would include discussion related to confidential records exempt from public disclosure pursuant to applicable Oregon Revised Statutes.

   Following the discussion, the Board entered Executive Session.

   The Board went into executive session at 5:36 PM.

   The Board resumed regular session at 6:01 PM.

Motion for the Board to direct Director Michaela Hammerson to not attend Executive Session tonight, so that our attorney can give candid legal advice, as Michaela may have a legal conflict of interest made by Director Natasha Atkinson. Second by Director Bill Hagedorn.

Director Hammerson stated that ORS 192.660(2)(f), as referenced in the meeting packet, did not provide a lawful basis to exclude her from participation absent a clearly defined legal conflict or privileged information that had not been stated publicly. Director Hammerson further requested reservation of her rights to have any matters pertaining to her heard in a public hearing pursuant to ORS 192.660(2)(b).

The Board acknowledged the statement and proceeded with consideration of the motion. No further discussion was presented.

Motion passed with 4 "Yes", 2 "Abstain and 1 "Nay".

Recorded votes:
Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Gregg Kennerly – Abstain
Michaela Hammerson – Nay
Doug Mendenhall - Abstain

The Board went back into executive session at 6:03 PM.

The Board resumed regular session at 6:38 PM.

Motion that we as a Board hire an outside investigator to find all missing district property including but not limited to documents, minutes, special session and executive session as well as direct legal counsel to work with Sheri Bleau to locate and hire an investigation firm following the UPTD Procurement Policy and not to exceed an initial contract of $35,000 made by Director Bill Hagedorn. Second by Director Phil Morton.

Motion passed with 6 "Yes" and 1 "Nay".

Recorded votes:
Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes

Phil Morton – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Nay
Doug Mendenhall - Yes

5. **Consent Agenda**
5.1 April 20, 2026, Regular Board Meeting Minutes

Motion to approve April 20, 2026, Regular Board Meeting minutes as presented made by Director Phil Morton. Second by Director Natasha Atkinson. **Motion passed unanimously.**

Recorded votes:
Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Yes
Doug Mendenhall - Yes

5.2 April 2026 Preventative Maintenance Report

Motion to approve April 2026 Preventative Maintenance Report as presented made by Director Phil Morton. Second by Director Natasha Atkinson. **Motion passed unanimously.**

Recorded votes:
Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Yes
Doug Mendenhall - Yes

6. **ODOT Update**
Jennifer Boardman provided an update on upcoming training opportunities and agency activities.

Jennifer informed the Board of the upcoming "Boards That Perform" training scheduled for June 16–17, 2026. The virtual training will be conducted over two mornings and will focus on the roles and responsibilities of transit board members in overseeing safe, cost-effective, and customer-focused public transportation systems. Registration information will be distributed once available.

Jennifer also provided an update regarding recent grant application submissions. She noted that UPTD successfully submitted all required grant applications, including the recent 5310 and 5311 federal funding applications supporting services for older adults, individuals with disabilities, and fixed-route transit operations. She explained that although funding will not be available until October 1, 2027, timely submission is necessary to avoid delays in funding availability.

Additionally, Jennifer reported that ODOT's Public Transportation Division has been reorganized and renamed the Public Transportation Office (PTO), which is now housed within ODOT's Policy and Data Analysis Unit. She noted that the reorganization is expected to provide additional planning, research, and analytical resources to support transit programs and improve agency processes.

Jennifer concluded her report by providing a brief update regarding leadership transitions within ODOT and expressed appreciation for ongoing efforts to support continuity and operational improvements during the transition period.

7. Financial/General Manager Report
7.1 April 2026 Financial Report

Motion to approve April 2026 Financial Report as presented made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed unanimously.**

<u>Recorded votes:</u>
Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Yes
Doug Mendenhall - Yes

7.2 Adoption of FY 26-27 Budget

Director Michaela Hammerson inquired whether any changes had been made during the Budget Hearing and whether anticipated expenditures related to a potential investigation had been considered within the proposed budget. Sheri explained that no changes had been made during the Budget Hearing and that any such expenditures had not been specifically included in the proposed FY 2026–2027 budget.

Discussion occurred regarding the availability of budgeted funds, legal services appropriations, contingency funding, and the process for future budget amendments should additional expenditures become necessary. Sheri explained that any future budget adjustments could be considered by the Board through the budget amendment process if warranted.

Director Hammerson requested clarification regarding whether federal or state transit funding could be used for investigative services. Jennifer Boardman, ODOT Regional Transit Coordinator, advised that federal transit funds generally are not eligible for use in investigations related to personnel matters, criminal misconduct, or the recovery of district property. Jennifer stated that unrestricted local funds would likely be the most appropriate funding source, though she would seek additional guidance regarding the eligibility of state funding sources.

Director Michaela Hammerson requested clarification regarding the legal services budget, noting that she did not see the $5,000 legal services allocation reflected in the proposed budget and expressing concern that future legal expenses could exceed the budgeted amount.

Director Atkinson directed Director Hammerson to the legal services line item within the proposed budget and then Chair Beam explained that legal expenses necessary for the administration and operation of the District may be eligible for federal funding, depending on the nature of the expenditure. Jennifer Boardman, ODOT Regional Transit Coordinator, confirmed this understanding.

Director Hammerson inquired whether legal expenses related to employment matters or personnel disputes would be eligible for federal funding. Sheri explained that funding sources are assigned based on the nature of the expense and applicable funding requirements.

Discussion occurred regarding whether additional funding should be budgeted for legal services and the appropriate funding source for potential future legal or investigative expenses. Sheri stated that any investigative expenses would be coded to local unrestricted funds rather than state or federal funding sources, while still being recorded within the legal services expenditure category unless otherwise directed by the Board.

Sheri further noted that a separate budget line item could be established for such expenses if desired by the Board.

The Board also discussed compensation assumptions included within the proposed budget, including the 3% cost-of-living adjustment, up to a 3% merit increase for employees, and compensation considerations associated with the General Manager/Chief Financial Officer position.

Sheri noted that any compensation action regarding the General Manager/Chief Financial Officer position would require discussion and consideration. Following discussion, the Board proceeded with consideration of the budget resolution.

The Board discussed compensation assumptions included within the proposed FY 2026–2027 Budget, including the proposed cost-of-living adjustment, merit increase, and compensation for the General Manager/Chief Financial Officer position.

Several Board members acknowledged the significant responsibilities assumed by the General Manager/Chief Financial Officer and the results achieved during the past six months, including organizational restructuring and fiscal management efforts. Discussion also occurred regarding the findings of a compensation study completed for the General Manager/CFO position and comparable transit agency salaries.

Board members expressed differing viewpoints regarding the timing and magnitude of a proposed compensation adjustment. Comments included concerns regarding public perception, recent service reductions, staffing impacts, and the District's current financial position. Other Board members noted the expanded scope of responsibilities associated with the position and the value of maintaining competitive compensation.

Director Gregg Kennedy requested clarification regarding the basis for the proposed compensation adjustment and was informed that the recommendation was based upon a wage study comparing similar transit agencies and executive positions.

Director Doug Mendenhall indicated that additional discussion regarding compensation may be warranted and referenced the compensation level historically associated with the General Manager position.

Following discussion, Board members generally agreed that additional review of the proposed budget and compensation assumptions would be beneficial. The Board discussed scheduling an additional budget work session or hearing to allow for further review and discussion.
The motion to adopt the proposed FY 2026–2027 Budget was then brought to a vote.

Motion to approve the FY26-27 Budget made by Director Phil Morton. Second by Director Natasha Atkinson. **Motion did not pass.**

Recorded votes:
Jeana Beam – Nay
Natasha Atkinson – Nay
Bill Hagedorn – Nay
Phil Morton – Nay
Gregg Kennerly – Nay
Michaela Hammerson – Nay
Doug Mendenhall - Nay

7.3 General Manager Report

The Board reviewed the General Manager Report and engaged in discussion regarding a proposed branding and marketing initiative.

Sheri provided an overview of a potential logo update intended to improve brand consistency across District materials, vehicles, shelters, social media platforms, and public-facing communications. Sheri explained that the proposal was intended to address inconsistencies in current branding and improve public recognition of District services. Estimated costs for initial implementation were discussed, along with potential grant funding opportunities that could support a broader branding effort in the future.

Director Michaela Hammerson noted that the Board had previously discussed and discontinued a prior rebranding effort and questioned whether additional expenditures for branding were warranted. Discussion followed regarding the District's current branding inconsistencies, prior Board actions, and whether a comprehensive rebranding effort should be considered in the future.

Several Board members expressed support for pursuing a complete branding update only if sufficient grant funding became available, rather than implementing changes incrementally. Sheri agreed that a comprehensive approach would provide greater consistency and reduce potential confusion.

Following discussion, consensus was reached to defer any rebranding efforts until additional funding opportunities could be evaluated and a more comprehensive implementation plan could be developed.

The Board also reviewed a proposed passenger survey. Board members expressed support for gathering customer feedback and discussed survey length, response rates, and methods for increasing participation, including the use of online and QR code-based survey options. Sheri noted that the survey would assist with future transit planning efforts and provide valuable rider feedback.

No formal action was taken regarding the General Manager Report.

8. Compliance Update

No compliance updates to discuss

9. **Old Business**

No old business to discuss

10. New Business

10.1 Zero & Low Emissions Plan

Sheri presented the updated Zero & Low Emissions Plan, explaining that the plan is required to support future federal grant applications. Sheri noted that the District's previous plan focused solely on zero-emission vehicles and was revised to include low-emission vehicle options in order to align with current grant requirements and anticipated vehicle purchases.

Discussion occurred regarding federal and state requirements related to low- and no-emission transit vehicles, as well as the practical challenges rural transit agencies face in transitioning to fully electric fleets. Sheri explained that UPTD currently lacks the infrastructure and electrical capacity necessary to support a fully electric fleet and that the length of the District's service routes presents additional operational challenges.

Board members discussed alternative low-emission technologies, including propane, compressed natural gas (CNG), diesel-electric hybrid, and gasoline-electric hybrid vehicles. Sheri reported that propane-fueled vehicles appear to be the most feasible option for the District due to local fuel availability, lower operating costs, and minimal infrastructure requirements.

Operations & Procurement Manager Andre Bleau provided additional information regarding current low-emission vehicle technologies and grant eligibility requirements. Andre reported that propane, CNG, and hybrid vehicle technologies currently qualify under Low-No grant programs, while E85 vehicles do not. He further noted that recent federal grant awards have favored low-emission technologies over fully electric vehicles and that obtaining CNG infrastructure in Roseburg is not currently considered feasible.

Andre also shared information gathered from other transit agencies and transportation providers utilizing propane-powered fleets, noting generally positive performance, reliability, and operating cost experiences. He advised that propane vehicles would not negatively impact route operations and represent a practical low-emission solution for the District's service area.

The Board received the report and discussed the importance of maintaining flexibility as vehicle technology, funding opportunities, and regulatory requirements continue to evolve.

Motion to adopt the UPTD Zero & Low Emission Transition Plan made by Director Natasha Atkinson. Second by Director Phil Morton. **Motion passed.**

Recorded votes:
Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes

Phil Morton – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Nay
Doug Mendenhall - Yes

11. Project Updates

11.1 April BOD Ridership Numbers

April ridership numbers were reviewed by the Board. No questions were asked.

12. Not on Agenda

No comments were made.

13. Public Comment for on Agenda Items Only

No public comments were made.

14. Public Comment for Not on Agenda Items (Limit to 2 minutes per speaker)

No public comments were made.

15. Agenda Build – Next Regular Board Meeting is scheduled for Monday, May 18, 2026

16. Adjourned at 7:32 PM