UMPQUA PUBLIC TRANSPORTATION DISTRICT

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, December 15, 2025, 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 – A	Jeana Beam – P	Natasha Atkinson - P
Gregg Kennerly - P	Bill Hagedorn - P	Phil Morton - A	

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

4. **Executive Session ORS 192.660(2)(f) -** To consider information or records that are exempt by law from public inspection and **ORS 192.660(2)(h) -** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. **ORS 192.660(2)(e) -** To conduct deliberations with persons you have designated to negotiate real property transactions.

   Regular board session resumed at 6:23 PM.

   Motion to approve the General Manager 90-day deliverables made by Director Bill Hagedorn. Second by Director Natasha Atkinson. **Motion passed with 5 "Yes" with 2 "Absent".**

   Motion to approve George Carrillo's rescinded severance package made by Director Bill Hagedorn. Second by Director Natasha Atkinson. **Motion passed with 5 "Yes" with 2 "Absent".**

   Motion to approve Public Statement regarding RLS Audit Report made by Director Bill Hagedorn. Second by Director Natasha Atkinson. **Motion passed with 5 "Yes" with 2 "Absent".**

   Motion for the General Manager to work with the UPTD attorney to follow the directives in the compliance report as outlined by RLS made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" with 2 "Absent".**

Chair Beam asked Sheri Bleau if we currently have any unrestricted funding. Sheri clarified that while unrestricted funds are included in the budget, the available balance is limited. Sheri estimated total unrestricted funds at approximately $35,000, of which approximately $26,000 is designated as asset match and therefore restricted to vehicle expenditures. As a result, it was noted that only approximately $10,000 in unrestricted funds is available for general use. The Board acknowledged this clarification.

Motion that UPTD renegotiate Ben Edtl's severance pay to an amount the District can afford and pay legally made by Director Natasha Atkinson. Second by Director Gregg Kennerly. **Motion passed with 5 "Yes" with 2 "Absent".**

Director Natasha Atkinson stated that UPTD will need to confer with legal counsel on that process.

Chair Beam advised that an agenda item originally anticipated for executive session could be appropriately discussed in open session. The item concerned the selling price for the chargers.

GM/CFO, Sheri Bleau, reported that an account has been established with GovDeals for the purpose of auctioning the chargers. A representative from GovDeals visited UPTD the previous week to photograph the chargers and a vehicle; however, certain limitations applied due to the chargers being boxed and sealed.

Sheri explained that GovDeals requested guidance on establishing a minimum bid. Sheri indicated that the matter was brought forward for Board discussion and direction. It was noted that at one point a potential buyer had expressed interest in purchasing all three chargers for $60,000. Sheri further reported that UPTD currently owes ODOT $252,990 related to the chargers.

Sheri recommended establishing an initial minimum bid of $125,000, noting that achieving approximately half of the outstanding obligation would be favorable. It was further explained that the auction process is flexible, and the Board is not required to accept any bid. Offers below the minimum bid may still be considered and discussed by the Board if desired. Following discussion, Director Bill Hagedorn suggested setting the minimum bid at $150,000, with the understanding that the Board could later adjust or accept a lower offer if warranted.

Motion to make the minimum selling price of the chargers at $150,000 made by Director Bill Hagedorn.

Director Doug Mendenhall expressed concern that establishing a minimum bid of $150,000 could limit the likelihood of selling the chargers. Sheri explained that the GovDeals listing period is flexible and that the minimum bid may be adjusted if sufficient interest is not generated.

Chair Beam asked whether the Board wished to establish a defined period during which the chargers would remain listed at the proposed minimum bid before revisiting the price. In response to questions regarding age of the chargers, Sheri clarified that the chargers are approximately two years old, having been delivered in September 2023, and remain under warranty for a total of three years from the delivery date. Sheri further noted that no documentation was found supporting a warranty start date tied to the removal of packaging or seals.

Additional discussion addressed current market conditions, including concerns regarding demand for electric vehicles. Director Doug Mendenhall indicated a preference for an initial asking price of $125,000. Director Gregg Kennerly noted that beginning with a higher minimum bid could avoid signaling potential issues with the chargers and that the price could be reduced if necessary.

Following discussion, the Board reached consensus to list the chargers with a minimum bid of $150,000 for a period of 60 days, with the option to revisit and adjust the minimum bid if adequate interest is not received. A motion was amended accordingly.

Motion to make the minimum selling price of the chargers at $150,000 and to revisit after 60 days made by Director Bill Hagedorn. Second by Director Gregg Kennerly. **Motion passed with 5 "Yes" with 2 "Absent".**

Chair Beam reported that an additional item from executive session concerned UPTD's current legal representation. Chair Beam advised UPTD staff that based on findings from the RLS audit, UPTD is not permitted to enter into new contracts until the identified findings have been satisfactorily addressed. Chair Beam noted that the audit language explicitly restricts the execution of new contracts during this period.

Director Natasha Atkinson emphasized the importance of exercising caution to avoid any unintentional noncompliance. Chair Beam clarified that the restriction does not prevent UPTD from continuing to utilize existing legal counsel for matters already underway; however, it does preclude entering into a new legal services contract at this time.

Accordingly, Chair Beam confirmed that UPTD will defer moving forward with any new legal services contracts until the applicable audit findings have been resolved or otherwise brought into compliance. The Board acknowledged this update.

5. **Consent Agenda**
   5.1 November 17, 2025, Regular Board Meeting Minutes were accepted without change.

   Motion to approve November 17, 2025, Regular Board Meeting Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 4 "Yes" with 3 "Absent".**

   5.2 November 24, 2025, Special Board Meeting Minutes were accepted without change.

   Motion to approve November 24, 2025, Special Board Meeting Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 4 "Yes" with 3 "Absent".**

6. **ODOT Update**
   Jennifer Boardman thanked Board members and staff who attended recent trainings and noted that links to the procurement, STIF, and compliance trainings conducted the prior week had been shared. She also noted that the training provided to the Board was recorded and that UPTD staff retained the link. Jennifer expressed appreciation for the opportunity to include participants from multiple agencies.

   Jennifer provided an overview of upcoming training opportunities, including a low-emission vehicle transition training scheduled for January, consisting of three afternoon sessions later in the month. She also recommended an upcoming NEPA training for agencies considering facility development or property acquisition. In addition, she advised that several grant funding opportunities, including calls for capital projects and funding for existing services, are anticipated to be released in late January and February, with accompanying trainings to follow.

   Jennifer further updated the Board on the status of a statewide referendum, noting that signatures have been submitted to the Secretary of State for verification. As a result, the related funding will not be collected at this time and is expected to appear on the November ballot. She advised that this may limit future transit expansion or the ability to maintain current service levels due to rising costs.

   Additional upcoming training opportunities were noted, including an FTA-sponsored Drug and Alcohol Training Conference scheduled for April 14–16 in Portland, Oregon. Jennifer stated

that the training is free, with scholarships available to offset lodging expenses, and that the conference will include subject matter experts.

Jennifer also noted continued efforts to close outstanding audit findings and expressed support for UPTD's ongoing efforts related to the disposition of the chargers.

At the request of Sheri Bleau, Jennifer provided an update on UPTD's capital bus replacement grant. She reported that UPTD was awarded approximately $2.9 million in funding for replacement buses. However, she explained that grant award notification does not equate to immediate receipt of funds, as ODOT must still submit a formal application through the Federal Transit Administration (FTA) detailing the project scope. Jennifer advised that the approval process typically takes six to nine months, though current staffing shortages at FTA may extend timelines. As a result, the application is not expected to be submitted until January 2027.

Jennifer noted that the grant requires a 20 percent local match, estimated at approximately $580,000. Jennifer explained that the delayed timeline provides UPTD with additional time to secure matching funds and to incorporate the project into the 2027–2029 STIF Plan. Jennifer commended Sheri Bleau for successfully preparing and submitting the application and noted that only four agencies statewide received the award, including two agencies within Region 3.

7. Financial Report

7.1 November 2025 Financial Report

The General Manager/CFO, Sheri Bleau, reported that UPTD's cash position at the end of November was approximately $280,000. The Profit and Loss statement includes an accrued receivable of approximately $113,000 related to Section 5310 reimbursement, which is not expected to be received until after January.

An update was provided on Statewide Transportation Improvement Fund (STIF) revenues. Sheri reported that ODOT recently released revised projections for the current fiscal year. UPTD had budgeted $2,092,300 in STIF revenue; however, the updated projection is $1,934,006, representing an anticipated shortfall of approximately $158,000. Sheri noted that lower-than-expected revenues were realized in the first and second quarters and expressed hope that the third and fourth quarters may improve, though projections remain uncertain.

Sheri further reported that, due to the submission of sufficient signatures for the HB 3991 referendum, related revenues will not be collected at this time. It was noted that if the measure ultimately passes, it includes a two-year sunset provision.

Sheri reported that December includes three payroll cycles and confirmed that sufficient funds are available to meet all December payroll obligations. Funds are also being reserved to cover the first payroll in January, scheduled for January 14, pending the release of STIF funding. Sheri noted that vendor payments are being carefully managed to ensure payroll obligations can be met.

Sheri anticipates receiving updated funding information from ODOT by early January, with the possibility of funding release around January 12. Several funding scenarios were presented to the Board to illustrate potential cash flow outcomes for the remainder of the fiscal year. These scenarios were provided for informational purposes only, and no action was requested.

In discussion of best-case funding scenarios, Sheri explained that projections assume receipt of remaining STIF funds and potential Section 5310 reimbursements. Jennifer Boardman at ODOT advised that some Section 5310 funding has recently received FTA approval and that there is a possibility UPTD may receive first-quarter reimbursement before year-end. Jennifer noted that subsequent quarter reimbursements would follow established timelines.

Sheri clarified that the financial scenarios presented reflect projections for the remainder of the fiscal year, not immediate January balances. Based on current information, Sheri indicated that a more conservative scenario most closely reflects UPTD's current financial position.

Sheri emphasized that the purpose of the presentation was to provide the Board with early visibility into potential financial challenges. No decisions were requested at this time; however, Sheri advised that future Board discussion may be necessary should projected revenues not materialize as anticipated.

In response to Board questions regarding unrestricted funds, Sheri explained that farebox revenue and medical transportation revenue are technically unrestricted; however, farebox revenue must be applied first before federal reimbursements can be requested. Medical transportation revenue remains the primary source of truly unrestricted operating funds. Sheri reported approximately $72,000 in medical transportation revenue, with approximately $60,000 paid out to volunteers, resulting in a limited net reserve.

Motion to approve November 2025 Financial Report as submitted made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 4 "Yes" with 3 "Absent".**

8. **Public Comment for On Agenda Items Only**
   No comments were made.

9. **Compliance Update**

9.1 RLS Findings

Sheri provided a compliance status update regarding the RLS findings and reported that there are eight total findings. She summarized progress and outstanding requirements as follows:

- **Finding 2311 (Board training and leadership knowledge):** Sheri reported this item is closed, with documentation submitted showing Board training completion (including SDAO, OTA, and recent training provided by Jennifer Boardman at ODOT).
- **Finding 2315 (Procurement training documentation):** Sheri reported required procurement training documentation for the General Manager, Board, and Operations Manager was submitted, and ODOT confirmed this item is closed.
- **Finding 2316 (ADA no-show suspension policy):** Sheri reported the policy has been updated and this item is closed.
- **Finding 2317 (ADA/Title VI website updates):** Sheri reported website content was updated and reorganized to improve accessibility and ease of navigation. A revised link was provided to ODOT for review; Sheri anticipates closure pending confirmation.
- **Finding 2314 (Contract review requirements):** Sheri reported this item requires ongoing compliance over a six-month period, including submission of new contracts to ODOT for review/approval and verification that procurement requirements are met.
- **Finding 2318 (Trip denial tracking):** Sheri reported this item requires month-over-month documentation for three months following issuance of the compliance report (dated November 24, 2025). Sheri noted trip denials are already tracked and documentation is being submitted to ODOT to demonstrate compliance.

Sheri reported that **Findings 2310 and 2312 remain open** pending additional review and/or follow-up questions from ODOT. She stated that all available documentation has been provided to date and that further responses will be submitted as requested.

Sheri also advised the Board that an internal tracking tool has been created to monitor progress and submission status for each finding.

During Board discussion, members raised questions regarding whether additional Board-directed action is required for **Findings 2310 and 2312**, which reference investigative follow-up. It was discussed that, in addition to providing documentation, the Board may need to conduct and document a root cause analysis and/or internal investigation to address the issues identified in those findings and demonstrate corrective action.

By consensus, the Board discussed directing the Executive Committee to conduct further investigation related to Findings 2310 and 2312. Chair Beam emphasized that the process reflects UPTD's commitment to learning from prior issues, strengthening internal controls, and identifying policy or procedural gaps to prevent recurrence.

Chair Beam explained that, because an external audit has already been completed, any further review would be appropriately directed by the Board's Executive Committee. Board members discussed the need to determine what additional documentation or analysis may be required to demonstrate compliance and address the remaining findings.

Motion to direct the UPTD Executive Committee to conduct an internal investigation into findings 2310 and 2312 made by Director Gregg Kennerly. Second by Director Natasha Atkinson. **Motion passed with 4 "Yes" with 3 "Absent".**

10. Old Business

No old business to conduct.

11. New Business

11.1 Resolution 25-9 Bank Signatories

Sheri advised the Board that an action is needed to add Sheri as an authorized signer on the District's bank account. A discussion followed regarding appropriate internal controls related to check processing and signing authority.

Sheri explained that duties have been adjusted to strengthen separation of responsibilities. The Accounts Payable/Accounts Receivable Coordinator has been trained to prepare accounts payable reports and print checks, allowing review prior to execution. This process ensures that check preparation and check signing are not handled solely by one individual.

Director Atkinson noted that while it is permissible for the General Manager/CFO to be an authorized signer, best practices recommend that another staff member review or initial check runs prior to signature to provide oversight and additional accountability. Atkinson recommended continuing this practice to support internal controls and protect authorized signers.

The Board acknowledged the update and the need to formalize authorized signer changes consistent with these controls.

Motion to approve Resolution 25-9 as presented made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 4 "Yes" with 3 "Absent".**

11.2 Coordinated Transportation Plan Addendum

Sheri presented the Coordinated Transportation Plan (CTP) Addendum for Board consideration. Sheri clarified that the addendum was not related to an RLS audit finding but rather resulted from feedback received during the approval process for the FY 2025–2027 STIF Plan.

Sheri explained that during ODOT's review, it was identified that UPTD's existing CTP did not explicitly address preservation of existing routes and systems. While ODOT allowed the current plan to proceed, UPTD was advised that an addendum would be required to include this language in order to maintain eligibility for future STIF funding related to route preservation.

Sheri reported that the proposed addendum was reviewed by the STIF Advisory Committee and approved on November 17. The addendum will be required for UPTD's next STIF Plan application cycle (FY 2027–2029). The grant review team indicated that failure to explicitly address preservation of existing routes, capital equipment, and preventative maintenance in the CTP could result in ineligibility for certain STIF and Section 5310 funding categories.

Sheri summarized that the addendum modifies the CTP to:

- Add preservation of existing routes and services as a defined service priority;
- Address preservation of capital equipment and preventative maintenance funding; and
- Reinforce adherence to capital replacement planning.

Sheri noted that completing the addendum satisfies these requirements without the need for a full CTP update, which would otherwise require an external consultant at significant cost.

Jennifer Boardman at ODOT confirmed that the addendum is required for both STIF and Section 5310 funding eligibility and that projects must be included in the CTP in order to be eligible for funding consideration.

Public comment was opened for Agenda Item 11.2, Coordinated Transportation Plan Addendum. No public comments were received.

Motion to approve the Coordinated Transportation Plan Addendum made by Director Bill Hagedorn. Second by Director Gregg Kennerly. **Motion passed with 4 "Yes" with 3 "Absent".**

11.3 5339 Capital Grant for $2,295,000.00

Jennifer Boardman had previously provided the Board with an update regarding the Section 5339 Capital Grant during Agenda Item 6 (ODOT Update). No additional information was presented at this time.

11.4 Organizational Chart/Job Descriptions

Sheri reported that the job descriptions were last comprehensively updated in June of the prior year and that changes were necessary to reflect current operations and organizational structure. Some job descriptions include minor revisions and were previously reviewed by HR Answers; those documents retain the recommended formatting and structure. Other positions were updated based on existing descriptions with limited modifications.

In response to Board questions regarding reporting relationships, Sheri clarified that under the revised organizational structure, the General Manager oversees Amira Kamel (HR Executive Services Manager) directly, with Selena Hester (Mobility Manager) and Andre Bleau (Operations/Procurement Manager) reporting under that management structure. Sheri further clarified the escalation process for personnel matters, noting that concerns involving Andre would be appropriately elevated through established channels, including Board involvement when applicable.

Sheri explained that the Operations Manager position was adapted from the prior role, with procurement responsibilities added to reflect current duties, while other supervisory and training components remain substantially consistent with previous descriptions.

Board members indicated they had reviewed the materials and did not identify substantive concerns. A motion was made to approve the organizational chart and job descriptions as presented.

Motion to approve the updated Organizational Chart/Job Descriptions made by Director Bill Hagedorn. Second by Director Natasha Atkinson. **Motion passed with 4 "Yes" with 3 "Absent".**

12. Project Updates

12.1 BOD Ridership Numbers

Sheri presented updated ridership data for Board review. Overall ridership remains slightly lower compared to the same period last year, which Sheri attributed primarily to recent route changes and service reductions.

Sheri reported that ridership decreases were most noticeable on the Red Line and South County routes, while Winston and Sutherlin experienced smaller declines. Paratransit ridership was reported to be comparable to last year's levels. Dial-A-Ride ridership declined, which Sheri attributed to reduced staffing following the elimination of five driver positions in the area. Sheri noted that paratransit trips are prioritized when driver availability is limited.

Sheri further reported that Sunshine route ridership remains lower but does not represent a significant cost increase to operate. Additional ridership data related to regional service obligations was noted as part of ongoing service adjustments.

Lastly, Sheri reported that from July through the end of November, Non-Emergency Medical Transportation (NEMT) operations generated approximately $26,000 in net revenue, representing unrestricted funds.

The Board acknowledged the ridership update.

13. **Not on Agenda**
    No comments were made.

14. **Public Comment Not on Agenda Items**
    No public comments were made.

15. **Agenda Build**
    Next Regular Board Meeting is on Monday, January 19, 2026.

16. **Adjournment at 7:18 PM.**