UMPQUA PUBLIC TRANSPORTATION DISTRICT

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, April 20, 2026, 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 – 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 ORS 192.660 (2)(f):** To consider information or records that are exempt by law from public inspection.

   The Board went into executive session at 5:32 PM.

   The Board resumed regular session at 6:08 PM.

   Motion that we the Board request that Director Michaela Hammerson, Position 2, return all District property in her possession or under her control, including, but not limited to, all executive session minutes, special board meeting minutes, and any audio and video recordings, within ten (10) business days. If she doesn't, the Board directs legal counsel to prepare a censure resolution made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 6 "Yes" and 1 "Absent".**

   Recorded votes:

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

5. **Consent Agenda**

5.1 March 16, 2026, Regular Board Meeting Minutes were accepted without change.

Motion to approve March 16, 2026, Regular Board Meeting Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 6 "Yes" and 1 "Absent".**

Recorded votes:

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

5.2 March 2026 Preventative Maintenance Report was accepted without change.

Motion to approve March 2026 Preventative Maintenance Report made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 6 "Yes" and 1 "Absent".**

Recorded votes:

Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Doug Mendenhall – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Absent

6. ODOT Update

Jennifer Boardman provided an update on current and upcoming grant opportunities and training resources available to UPTD. She noted that several grant applications had already been submitted by General Manager/CFO Sheri Bleau, including a discretionary competitive grant application due that day for buses, increased services, or facilities. Jennifer explained that these statewide competitive grants will undergo an initial review process, after which UPTD may make recommended revisions prior to final submission. She commended the quality and detail of the applications submitted and expressed optimism regarding their competitiveness.

Jennifer also advised that upcoming formula fund applications for the FY 2027–2029 biennium, including Section 5310 (serving older adults and individuals with disabilities) and Section 5311 (primarily for fixed-route services), are open with initial applications due in mid-May.

Additionally, Jennifer shared information regarding upcoming board training opportunities through RLS & Associates, led by a nationally recognized transit consultant and attorney with extensive transit and board governance experience. Training dates are expected in late May or mid-June, with recordings available for those unable to attend live. She recommended board members participate and consider incorporating the training into any planned board retreat.

Jennifer further noted that ODOT will be offering additional trainings throughout the year on topics including financial management, ADA and Title VI compliance, and Drug and Alcohol programs.

She also provided advance notice of upcoming funding opportunities, including the FY 2027–2029 Statewide Transportation Improvement Fund (STIF) cycle opening in August, followed by another discretionary grant cycle for the 2028–2030 biennium focused on pilot projects, vehicle purchases, new services, or service expansions.

Jennifer concluded by acknowledging UPTD staff for attending the recent National Drug and Alcohol Conference and commended UPTD's participation and commitment to professional development. She also noted that UPTD's required quarterly reports had been submitted on time and that payments had been processed.

7. Financial/General Manager Report

7.1 March 2026 Financial Report

General Manager/CFO Sheri Bleau reported that there were no significant changes from previous financial projections. As of the end of March, the District's bank balance was approximately $186,000; however, with outstanding checks not yet cleared, the available balance was closer to $136,000.

Sheri further reported that quarterly reimbursements for Q3 totaling approximately $263,969 had recently been submitted, increasing available funds to approximately $339,000 or more. She also noted that the District received STIF funding for the quarter, which came in higher than projected. Sheri had conservatively estimated funding based on the previous quarter's amount, so the increase was a positive development.

Additionally, Sheri advised that all expected funding had been received except for Section 5310 and 5311 reimbursements, which had recently been processed and were expected soon. She estimated the recent funding included approximately $81,000 in payroll-related reimbursements and roughly $440,000 in other reimbursements, totaling approximately $500,000.

Motion to approve March 2026 Financial Report made by Director Natasha Atkinson. Second by Director Phil Morton. **Motion passed with 6 "Yes" and 1 "Absent".**

Recorded votes:

Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Doug Mendenhall – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Absent

7.2 General Manager Report

General Manager/CFO Sheri Bleau provided updates regarding financial projections, grant applications, and potential service expansion opportunities.

Sheri reported that current financial projections indicate the District is expected to end the fiscal year on June 30 with approximately $508,000 in available funds, including anticipated fourth-quarter reimbursements from Sections 5310 and 5311. Excluding those reimbursements, the District is projected to end the quarter with approximately $200,000 in available funds, with reimbursements increasing the beginning balance for the next fiscal year's budget.

Sheri also provided an update on the Rural Veteran Healthcare Grant application in the amount of approximately $45,000, noting that UPTD was not awarded the grant. She explained that the funding was highly competitive, with approximately 15 applications submitted totaling over $2.2 million—more than 200% of the available funding.

Sheri reported that UPTD has submitted four additional grant applications, including:

- A grant to replace an old transit van with a work truck equipped with a pressure washer and water tank to improve bus shelter cleaning and maintenance;
- A grant to replace two vans, including one that was totaled in December and another that has exceeded its useful life;
- A grant for updated financial and transit management software; and
- A grant to replace 10 bus shelters identified as being in the poorest condition.

Additionally, Sheri shared that Josephine County is leading a grant application for a one-year pilot project to establish a service connection between Grants Pass and Roseburg, meeting in Wolf Creek, with UPTD serving as a purchase-of-service partner. Under the proposal, Grants Pass would meet UPTD in Wolf Creek to provide a regional connection. Andre Bleau and Na'Kia Monroe assessed the proposed route and identified possible service stops along the corridor. The pilot project could potentially help restore limited South County service, with an estimated three trips per day.

Jennifer Boardman, ODOT, advised that grant awards for applications due that day would likely not be announced until December 2026 or January 2027. If funded through STIF, funding would become available in July 2027; if funded through federal sources, funding would likely become available in October 2027.

Sheri Bleau provided an update regarding the ongoing efforts to sell the District's charging stations. The charging stations were recently relisted for $135,000 on GovDeals, generating 525 visitors, 1,538 views, and 54 watchers. No formal bids were received; however, an informal offer of $95,000 was submitted via email.

Sheri presented several options for Board consideration: authorize negotiation and proceed with a sale at the offered price, reject the offer and relist the assets at a revised price, or reject the offer and relist the charging stations individually rather than as a package. Sheri explained

that, after further inspection, staff determined each charging station is packaged as a separate unit and may be sold individually, potentially increasing buyer interest.

Board members discussed the pros and cons of lowering the overall price versus splitting the units for individual sale. It was noted that the District remains obligated to reimburse ODOT approximately $252,000 from any sale proceeds. Board members also discussed the prior opportunity to sell the chargers for a significantly higher amount and acknowledged the importance of selling the assets before their value depreciates further or storage/liability costs continue to accrue.

Operations & Procurement Manager Andre Bleau shared that the large number of views on GovDeals indicates interest and suggested that the quantity of units offered as a package may be limiting potential buyers. He recommended listing the chargers individually or in smaller quantities now that staff have confirmed how they are packaged.

Motion to authorize Sheri Bleau to negotiate with the current interested party, with a counteroffer of $120,000. If the offer is not accepted, Sheri is authorized to relist the charging stations for $125,000 as a package, with the option to purchase individual units separately for $45,000 each made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 6 "Yes" and 1 "Absent".**

Recorded votes:

Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Doug Mendenhall – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Absent

Community Outreach Update

Sheri Bleau provided an update regarding recent community outreach efforts with the City of Winston. Sheri, along with Andre Bleau and Amira Kamel, met with Winston Mayor Christie Knutson and the City Manager Thomas McIntosh on Friday, April 10.

Sheri reported that the meeting was productive and included a review of current service maps and designated flag stop locations within Winston. City officials were unaware that some areas were still being serviced and expressed appreciation for the updated information. The City of Winston agreed to assist by posting UPTD service information on its website.

During the meeting, UPTD also discussed ongoing concerns related to bus stop conditions near Abby's. City officials indicated they have a relationship with the property owner and offered to assist in addressing those concerns. This area was also identified as a potential location for a future bus shelter replacement.

Additionally, Winston officials discussed the possibility of providing future financial support for transit-related improvements and indicated they would review available options.

Sheri noted that the meeting was very positive overall, and staff will continue collaborating with Winston and other local communities. She also shared that she has continued outreach efforts with other mayors and city leaders by providing updates and maintaining communication.

The Board briefly discussed the possibility of holding one Board meeting per quarter in one of the communities served by UPTD and considered June as a potential timeframe for the first off-site meeting.

7.3 Grant Applications

Sheri Bleau noted that the grant applications included in the Board packet were provided for informational purposes so Board members could review the full scope and details of each application. She acknowledged that the applications are lengthy and contain substantial detail; therefore, printed copies were not distributed, but electronic copies were made available for Board review. Board members were invited to ask questions regarding any of the submitted applications.

8. Compliance Update

Sheri provided a brief compliance update, noting that two compliance items remain on a month-to-month monitoring schedule and require reporting for designated time periods. The March reporting requirement should now be complete, with one additional reporting deadline

anticipated in May. Sheri further reported that the remaining two open compliance items are currently pending matters outside of the District's control and will remain open until the required information or action can be provided.

9. Old Business

There was no old business to discuss.

10. New Business

10.1 Local Gov. Law Group Engagement Letter

The Board reviewed the engagement letter submitted by Local Government Law Group, along with the proposed rate schedule and a comparison of rates for the District's current legal representation.

It was explained that the District is considering retaining Local Government Law Group as legal counsel due to their expertise in representing public entities. Board members were invited to ask questions regarding the engagement letter and terms of representation. No questions or concerns were raised.

Motion to approve the engagement of Local Government Law Group as legal counsel for the Umpqua Public Transportation District, in accordance with the terms and conditions outlined in the engagement letter, including the proposed rate sheet made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 6 "Yes" and 1 "Absent".**

Recorded votes:

Jeana Beam – Yes
Natasha Atkinson – Yes
Bill Hagedorn – Yes
Phil Morton – Yes
Doug Mendenhall – Yes
Gregg Kennerly – Yes
Michaela Hammerson – Absent

11. Project Updates

11.1 March BOD Ridership Numbers

March 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 6:45 PM