



UMPQUA PUBLIC TRANSPORTATION DISTRICT

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, March 16, 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 – A	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. Board Roles, Authority, and Responsibilities

During the Board’s review of roles, authority, and responsibilities, discussion occurred regarding the distinction between actions taken by the Board as a collective governing body and those taken by individual Board members.

As outlined, the Board of Directors exercises its authority only through formal actions taken during duly noticed public meetings. Individual Board members do not have independent authority to act on behalf of the District unless such authority has been formally delegated by the Board.

It was noted that correspondence had been submitted to federal officials by an individual Board member identifying themselves in their capacity as a Board member and requesting an investigation involving the District. This action was undertaken independently and without prior Board discussion or authorization.

The Board Chair emphasized the importance of maintaining clear governance practices, specifically:

- Ensuring that official positions of the District are established only through Board action
- Distinguishing between individual expression and representation of the Board
- Routing communications that may imply representation of the District through appropriate channels, such as the Board Chair or General Manager

During the discussion, Director Hammerson clarified that the correspondence was submitted in her individual capacity. The Chair reiterated that, while Board members retain the right to



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express personal views and communicate independently, representing oneself in a manner that may imply Board or District authority can create confusion regarding official positions and governance accountability.

The Chair redirected the discussion to remain focused on governance principles and procedural expectations, noting that the purpose of the agenda item was not to evaluate the content of any specific correspondence, but rather to reaffirm Board roles and responsibilities.

Following discussion, the Board transitioned into Executive Session pursuant to applicable Oregon Revised Statutes to consider matters exempt from public disclosure and to address personnel-related considerations.

Director Michaela Hammerson stated “I would like to formally disclose a potential conflict of interest. I am making this disclosure out of an abundance of caution. Thank you.”

- 5. Executive Session ORS 192.660 (2)(f):** To consider information or records that are exempt from disclosure by law, including written advice from your attorney. **ORS 192.660(2)(b):** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.

The Board went into executive session at 5:42 PM.

The Board resumed regular session at 5:57 PM.

Motion to take action as what was discussed during Executive Session made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 5 “Yes” and 1 “Abstain” and 1 “Absent”.**

Recorded votes:

Jeana Beam – Yes

Natasha Atkinson – Yes

Bill Hagedorn – Yes

Phil Morton – Yes

Gregg Kennerly – Yes

Michaela Hammerson – Abstain

Doug Mendenhall - Absent

- 6. Consent Agenda**

6.1 February 17, 2026, Regular Board Meeting Minutes were accepted without change.



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Motion to approve February 17, 2026, Regular Board Meeting Minutes made by Director Phil Morton. Second by Director Natasha Atkinson. **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 – **Yes**
Doug Mendenhall - **Absent**

6.2 February 2026 Preventative Maintenance Report was accepted without change.

Motion to approve February 2026 Preventative Maintenance Report as presented made by Director Phil Morton. Second by Director Natasha Atkinson. **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 – **Yes**
Doug Mendenhall - **Absent**

7. ODOT Update

On behalf of Jennifer Boardman, who couldn’t attend tonight, Sheri Bleau provided an update regarding recent changes within ODOT’s Public Transit Division (PTD), noting that the division has undergone restructuring and is now aligned under the Policy and Data Analyst Unit.

Information was shared regarding upcoming funding opportunities for the 2027–2029 biennium, including required public input processes and Notices of Funding Availability for



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Section 5310 funds. Sheri Bleau has begun internal coordination efforts to support application development and improve submission quality through provider feedback.

Additional funding opportunities were highlighted, including competitive grants for technology improvements, software implementation, pilot programs, and capital investments such as vehicle replacements. Relevant training opportunities and supporting materials were also included in the Board packet.

The Board also discussed upcoming governance training opportunities through Special Districts Association of Oregon, including a regional training in Newport.

The training includes:

- Day 1: Board governance topics
- Day 2: Human Resources-focused sessions

UPTD will confirm whether the training content differs from prior sessions held in Eugene to avoid duplication.

Board members who have not yet completed similar training were encouraged to consider attending. Interested members were asked to coordinate with Amira Kamel regarding registration and lodging needs.

8. Financial/General Manager Report

8.1 February 2026 Financial Report

Sheri Bleau provided an overview of the February financial reports. The balance sheet was identified as the most accurate representation of UPTD's current financial position, reflecting total current assets of \$358,795 and total current liabilities of \$33,521.69, resulting in a positive equity balance of \$325,179.26 as of the end of February.

It was noted that UPTD has received all federal funding for the first and second quarters, as well as state funding through the third quarter. Fourth quarter (Q4) funding is anticipated in April, along with approximately \$264,819 in federal reimbursements for the third quarter.

Sheri reported improved financial stability compared to prior months. Projections indicate an estimated balance of approximately \$123,000 heading into April, while maintaining current



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obligations. Payroll expenses are averaging approximately \$53,000 per cycle, and current projections indicate sufficient funds to cover upcoming payroll periods without requiring external assistance.

Looking ahead, Sheri anticipates ending the fiscal year in a stronger financial position, with the potential to begin building reserve funds. This will be necessary to support future grant match requirements, including anticipated federal funding for vehicle replacements.

The Board inquired about establishing financial benchmarks or reserve thresholds that would support the potential restoration of previously reduced services. Sheri indicated that, due to ongoing funding uncertainties, particularly at the federal level, no timeline has been established for reinstating services at this time. Caution was emphasized to avoid restoring services that may not be sustainable long-term.

Sheri shared that preliminary discussions are underway regarding a potentially modified service approach to South County that would minimize cost increases. One concept includes adjusting the Winston route to extend limited service to Myrtle Creek with targeted stops, potentially operating twice daily. This approach may slightly reduce service frequency in Winston but would expand access to higher-demand areas.

Further analysis is needed to determine feasibility and associated costs. Sheri and the UPTD Team will continue evaluating options and anticipate providing additional data and recommendations at a future meeting.

8.2 General Manager report

Sheri provided an update on current and pending grant activities. The Rural Veterans Healthcare Transportation grant, submitted January 30, remains pending. The STIF Plan amendment approved by the Board on February 17 has been submitted, with follow-up discussions scheduled with ODOT. Additionally, applications for 5310 and 5311 funding to address the 2027 funding gap have been completed.

Sheri also submitted a preliminary application to the Ford Family Foundation; however, due to the requirement that at least 50% of project funding come from non-governmental sources, UPTD is not currently positioned to meet eligibility requirements. This opportunity may be revisited once unrestricted funding levels improve.



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Upcoming capital grant applications are being prepared and will include:

- Replacement of two vans (one for demand response/ADA services and one supporting commuter route operations)
- Replacement of a maintenance vehicle with a utility truck to improve bus stop maintenance capabilities
- Procurement of transit software to enhance rider experience (real-time tracking, mobile payments) and improve operational efficiency
- Implementation of updated financial/accounting software to support grant tracking and compliance needs
- Replacement of approximately ten bus shelters

Sheri noted that federal funding opportunities will require a 20% local match for vehicle replacements, while certain state discretionary funds may not require matching funds. Final cost estimates and vendor pricing are in progress.

Discussion occurred regarding accounting software needs. While current systems (e.g., QuickBooks supplemented with external tracking) are functional, RLS has recommended transitioning to a more robust system with integrated grant tracking capabilities. This recommendation is not currently a formal requirement but is identified as a corrective action item with a multi-year timeline. Preliminary estimates for implementation and service of a preferred system are approximately \$135,000 over three years.

Sheri provided an update on the charging stations, noting they have been relisted for sale. No action is required at this time.

An update on RLS findings was provided. Most findings have been resolved or are in the process of closure. Two findings remain open due to ongoing documentation requirements and timelines (including trip denial tracking and contract review processes). Additional findings (2310 and 2312) remain open pending further review and are expected to remain so until the next site review. Sheri indicated these open items do not currently impact UPTD's standing as a transit provider.



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Director Michaela Hammerson provided a statement for the record expressing disagreement with some of the characterization of Observations 2310 and 2312 in the RLS compliance report. Director Hammerson stated that certain referenced materials were part of a confidential personnel investigation conducted, in part, during executive session, and that legal counsel advised the materials constituted protected personnel records and were not to be disclosed to ODOT representatives.

Director Hammerson also expressed concerns that Observation 2312 contained conclusions not supported by verified financial findings and extended beyond the scope of compliance review. Director Hammerson stated that some referenced matters involved personnel actions not tied to federal funding and questioned the characterization of those matters within the report.

Additionally, Director Hammerson addressed statements related to a Washington, D.C. trip, clarifying that the trip was approved by the Board to educate federal officials on potential impacts to rural transit funding and was not intended as lobbying.

Chair Jeana Beam acknowledged the statement and inquired whether supporting documentation could be provided. Director Hammerson indicated that certain materials related to executive sessions were not accessible but noted that some information may exist in public records.

Chair Jeana Beam encouraged submission of any available supporting documentation to UPTD staff or the Board for potential review and transmittal. Chair Jeana Beam emphasized the importance of providing verifiable documentation and noted that differing perspectives may exist regarding the conclusions of the RLS report.

Director Michaela Hammerson said that the entire UPTD Board of Directors didn't have equal opportunity to participate during the RLS Report.

Director Natasha Atkinson noted for the record that all Board Members were invited to participate in the RLS audit process and had the opportunity to communicate with auditors during their review.

The Chair directed the meeting to proceed to the next agenda item.



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9. Compliance Update

Compliance Update was discussed during the General Manager Report.

10. Old Business

No old business was discussed.

11. New Business

11.1 Budget Committee

Sheri noted that there are currently three non-board (at-large) members serving on the budget committee; Kat Stone, Ashley Hicks and Jim De Lap. In order to maintain equal representation, three Board members must also be appointed to the Budget Committee.

Sheri noted that this item had been tabled from the prior meeting and required Board action. Board Members Bill Hagedorn, Natasha Atkinson and Phil Morton volunteered to serve on the Budget Committee.

Motion to appoint Directors Bill Hagedorn, Phil Morton and Natasha Atkinson to the Budget Committee made by Director Michaela Hammerson. Second by Director Gregg Kennerly.

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 – Yes

Doug Mendenhall - Absent

11.2 STIF/STAC Committee

It was reported that Doris Newton, who had previously applied and was appointed to the STIF/STAC committee, had submitted her resignation. The Board acknowledged her resignation for the record.



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Sheri also reported that Tina Temple has been on the STIF/STAC Committee for approximately one to one-and-a-half years; however, her contact information is no longer valid, and she has not attended any recent meetings, and UPTD staff has been unable to establish communication. Sheri noted that, pursuant to the committee bylaws, members may be removed due to consecutive absences. Sheri further stated that removal of Tina Temple would not impact the committee's ability to meet membership requirements.

Discussion followed regarding appointing a replacement. Sheri shared that Jim De Lap has submitted an application and was present at the meeting. She noted that Mr. De Lap has historically participated in Board activities and has been an active attendee at Board meetings, demonstrating familiarity with UPTD operations. A formal board vote is required.

Motion to approve the removal of Tina Temple from the STIF/STAC committee, acknowledge the resignation of Doris Newton and appoint Jim De Lap made by Director Natasha Atkinson. Second by Director Michaela Hammerson. **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 – Yes

Doug Mendenhall – Absent

11.3 Accident and Incident Response Policy and Procedures

Sheri Bleau clarified that UPTD has not previously maintained a formal Accident and Incident Response Policy. Given prior incidents, UPTD staff developed the policy to establish consistent procedures and provide employees with clear, step-by-step guidance for responding to accidents and incidents. It was further noted that the policy is not required by audit or RLS findings but was created as a proactive measure to improve operational consistency and safety.

Motion to approve and adopt the Accident and Incident Response Policy and Procedures as written by Director Phil Morton. Second by Director Bill Hagedorn. **Motion passed with 6 “Yes” and 1 “Absent”.**



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Recorded votes:

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

11.4 Title VI LEP Policy

Sheri Bleau explained that the Title VI Policy is a required policy and is subject to review by oversight agencies, including RLS. The policy had previously been updated to ensure compliance following prior findings. The current revisions are administrative in nature and do not change the substance of the policy but instead update staff titles and role assignments.

Sheri clarified key roles within the policy, including the designation of a Title VI Compliance Officer and a Limited English Proficiency (LEP) Coordinator. It was noted that these roles are held by separate individuals. The LEP Coordinator serves as the initial point of contact for complaints, while the Compliance Officer is responsible for conducting investigations, including reviewing relevant materials such as video footage. Final responses are issued following review.

Sheri further noted that while many complaints received are not ultimately determined to be Title VI violations, each complaint must be formally reviewed and investigated in accordance with policy requirements.

Motion to approve and adopt the updated Title VI LEP Policy as presented 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
Gregg Kennerly – Yes
Michaela Hammerson – Yes



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Doug Mendenhall – Absent

Director Michaela Hammerson suggested consideration of a future administrative approach allowing minor, non-substantive updates (such as title changes or formatting revisions) to be made to policies without requiring Board approval. The Board discussed this concept and generally agreed it may improve efficiency, noting that such updates would not alter the substance of adopted policies.

Motion to authorize the General Manager to make administrative updates to policies limited to role/title changes that do not alter the substance of the policy made by Director Michaela Hammerson. Second by Director Natasha Atkinson. **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 – Yes

Doug Mendenhall – Absent

11.5 Vehicle Replacement Plan

Sheri clarified that UPTD does not currently have a formal vehicle replacement plan and that the document was presented for transparency and informational purposes. Sheri noted that Board approval was not required.

11.6 Passenger Survey

Sheri provided an update on Item 11.6, which relates to her 90-day deliverables focused on community engagement and the potential implementation of passenger surveys. A draft survey, modeled after one recently utilized by another transit agency, was included in the Board packet for reference.

Sheri indicated that the survey is currently in development and pending further discussion at a leadership meeting prior to distribution. The intent is to deploy the survey on buses, at the downtown office, and online to gather community feedback. This information will help to



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inform future service planning, particularly if opportunities arise to reinstate or modify services. The Board expressed support for the initiative.

12. Project Updates

Board reviewed ridership updates and had no questions.

13. Not on Agenda

No comments were made.

14. Public Comment for On Agenda Items Only

No public comments were made

15. Public Comment for not on Agenda Items (Limit 2 minutes per speaker)

No public comments were made

16. Agenda Build – Next Regular Board Meeting is scheduled for Monday, April 20, 2026

17. Adjourned at 7:00 PM