UMPQUA PUBLIC TRANSPORTATION DISTRICT

Regular Board of Directors Meeting

Umpqua Public Transportation District

Monday, July 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 – 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. **Election of Board Officers**

4.1 Chair

Chair Jeana Beam opened the floor for nominations for the position of Board Chair.

Director Bill Hagedorn nominated Jeana Beam to continue serving as Board Chair. Chair Beam accepted the nomination. Chair Beam then called for any additional nominations. Hearing none, Natasha Atkinson seconded the nomination.

Motion to elect Jeana Beam to serve as Board Chair for the upcoming fiscal year made by Director Bill Hagedorn. Seconded 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

4.2 Vice Chair

Chair Jeana Beam opened the floor for nominations for the position of Vice Chair.

A nomination was made for Natasha Atkinson by Director Bill Hagedorn, who accepted the nomination. Chair Beam called for any additional nominations.

Director Michaela Hammerson inquired whether current Vice Chair Doug Mendenhall had been notified of the election and whether he could be nominated in his absence. Amira Kamel confirmed that notice of the election had been provided to the full Board via email but could not confirm whether Director Doug Mendenhall had reviewed the notice. It was also noted that a nominee would need to be present to accept the nomination.

To allow additional time for a response, Chair Beam sent Director Doug Mendenhall a text message and attempted to contact him by phone. While awaiting a response, the Board briefly discussed Natasha Atkinson's nomination. During this time, Board Member Michaela Hammerson experienced intermittent connectivity issues while participating remotely and subsequently lost connection for the remainder of the meeting.

After receiving no response from Director Doug Mendenhall, Chair Beam concluded that reasonable efforts had been made to notify him and proceeded with the election.

Motion to elect Natasha Atkinson to serve as Vice Chair for the upcoming fiscal year made by Director Bill Hagedorn. Seconded by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

Executive Committee Election

Prior to moving to the Consent Agenda, Sheri noted that, in accordance with the Board Bylaws, the Executive Committee should also be elected at the beginning of the fiscal year. After a brief discussion, the Board agreed to postpone the Executive Committee election until later in the meeting under New Business.

The Board then proceeded to the Consent Agenda.

5. **Consent Agenda**

5.1 May 18, 2026, Regular Board Meeting Minutes were accepted without change.

Motion to approve May 18, 2026, Regular Board Meeting Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

5.2 May 18, 2026, Budget Hearing Minutes were accepted without change.

Motion to approve May 18, 2026, Budget Hearing Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

5.3 May 27, 2026, Budget Hearing Minutes were accepted without change.

Motion to approve May 27, 2026, Budget Hearing Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

Jeana Beam – Yes

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

5.4 May 27, 2026, Special Board Meeting Minutes were accepted without change.

Motion to approve May 27, 2026, Special Board Meeting Minutes made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" and 2 "Absent".**

<u>Recorded votes:</u>

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

5.5 May/June 2026 Preventative Maintenance Report was accepted without change.

Motion to approve May/June 2026 Preventative Maintenance Report made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" and 2 "Absent".**

<u>Recorded votes:</u>

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

6. ODOT Update

Chair Jeana Beam inquired whether Jennifer Boardman was present. Sheri Bleau reported that Jennifer was on vacation and unable to attend the meeting. As a result, the ODOT report was deferred until the next regular Board meeting.

7. Financial/General Manager Report

7.1 May/June 2026 Financial Report

Chair Jeana Beam asked if the Board had reviewed the May–June 2026 Financial Report.

Before calling for a vote, Chair Beam invited discussion. Director Natasha Atkinson asked General Manager/CFO Sheri Bleau if there were any significant financial highlights she wished to share for the record.

Sheri reported that there were no major items requiring Board attention. Sheri noted that the District concluded the fiscal year in a strong financial position and expressed confidence in the adopted budget for the upcoming fiscal year. She further stated that the cost-saving measures and operational reductions implemented during the previous year had positively impacted the District's overall financial position.

Chair Beam asked if there were any additional questions or discussion. Hearing none, she called for a vote on the motion to approve the May–June Financial Report.

Motion to approve May/June 2026 Financial Report as presented made by Director Natasha Atkinson. Second by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

7.2 General Manager Report

Chair Jeana Beam asked if Board members had reviewed the General Manager's Report and invited questions or discussion.

Chair Beam inquired about the status of the District's remaining financial obligation to former General Manager Ben Edtl. General Manager/CFO Sheri Bleau reported that the District received a Notice of Tort Claim on May 29, 2026, which was forwarded to Special Districts Association of Oregon (SDAO) and legal counsel for review. Based on the recommendation of legal counsel, and because sufficient unrestricted funds were available, the District satisfied its remaining obligation under the separation agreement with a final payment issued on June 17, 2026. Ms. Bleau also noted that legal counsel advised the District to refrain from making any public comments regarding the matter.

Chair Beam then asked whether the payment had significantly impacted the District's unrestricted fund balance. Sheri reported that the District continues to maintain approximately $20,000 in unrestricted operating funds, in addition to approximately $68,000 designated for asset match purposes, indicating the District remains in a stable financial position.

Sheri also provided an update on the District's 2024–2025 financial audit. She reported that the Oregon Secretary of State had requested several revisions following submission of the audit. The requested corrections were completed by the District's auditor and resubmitted. The Oregon Secretary of State accepted the revised audit, satisfying all outstanding requests.

Additionally, Sheri updated the Board on efforts to address the District's unused electric vehicle charging stations. She reported that ODOT is currently evaluating a local charging infrastructure project in Roseburg, and the District has provided the requested specifications for the charging stations for consideration. If ODOT determines the equipment can be utilized as part of the project, the District may be able to recover some or all of its investment. Sheri stated that discussions are ongoing and additional updates will be provided as information becomes available.

Chair Beam thanked Sheri for her continued efforts to identify a resolution for the charging stations and asked if there were any additional questions regarding the General Manager's Report. Hearing none, she called for a motion to accept the report.

Motion to approve the General Manager report as presented made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

8. Old Business

8.1 UPTD Drug & Alcohol Policy

Chair Jeana Beam introduced the agenda item regarding the proposed update to the District's Drug and Alcohol Policy and asked whether Board members had reviewed the accompanying materials or had any questions.

General Manager/CFO Sheri Bleau explained that the policy revisions were administrative in nature and reflected updates to the Federal Transit Administration (FTA) and U.S. Department of Transportation (DOT) requirements, including provisions related to oral fluid (saliva) testing. Although the District does not currently utilize oral fluid testing, the policy was updated using the latest template provided by RLS, the District's Drug and Alcohol Program auditor, to ensure continued compliance. Sheri noted that the revisions do not result in any substantive changes to the District's existing practices or procedures.

Following the discussion, Chair Beam requested a motion to approve the updated Drug and Alcohol Policy as presented.

Motion to approve the updated UPTD Drug & Alcohol Policy as presented made by Director Natasha Atkinson. Second by Director Bill Hagedorn. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

Jeana Beam – Yes

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

8.2 SOS Letter – *informational only*

This agenda item was previously addressed by General Manager/CFO Sheri Bleau during the General Manager's Report. No further discussion was held.

9. **New Business**

9.1 Board Resolution 26-09

Chair Jeana Beam introduced Board Resolution 26-09 regarding the appointment of Sheri Bleau as the District's permanent General Manager/Chief Financial Officer.

Amira Kamel explained that while the Board had previously appointed Sheri as Interim General Manager and later approved her compensation through the budget process, no formal resolution had been adopted appointing her to the permanent position. Following a review of prior Board meeting records and recordings, Sheri confirmed that no official motion or action had been taken to make the appointment permanent. Resolution 26-09 was therefore presented to formally document the Board's action in the official record.

Motion to approve Resolution No. 26-09 appointing Sheryl Bleau as the permanent General Manager/Chief Financial Officer of the Umpqua Public Transportation District made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

9.2 I-5 Transit Corridor Survey – *informational only*

Chair Jeana Beam invited questions and discussion regarding the I-5 Corridor Transit Study Survey.

General Manager/CFO Sheri Bleau explained that the survey is part of a regional transit study being conducted in partnership with ODOT, Umpqua Public Transportation District, Josephine County Community Transit, and Rogue Valley Transportation District. The study is being facilitated by Kittelson & Associates, the consulting firm that has also assisted the District with previous transportation planning efforts, including its Coordinated Transportation Plan and Transit Master Plan.

Sheri reported that the regional survey was available for a limited two-week period and was scheduled to close at the end of the week. To encourage participation, the District promoted the survey through its website and social media channels and distributed surveys during a recent community outreach event in Myrtle Creek.

Sheri explained that the purpose of the study is to evaluate regional transit needs and support future funding opportunities to improve connectivity along the Interstate 5 corridor. She noted that Douglas County currently represents a significant gap in regional transit service between Lane County and Southern Oregon. The study could help support future transit connections between Grants Pass, Roseburg, Cottage Grove, Eugene, and beyond, while also improving transportation options within South Douglas County.

Chair Beam noted that she had shared the survey through social media and encouraged fellow Board members to do the same. She emphasized that strong public participation would provide valuable data to help guide future transportation planning and funding decisions.

Sheri reiterated the importance of public participation, noting that the survey responses are collected directly by the consulting firm and will play a key role in evaluating regional transit needs.

Hearing no further discussion, Chair Beam proceeded to the next agenda item.

9.3 Executive Committee

Chair Jeana Beam opened the floor for nominations to the Executive Committee.
A motion was made to appoint the Board Chair and Vice Chair, Jeana Beam and Natasha Atkinson, respectively, to serve on the Executive Committee. Chair Beam asked if there were any additional nominations. Hearing none, Chair Beam invited discussion. No discussion was offered.

Motion to appoint Chair Jeana Beam to serve on the UPTD Executive Committee made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

Motion to appoint Vice Chair Natasha Atkinson to serve on the UPTD Executive Committee made by Director Bill Hagedorn. Second by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

Executive Committee – Third Member
Chair Jeana Beam explained that the Executive Committee consists of a third Board member in addition to the Chair and Vice Chair and clarified that the third position does not have a separate officer title.

Chair Beam requested nominations for the third Executive Committee position. Director Bill Hagedorn volunteered to serve.

Motion to appoint Director Bill Hagedorn to serve on the UPTD Executive Committee made by Director Natasha Atkinson. Second by Director Phil Morton. **Motion passed with 5 "Yes" and 2 "Absent".**

Recorded votes:

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

10. Project Updates

10.1 BOD Ridership Numbers

Chair Jeana Beam asked whether Board members had reviewed the monthly ridership report and invited questions or discussion. She noted that ridership in the Roseburg area appeared to continue a slight downward trend and acknowledged that South County ridership remained affected by recent service changes.

Natasha Atkinson requested that staff prepare a cost analysis for the Sunshine Park service to better understand the operating cost relative to current ridership levels.

General Manager/CFO Sheri Bleau agreed to provide the requested analysis. She explained that the Sunshine Park service was originally established to serve the new apartment development in the area and initially experienced stronger ridership, which has since declined. Sheri noted that the route currently operates through a combination of fixed-route and demand-response service. She indicated that, depending on the results of the cost analysis and Board direction, staff may recommend modifying the service by discontinuing the demand-response component while maintaining limited fixed-route service.

Chair Beam observed that ridership had increased during the winter months before declining again, and Sheri responded that usage has historically been inconsistent.

No further discussion was held on the ridership report.

11. Public Comment for on Agenda Items Only

No public comments were made.

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

Chair Jeana Beam shared that she had received an inquiry from a member of the public regarding the availability of benches in the District's bus shelters. She asked whether all shelters were intended to include benches.

General Manager/CFO Sheri Bleau responded that most shelters were originally equipped with benches and invited Operations & Procurement Manager Andre Bleau and Transit Supervisor Na'Kia Monroe to provide additional information.

Andre Bleau explained that vandalism has been the primary reason some shelters no longer have benches. He stated that several benches have been intentionally removed or damaged beyond repair, with the structural mounting points on the older shelters being destroyed. Na'Kia Monroe added that repeated vandalism has caused significant damage to some shelter structures, making repairs impractical.

Chair Beam requested that staff provide her with a list of shelters currently without benches so she could accurately respond to public inquiries regarding the missing amenities.

Andre noted that several of the damaged shelters have already been identified for replacement through the District's bus shelter replacement project. He also explained that the replacement shelters will feature updated bench designs intended to improve durability and discourage misuse.

The Board acknowledged the challenges associated with maintaining public infrastructure that is repeatedly vandalized while continuing to pursue long-term improvements through the District's capital replacement program.

Additional Staff Update – Grant Funding

General Manager/CFO Sheri Bleau provided an update on the District's grant funding efforts.

Sheri reported that the District has submitted grant applications to both the Cow Creek Umpqua Tribe and the Ford Family Foundation to help fund replacement bus stop signage throughout the District. She explained that the project is estimated to cost approximately $45,000 and that the requested grant funding, combined with District resources, would allow the project to move forward if awarded.

Sheri noted that the District is also awaiting decisions on additional grant applications submitted through ODOT. Based on current information from ODOT staff, award notifications are not expected until the fall. She stated that, in the meantime, staff is actively pursuing alternative funding opportunities to advance priority capital improvement projects.

Chair Beam acknowledged the update and thanked Sheri for her continued efforts to secure grant funding for the District.

13. **Agenda Build –** Next Regular Board Meeting is scheduled for Monday, August 17, 2026

14. **Adjourned at 6:08 PM**