



**Sunset Empire Transportation District
Board of Commissioners
Draft Meeting Minutes
October 24, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Interim Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Interim Chair Debbie Boothe-Schmidt, Interim Co-Chair Tamra Taylor, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Kevin Widener

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones and Financial Officer, Tracy Lofstrom
3. CHANGES TO AGENDA- Executive Director Hazen requested that scheduling a special meeting be added under New Business item c.
Commissioner MacDonald moved to approve the September Agenda as changed
Commissioner Taylor seconded the motion
Discussion- None
Motion passed unanimously

INTRODUCTION- Executive Director Hazen introduced Arla Miller who is SETD's ODOT Regional Transit Coordinator. Arla and has been based in Salem, however she recently announced that she is moving her office to the ODOT maintenance facility on Dolphin road in Warrenton and will permanently be in our area.
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE SEPTEMBER 26, 2019 BOARD MEETING MINUTES:
Commissioner Alegria moved to approve the September 26, 2019 Board Minutes
Commissioner MacDonald seconded the motion
Discussion- Commissioner Alegria: Page 6 first paragraph last phrase Boards needs apostrophe
Motion to approve the minutes as amended passed unanimously
Commissioner Widener abstained due to not attending the September 2019 meeting
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Taylor- Reported she had attended the Driver Barbecue at Operations and appreciated staff taking time to explain more things about the shop and operations to her.
 - b. Commissioner MacDonald- Reported he had attended the Seaside Traffic Advisory Committee meeting which is trying to deal with several issues including not having a right of way at Avenue S.
 - c. Commissioner Widener- Reported it was nice to be back and that he had attended the Driver Barbecue at Operations.
 - d. Interim Chair Boothe-Schmidt- Reported that she was sorry that she had missed the Driver Barbecue but her work schedule prohibited her from attending.
 - e. Commissioner Alegria. No report.
7. FINANCIAL REPORTS- Executive Director Hazen explained that following Dave Peterson's resignation he had called Tracy Lofstrom SETD's former Financial Officer and asked her to come and help us out for a month and she graciously agreed. Hazen said as you will see in my Director report Tracy has now agreed to return to her position full time and we are very excited to have her back.

Tracy reviewed the July 2019 Financial Report-

Commissioner Alegria moved to accept the July 2019 Financial Reports

Commissioner Taylor seconded the motion
Discussion – Tracy discussed how she sets up the monthly budgeting.
Motion passed unanimously

Tracy reviewed the August 2019 Financial Report

Commissioner Widener moved to accept the August 2019 Financial Reports
Commissioner MacDonald seconded the motion
Discussion- Tracy will correct wording from over to under budget and correct month from July to August under expenses. Commissioner Taylor asked about the Timber revenue and the lawsuit. Executive Director said SETD is not part of the lawsuit and he will wait until the next quarter to make any adjustments due to Timber Revenue being underbudget.
Motion passed unanimously

Tracy reviewed the September 2019 Financial Report

Commissioner MacDonald moved to accept the September Financial Report
Commissioner Widener seconded the motion
Discussion- Commissioner Alegria asked about changes that have been made to some of the account names. Tracy explained that Dave Peterson had abbreviated account names, but she will change them back. Commissioner Alegria also asked about the \$7 that is entered incorrectly. Tracy said she would remove it.
Motion passed unanimously

8. OLD BUSINESS-

Appointment of Commissioners-Executive Director Hazen explained due to the prior Board resignations, there are 2 vacancies to fill. Hazen said we have received 5 applications and 4 of the applicants have attended the meeting today. Executive Director Hazen requested filling position #3 first and then #7. Hazen explained that both positions will be filled until the 2021 election when Position #3 will run for another full term and Position #7 will run to complete the remaining 2 year term.

9:35 AM Chair Boothe-Schmidt called a 5-minute break

9:42 AM Chair Boothe-Schmidt called the meeting back to order

Commissioner Taylor requested that each of the applicants stand and introduce themselves and discuss their availability and if they have time constraints.

Larry Taylor stated he had no constraints and is happily retired.

Charles Withers stated that he was retired but is doing some contract work.

Lylla Gaebel said she was also retired.

Zoe Higginbottom stated she was not retired and works remotely from home.

Commissioner Widener asked Charles if he would have any potential conflicts with the other obligations he has. Charles said he does have some obligations, but they are manageable. Commissioner Widener asked Lylla Gaebel why she had not put information in the voter's pamphlet. Lylla said that she had personal things going on and the time ran out.

a. Appointment of Commissioner for Position # 3

Commissioner MacDonald moved to nominate Zoe Higginbottom for position #3

Commissioner Widener seconded the motion

Roll call vote

Commissioner Alegria- Nay

Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Nay
Commissioner Boothe-Schmidt- Nay
Aye 2 Nay 3 Nomination for Zoe Higginbottom did not pass

Commissioner Widener nominated Charles Withers for position #3
Commissioner Taylor seconded the nomination
Discussion- None

Roll call vote:
Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Aye
Commissioner Booth-Schmidt- Aye
Motion passed unanimously for Charles Withers

b. Appointment of Commissioner for Position # 7

Commissioner MacDonald nominated Diana Nino
Commissioner Widener seconded the motion
Discussion- None

Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Abstained
Commissioner Booth-Schmidt- Nay
Motion passed 3 Aye 1 Nay 1 Abstention for Diana Nino

c. Swearing in of new Commissioner- Charles Withers was sworn in to position #3 on the SETD Board and joined the meeting in progress.

d. Election of Officers- Executive Director Hazen reviewed that due to the prior resignations of the Chair and Vice Chair in September, the Board appointed Commissioner Boothe-Schmidt as temporary Chair and Commissioner Taylor as Co-Chair and now the Board needs to elect officers to finish out the rest of this fiscal year. Commissioner MacDonald asked Commissioner Boothe-Schmidt if she favored the position as Chair or Secretary/Treasurer. Commissioner Boothe-Schmidt said after a couple more meetings as Chair she will be much more comfortable.

Commissioner Taylor nominated Commissioner Boothe-Schmidt as Chair
Commissioner MacDonald seconded the motion
Discussion- None

Roll Call Vote:
Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Taylor- Aye
Commissioner Withers- Aye
Commissioner Booth-Schmidt- Abstained due to being candidate
Motion passed

Commissioner Withers nominated Commissioner Taylor for Vice Chair

Commissioner Widener seconded the motion

Roll Call Vote:

Commissioner Withers- Aye

Commissioner Taylor- Abstained due to being candidate

Commissioner MacDonald- Aye

Commissioner Widener- Aye

Commissioner Alegria- Aye

Chair Boothe-Schmidt- Aye

Motion passed

Commissioner MacDonald nominated Commissioner Widener as Secretary/Treasurer

Commissioner Alegria seconded the motion

Discussion- None

Commissioner Withers- Aye

Commissioner Taylor- abstained

Commissioner MacDonald-Aye

Commissioner Widener-Aye

Commissioner Alegria- Aye

Chair Boothe-Schmidt- Nay

Motion passed

- e. November/December Board Meeting- Executive Director Hazen reported that in July the Board had agreed to have a combined November/December Board meeting on December 16th, however at the September Board meeting Commissioner Alegria said she could not attend the December 16th meeting. Hazen said he recently found out he also has a conflicting meeting on December 16th. After discussion the November/December Board meeting was rescheduled for December 5th at 9 AM.
- Commissioner MacDonald moved to have the November/December Board meeting on December 5, 2019
- Commissioner Taylor seconded the motion
- Discussion- None
- Motion passed unanimously

9. NEW BUSINESS

- a. Best Practices 2019-2020 Report- Mary Parker explained that SETD is a member of the Special Districts Association of Oregon and also covered by Special Districts Insurance (SDIS). SDIS offers premium reduction opportunities to Districts who participate in their annual Best Practices program. Mary said that the program is designed to assist District's to be in compliance with current requirements and standards. This year's Best Practices focus was on Records Retention. The Board approved the updated Records Retention policy at the September Board Meeting. SETD also complied with many other requirements. SETD will be receiving a 10% discount on the annual SDIS premium.
- b. SDAO Conference- Executive Director Hazen said the SDAO Annual Conference is being held in Seaside on February 6th through the 9th. Hazen said since the conference is in Seaside, we have budgeted for all Commissioners to attend. Commissioner's Widener, MacDonald, and Alegria will attend regular conference and Taylor, Boothe-Schmidt, Withers should attend the Conference and Opening session.
- c. Executive Director Hazen reported that the Board needs to hold a Special Meeting with Executive Session next week. After discussion the meeting was scheduled for Wednesday October 30, 2019 at 4 PM at the Transit Center.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director reviewed his report for October pointing out that SETD is starting weekend service in Astoria for 5 hours a day on October 26th. Hazen said that he and Paul met with John and Todd from Columbia County Rider yesterday and discussed our new Hwy 30 Intercity Route from Astoria to Portland, and the connections with the Portland Route and CCRider at Rainier for transfers to Longview/Kelso has worked out perfectly. Hazen said one of the new buses being used on the Portland Route will be here after the meeting and all are invited to take a ride.
12. LEADERSHIP TEAM REPORTS- Commissioner MacDonald said that the new Transportation Options report is a whole page long and is more information than he has seen in a long time.
13. PUBLIC COMMENT (3 minutes)- Larry Taylor stated he did not hear an update on the new financial system transition and there was just previous information in the pack. Larry said his questions are: What is the status of the conversion? Is there a project manager? Do you have a project plan? When will it be done? Executive Director Hazen said that the previous Finance Officer indicated to the Board at the July meeting that he could get a better deal with another company however, we are locked into a contract with the company that we had previously been working with so we are going back to them. Hazen said Tracy will take the lead and will be working with them. Hazen said as far as a timeline, he is hoping that we will have it by January, but that might be too tight, but it should happen sometime in this fiscal year.
14. OTHER ITEMS- Commissioner MacDonald thanked the applicants who had applied for the Board openings.

Meeting was adjourned 10:17 AM

Mary Parker, Recording Secretary

Secretary/Treasurer_____

Date_____

An audio recording of this meeting is available by contacting Mary Parker at mary@ridethebus.org