



**Sunset Empire Transportation District
Board of Commissioners
DRAFT Minutes for
February 27, 2020 Board Meeting**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Debbie Boothe-Schmidt, Vice Chair Tamra Taylor, Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Diana Nino and Commissioner Charles Withers. Secretary Treasurer Tracy MacDonald excused

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones and Transportation Options Specialist Kathy Kleczek

Arla Miller Regional Transit Coordinator ODOT Rail and Public Transit Division

Chair Debbie Boothe-Schmidt thanked Mary Parker for the transcription she had completed on the previous minutes and also asked that Board members wait until they are called on so they are not talking over each other or interrupting each other and to please speak loudly so you can be heard on the recording.
3. CHANGES TO AGENDA- Commissioner Alegria requested an update of the Board's trip to Portland on the Columbia Connector. Chair Boothe-Schmidt placed this under Old Business item b.
4. PUBLIC COMMENT (3 minutes)- Scott Staples shared some concerns about transit service in the Knappa/Svensen since the changes were implemented.
Harvey shared concerns with connections at the Fred Meyer stop.
Jolene Wesley said she was representing Emerald Heights and they are requesting another shelter be added due to families and children waiting in the rain to catch the bus.
Debbie Courtney shared her concern about where the buses were going off of Avenue U.
5. APPROVAL OF THE MINUTES: December 2019 and January 2020
Commissioner Widener moved to approve the December minutes as amended
Commissioner Taylor seconded
Discussion- Commissioner Alegria asked for clarification on the oversight of credit card increases and use. Executive Director Hazen said due to previous card limits we were having to share cards to cover travel expenses. Paul Lewicki said the limits are not accumulative and we do not maximize the monthly limits and the scrutiny on the credit cards is quite good. Receipts must be turned in and missing receipts must be justified, and a form filled out. Tracy also added that PO's must be filled out prior to purchases over \$100. Commissioner Alegria also said that since there is a plan to spruce up the conference room, she suggests we also improve the signage in the shelters and in the transit center, so it looks less cluttered. Commissioner Widener said on page 13 he believes Commissioner Nino voted no.
Mary will check the recording again and will let the Board know at the next meeting.
Commissioner Alegria- Aye
Commissioner Widener- Aye
Commissioner Taylor- Aye
Commissioner Nino- Aye
Commissioner Withers- Aye
Chair Boothe-Schmidt- Aye
Motion passed unanimously

Commissioner Withers moved to approve the January 2020 minutes as amended

Commissioner Widener seconded the motion

Discussion- Commissioner Nino reported Correspondence was misspelled. Commissioner Alegria asked why Route 15 and Route 16 have different numbers since they are the same route. Paul Lewicki said that all the weekend routes have a different number. Executive Director Hazen said the routes are not the same and it is necessary to have them as separate route numbers for reporting information with the different funding sources.

Commissioner Alegria-Aye

Commissioner Widener- Aye

Commissioner Taylor- Aye

Commissioner Nino- Aye

Commissioner Withers- Aye

Chair Booth-Schmidt- Aye

Motion passed unanimously

6. COMMISSIONER REPORTS-

- a. Commissioner Withers- Reported he enjoyed the conference and learned more about the ethics of being in public service and what looks improper should have some looking into. He thought most of the presenters were engaged however he noticed Tamara got overlooked a few times with her questions as the speaker only focused on one side of the room.
- b. Commissioner Nino- Reported that she was grateful that she got to have all that experience at the beginning of her appointment as a Commissioner on the Board and it was nice to meet people from all over the state. She added that she really liked the closing ceremony and seeing what others transit services are doing and coming up with solutions.
- c. Commissioner Taylor- Reported that she echoes what has been said. She thought it was interesting that when she talked to commentators and presenters, they all knew who we were. Tamara added that she was extremely moved by the presentation to the gentleman that was recognized for his 48 or so years of service on a board in Tillamook
- d. Commissioner Widener- Reported that it was kind of hit or miss on his attending. Some of the presentations were not as good but most of them were. The Ethics session needs to be refined as 90 minutes was not enough time and all the interrupting with hypothetical questions was not good. They should have had the questions saved to the last, but overall, it was good.
- e. Commissioner Alegria- Reported that the session on Urban Renewal was the best she had ever attended. She also thought the presentation on Ethics did not go far enough and there is that gray area that they did not cover. The Board and Staff session should have been all morning but did enjoy the conference.
- f. Chair Booth-Schmidt reported that she enjoyed the conference very much and it was nice to see that we all attended.

7. FINANCIAL REPORT- Tracy Lofstrom reviewed the January 2020 Financial and Exception report. Tracy clarified and reviewed questions. No changes or corrections were made.

Commissioner Widener moved to accept the January 2020 Financial Report as presented

Commissioner Withers seconded the motion

Discussion-None

Motion passed unanimously

8. OLD BUSINESS-

- a. Report from Special Districts Association on Conference in Seaside was completed earlier.
- b. Update on Routes and Ridership- Executive Director Hazen reported that ridership increased 7% first week, second week was 24% increase and last week we experienced a 30% increase which is 1000 more rides. The Route 101 is now leaving Astoria every 49 minutes.
- c. Board trip on the Columbia Connector to Portland- March 22nd at 7:15 AM and will return by 1:23 PM

*Chair Boothe-Schmidt called for a 5-minute break at 9:52 AM
Meeting was called back to order at 9:58 AM*

9. NEW BUSINESS

a. Memorandum of Understanding with Columbia Memorial Hospital-

Executive Director Hazen explained that this MOU has been requested by CMH so that in the event of an emergency SETD will provide evacuation services for patients at the hospital. Patients would likely be evacuated to the Astoria Middle School or Clatsop Community College. CMH is required to have these MOU's in place as part of their accreditation. Hazen said our legal counsel has reviewed and approved of the language in the MOU. Staff is recommending that the Board approve the MOU with CMH and authorize the Board Chair to sign. Commissioner Alegria asked what the date of execution is. Hazen said the date signed. Commissioner Alegria asked about incomplete sentence on Page 4 "Upon receipt of?" Hazen said he will add "of notification". Commissioner Alegria asked about statement on Page 34 # 10 saying the District waves the right to file a claim for any amount of payment schedule loss and what would happen if we lost one of our busses while transporting. Executive Director Hazen said our insurance would cover it. Commissioner Nino asked if we have had previous agreements like this. Executive Director Hazen said that we have had a similar MOU with Astor House a senior living facility in Astoria.

Commissioner Widener moved to enter into the MOU with Columbia Memorial Hospital and authorize the Board Chair to sign

Commissioner Withers seconded the motion

Discussion- None

Commissioner Alegria- Aye

Commissioner Widener- Aye

Commissioner Taylor- Aye

Commissioner Nino- Aye

Commissioner Withers- Aye

Chair Boothe-Schmidt- Aye

Motion passed unanimously

b. Budget Officer Appointment- Executive Director Hazen explained that each year the Board needs to designate a Budget Officer prior to the budget cycle. The Board has designated the Executive Director as the Budget Officer for the past few 5 years, but you can also consider appointing another staff person such as the Finance Officer. Staff is recommending that you appoint a Budget Officer for the FY 2020-2021 budget cycle. Commissioner Nino asked what the main function of the Board Officer is? Executive Director Hazen said to ensure the budget is formulated, present the budget to the Budget committee and bring the budget to the Board for adoption. Commissioner Taylor asked if in the past has there ever been anyone else besides the Director as a Budget officer. Mary said not since she had been here. Kathy Kleczek said there had been times when we were on the board when it has been the Finance Director.

Commissioner Taylor moved to approve Executive Director Hazen as the Budget Officer for the 20-21 Budget Cycle

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

c. Budget Calendar Approval- Executive Director Hazen explained that the Board needs to designate the dates that the budget meetings will be held. The Board discussed various dates and times.

Commissioner Taylor moved that the 2021 Fiscal Year Budget Training will be on May 7th from 3-5 pm, the First Budget Meeting will be on May 16th from 9 am to 3 pm and the second Budget

Meeting (if needed) will be on May 21st at 3 pm and the Budget Hearing will be during the regular Board meeting on June 25th at 9 am.
Commissioner Withers seconded the motion
Discussion-None
Motion passed unanimously

d. ORDINANCE 2020-01- FIRST READING

Executive Director Hazen explained that this ordinance is to Amend Police Ordinance 2017-01 concerning repulsive odors. When reviewing our ordinance adopted in 2017, ODOT staff had a concern with the verbiage on repulsive odors. They ran it by RLS and Associates, who shared the same concern that it could potentially violate someone's civil rights. RLS is the firm that ODOT contracts with to do compliance reviews for all rural agencies in Oregon. They also said that the FTA had been looking at this as well. They recommended removing that section and I disagreed. We feel very strongly about having the ability to deal with someone that has a repulsive odor. There have been instances in the past where someone got on the bus and everyone else got off of the bus because of the odor. When we have a situation like this, we involve Jason who can work with the rider to see how we can accommodate them if it is a condition that they have no control over. When we wrote this ordinance, it was modeled after the ordinances of Salem/Kaiser Transit and Lane Transportation District. Their ordinances had the same language about repulsive odors. After doing further research, Executive Director Hazen said he came up with the new language that is in this amendment and RLS added the last sentence. Staff is asking that the first reading be made by title only. The second reading and adoption will be held at the March meeting.

Commissioner Widener moved to have the first reading of Ordinance 2020-01 read by title only

Commissioner Alegria seconded the motion

Discussion-None

Motion passed unanimously

Executive Director Hazen read ORDINANCE 2020-01 by title only.

f. Presentation on District Funding- Executive Director passed out copies of the presentation he made to Board explaining District Funding.

g. Presentation on SETD Organization- Executive Director passed out copies of the presentation he made on employees and SETD Organization.

10. CORRESPONDENCE- Mary said that correspondence received was included in the Board Pack. Ongoing emails received are responded to by staff as soon as possible.
11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen said that he did not have anything to add to his report.
12. LEADERSHIP TEAM REPORTS-
13. PUBLIC COMMENT (3 minutes)- None
14. OTHER ITEMS-

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Date _____

Tracy MacDonald

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