



**Sunset Empire Transportation District  
Board of Commissioners  
DRAFT Minutes for the April 23, 2020 Electronic Board Meeting**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Debbie Booth-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:  
Present: Chair Debbie Boothe-Schmidt, Vice Chair Tamara Taylor, Secretary Treasurer Tracy MacDonald, Commissioner Pamela Alegria and Commissioner Charles Withers. Commissioner Diana Nino joined the meeting at 9:15 AM. Commissioner Kevin Widener excused  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Human Resources Sue Farmer, Mobility Manager Jason Jones and Transportation Options Specialist Kathy Kleczek
3. CHANGES TO AGENDA- Commissioner Alegria requested a discussion of the Budget Meeting schedule be added to the agenda. Chair Booth-Schmidt added the Budget Meeting discussion to agenda  
Commissioner Alegria moved to accept the agenda as amended  
Commissioner MacDonald seconded the motion  
Discussion- None  
Voting Aye- Commissioners Alegria, Taylor, Boothe Schmidt, Withers, MacDonald  
Voting No- None  
Motion passed unanimously
4. PUBLIC COMMENT (3 minutes)- Executive Director Hazen reported that he had received a second request from the manager at Emerald Heights for a new shelter to be installed on Nimitz Drive.
5. APPROVAL OF THE FEBRUARY 27, 2020 BOARD MEETING MINUTES:  
Commissioner Alegria moved to approve the February 27, 2020 Board minutes  
Commissioner Taylor seconded the motion  
Discussion none  
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor and Boothe-Schmidt  
Voting No: None  
Motion passed unanimously
6. APPROVAL OF THE MARCH 24, 2020 BOARD MEETING  
Commissioner Alegria moved to approve the March 24, 2020 Board minutes.  
Commissioner MacDonald seconded the motion  
Discussion- None  
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Booth-Schmidt, and Nino.  
Voting No: None  
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Withers-Reported that he wanted to commend Executive Director Hazen and staff and specifically the drivers on what a great job they are doing.
  - b. Commissioner Nino-Reported that she wanted to commend the staff on what a great job they have done and is grateful to the drivers for their kindness.
  - c. Commissioner Alegria-Nothing to report
  - d. Commissioner MacDonald- Nothing to report
  - e. Commissioner Taylor- Nothing to report

- f. Chair Boothe-Schmidt- Commended Executive Director Hazen on all that he has done with preparing for the Corona virus.

8. FINANCIAL REPORTS-

Financial Officer Tracy Lofstrom presented the February 2020 Financial Report and Exception Report. There were no changes or corrections made following the review.

Commissioner MacDonald moved to accept the February Financial Report as presented  
Commissioner Nino seconded the motion

Discussion-None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

Financial Officer Tracy Lofstrom presented the March 2020 Financial Report and Exception Report.

There were no changes or corrections made.

Commissioner Withers moved to accept the March Financial Report as presented

Commissioner Nino seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

9. OLD BUSINESS-

- a. Ordinance 2020-01 Second Reading and Adoption- Executive Director Hazen reported that the Board held the first reading of this ordinance at its February meeting and staff is asking that the Board hold the second reading of Ordinance 2020-01 by title only and then adopt the Ordinance amending Section 3.13 of Ordinance 2017-01. Executive Director Hazen read Ordinance 2020-01 amending Police Ordinance 2017-01 concerning repulsive odors.

Commissioner Alegria moved to adopt Ordinance 2020-01

Commissioner Withers seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

- b. Budget Meeting Calendar Changes- Commissioner Alegria suggested that there be a change made to hold the Budget Meeting at location that offered a larger accommodation and asked if the June 30 deadline for the budget could be extended to July 31<sup>st</sup>? Executive Director Hazen said that the June 30 date is set by Oregon budgeting laws and that Governor Brown has released an order that all public meetings should be done electronically or by teleconference including budget meetings.

10. NEW BUSINESS

- a. Compliance Review Final Report-Executive Director Hazen reported that RLS & Associates conducted a compliance review of the District on March 5<sup>th</sup> and 6<sup>th</sup>. RLS is contracted by ODOT to do the reviews and also to be a resource to transit agencies in Oregon for questions on policies and procedures. The purpose of the reviews is to ensure that federal requirements are being met. SETD had 8 Compliance Observations and 1 Advisory Recommendation which will require actions to be completed in the required time frame. Hazen said staff began working on some of the observations and will have these taken care of as soon as possible.
- b. Grant Letter of Affirmation- Transportation Options Specialist Kathy Kleczek, explained that Walmart frequently awards grants in the form of materials to non-profit or government organizations. To comply with their application process Northwest Transportation Options is required to verify that it is an

authorized entity of Sunset Empire Transportation District and that the District is an officially formed and recognized government entity. Kathy asked that the Board authorize the Board Chair to sign the letter to submit to Walmart so that SETD through the Transportation Options department is able to apply for grant funds to benefit the region.

Commissioner MacDonald moved to approve that the Board Chair sign the letter to Walmart  
Commissioner Taylor seconded the motion

Discussion-None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

- c. Procurement Policy Adoption-Executive Director Hazen explained that this policy has been rewritten because of the District's recently held RLS Compliance Review. RLS & Associates provided the Procurement Policy template which meets all federal requirements.

Commissioner Taylor moved to approve the Procurement Policy as recommended by RLS

Commissioner Alegria seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

- d. RLS & Associates Agreement Approval- Executive Director Hazen reported that the RFP committee (Executive Director Hazen, Paul and Jason) had each reviewed the three proposals submitted for the SETD Coordinated Human Plan. They unanimously scored RLS's proposal the highest amongst the three proposals.

Hazen also said the agreement is from a template our legal counsel has provided us and includes all of the required Federal Clauses. Hazen said staff is recommending that the Board approve the Agreement with RLS and Associates and authorize the Board Chair to sign. Commissioner Withers asked if RLS could attend a Board meeting. Executive Director Hazen said they will when plan is completed. Commissioner Nino said she did not see that outreach will be done in Spanish and if RLS will cover cost of translation.

Commissioner Withers moved to accept RLS proposal

Commissioner Taylor seconded the motion

Discussion- Executive Director Hazen commented that RLS is an all-female company

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

- e. Shelter Procurement- Executive Director Hazen reported that the purchase of new shelters and signs was ranked the number 3 priority in the STIF plan by the Transportation Advisory Committee which was adopted by the Board of Commissioners. Oregon Correctional Enterprises (OCE) is a self-funded program within the State's prison system and manufacture bus shelters. We are allowed by State rule to forego the RFP process and purchase directly from OCE. The shelters will have 3.5 sides to protect from the weather and include solar lighting, a two-seat bench, an attached trash receptacle, and an attached weatherproof information case. Hazen said site locations will be determined this spring and our plan is to utilize Job Corp students for the installations of the shelters. The budget for this project is \$60,000 and the OCE quote for 5 new shelters is \$40,685.00. The remainder of the budget will be spent on signage and installation costs. Staff is recommending that the Board approve the purchase of the shelters from OCE. There was discussion about vandalism of the shelters. Executive Director Hazen said we have added insurance to the shelters. Commissioner Withers said he has a fundamental issue with prison labor and will be voting no.

Commissioner Taylor moved to approve the purchase of new bus shelters from Oregon Correctional Enterprises

Commissioner MacDonald seconded the motion

Discussion- Commissioner Nino asked if there were other bids. Hazen said no the State encourages agencies to purchase from OCE.

Voting Aye- Commissioners Nino, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- Commissioner Withers

Motion passed

- f. Executive Director Vacation Carryover Request- Executive Director Hazen reported that by June 30th, he will have 160 hours of accrued vacation time available. His agreement with the District only allows him to carryover 80 hours of vacation time after June 30th. Hazen also said due to the COVID-19 outbreak he does not feel comfortable taking any extra days off as vacation days and we are going into budget season which also makes it difficult to take time off. Hazen said depending on how things progress with the pandemic and restrictions put into place he might be able to take some time off in June. Hazen said however I am requesting a onetime suspension of this part of my agreement and the allowance of no more than 160 hours of vacation time carry over this year. Board discussed their concerns of Hazen not taking the vacation time he has coming to him and concerns about having back up for when he does take vacation. Commissioner Taylor suggested that this decision be tabled until the next meeting so that Executive Director Hazen can develop a vacation plan.

g.

Commissioner Taylor moved to table the decision of rolling over the Executive Director's vacation time until the next Board Meeting

Commissioner Alegria seconded the motion

Discussion- Executive Director Hazen will put together a proposal with options for his vacation compensation.

Voting Aye- Commissioners Nino, Alegria, Taylor, Withers and Boothe-Schmidt.

Voting No- None

Motion passed

- h. Executive Director Performance Evaluation- Commissioner Withers requested that the Board move to Executive Session for the Director's evaluation. Executive Director Hazen said that it is his choice if his evaluation is done in Executive Session or in an open meeting and he is choosing to have the evaluation during the regular Board meeting and asked all to be open with comments.

Commissioner Taylor moved to authorize the Board Chair and Vice Chair to meet with Executive Director Hazen to give him his evaluation and to offer him a cost of living increase effective July 1, 2020.

Commissioner Withers seconded the motion

Discussion- Chair Boothe-Schmidt said that she, Commissioner Taylor and Commissioner MacDonald were on the Evaluation Committee. The Committee also met with Sue Farmer who was a lot of help. The Evaluation Committee asked employees and departments heads to evaluate Executive Director Hazen so that they got a good picture of how Hazen was performing. Chair Boothe-Schmidt read the Committee's final evaluation. Chair Boothe-Schmidt proposed tabling the Executive Director Evaluation until the next Board Meeting since the Board had not received a copy of the final evaluation yet.

Commissioner MacDonald moved to table the Executive Director Evaluation until the May Board Meeting

Commissioner Alegria seconded the motion

Voting Aye- Commissioners MacDonald, Taylor, Alegria, Boothe-Schmidt, Nino and Withers

Voting No- None

Motion passed.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director reviewed his report.

13. LEADERSHIP TEAM REPORTS- Paul Lewicki, Jason Jones, Kathy Kleczek, Mary Parker and Sue Farmer gave an update on what they are currently working on.

14. PUBLIC COMMENT (3 minutes)- None

15. OTHER ITEMS-

Meeting was adjourned 11:51 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_  
Tracy MacDonald

Date \_\_\_\_\_

An audio recording of this meeting is available by contacting Mary Parker at [mary@ridethebus.org](mailto:mary@ridethebus.org)

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