



**Sunset Empire Transportation District
Board of Commissioners
DRAFT Minutes for the May 28, 2020 Electronic 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 Tamara Taylor, Secretary Treasurer Tracy MacDonald, Commissioner Pamela Alegria, Commissioner Charles Withers and Commissioner Diana Nino. 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- Executive Director Hazen requested that he be allowed to add an item to the agenda later in the meeting.
Commissioner Withers moved to accept the agenda and allow an addition later in the meeting as Executive Director Hazen had requested
Commissioner MacDonald seconded the motion
Discussion- None
Voting aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Boothe-Schmidt, and Nino.
Voting no: None
Motion passed unanimously
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE APRIL 23, 2020 BOARD MEETING
Commissioner MacDonald moved to approve the April 23, 2020 Board minutes.
Commissioner Nino seconded the motion
Discussion- Commissioner Alegria noted spelling correction
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino and Boothe-Schmidt
Voting No: None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Taylor- Nothing to report
 - b. Commissioner MacDonald- Nothing to report
 - c. Commissioner Alegria- Nothing to report
 - d. Commissioner Withers- Nothing to report
 - e. Commissioner Nino- Commended staff for their goodwill and good energy during these times.
 - f. Chair Boothe-Schmidt-Commended the drivers for keeping the buses on the road.
7. FINANCIAL REPORTS-
Financial Officer Tracy Lofstrom presented the April 2020 Financial and Exception Report. There were no changes or corrections made to the report following review.
Commissioner Alegria moved to accept the April 2020 Financial Report as presented
Commissioner MacDonald seconded the motion
Discussion-None
Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria
Voting No- None

8. OLD BUSINESS-

- a. Executive Director Performance- Human Resources Officer, Sue Farmer reviewed the Executive Director Evaluation process and results. Sue reported that the Evaluation Committee collected evaluations from Board members, select District employees and a self-evaluation from Jeff. The committee developed a Evaluation Summary that was read at the April meeting and are asking that the evaluation be approved and signed by the Board Chair. Commissioner Withers said he had not received a copy of the Executive Director's self-evaluation. Char Boothe-Schmidt stated that Hazen's self-evaluation was not included in the Board Pack but said that the committee thought that Hazen had evaluated himself on the low side.

Commissioner MacDonald moved to adopt Executive Director Hazen's Performance Evaluation and have Chair Boothe-Schmidt sign

Commissioner Nino seconded the motion

Discussion- Commissioner Nino asked what scale was used on the overall rating. Sue said it was one to five. Commissioner Nino requested that the scale be included with the evaluation.

Commissioner Alegria commented that Goal #2 seems like a lot to do before next March.

Executive Director Hazen said some policies are already completed and he is sure the rest could be completed by next March. Commissioner Alegria asked if there could be a procedure for the Executive Director Evaluation. Executive Director Hazen there is a Board Policy for the evaluation, however it is his choice if his evaluation is held in Executive Session or not. Hazen said he thought the Board had approved a procedure last year and would check on that.

Commissioner Taylor said that she does hope people realize that we did think about what Jeff has done and the positive program we are offering to our County. Chair Boothe- Schmidt said the committee asked Sue to send out evaluation forms to several staff and management leaders. We did not just take what we see Jeff doing. We took how employees see Jeff, the Boards evaluations, how Jeff is as a leader and took it all into consideration. Commissioner Nino asked if all employees were given the evaluation forms. Chair Boothe-Schmidt said that we had Sue pick employees here and there. Commissioner Nino said she wished it was more open and not handpicked. Chair Boothe-Schmidt said a lot of businesses do not allow employee input and it would be hard for the Board to select employees since they don't know them all. Commissioner Nino suggested that next year there could be random picking of employees not hand-picking. Commissioner Taylor said that there were some very honest comments from the staff and when dealing with staff on a normal basis the return on evaluations is about 25% and I think we did that. Commissioner Withers said he thought it was a thorough investigation and done fairly.

Commissioner Taylor commented that Jeff gave himself low scores that he did not deserve.

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

Voting No- None

Motion passed unanimously

- b. Executive Director Compensation- Sue Farmer reported that she had prepared a compensation and benefits study which included 6 different similar districts. The 3.52% increase brings Executive Director Hazen's salary to \$95,500 beginning July 1, 2020, (current \$92,250 x 3.25% = \$95,500). Sue said the Board did a thorough evaluation and Jeff is not in the high category of the average salaries for Districts of similar size.

Commissioner Taylor moved to approve the Evaluation Committee's recommendation to increase Executive Director Hazen's wage by 3.25% and to begin on July 1, 2020.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Nino asked how often are the rates on the Executive Directors compensation evaluated? Chair Boothe-Schmidt said once a year during evaluation and added that the Executive Director does not receive a cost of living raise. Commissioner Taylor stated that Jeff is one of the lower paid transit directors and the work he has done has made Sunset Empire Transportation District one of the best in the state. Our cost to have him is taken care of with this increase. Commissioner MacDonald said we are getting a bargain for the price.

Commissioner Alegria agreed with the 3.25 % increase and said Jeff has done an excellent job especially with the Covid 19, but I would like to see a breakdown of his salary before and what it

will be after the increase. Chair Boothe-Schmidt said we will have that added to the minutes. Chair Boothe Schmidt said she thought this was a very fair increase to Jeff's wages.
Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria
Voting No- None
Motion passed unanimously

- c. Executive Director Vacation Carryover- Executive Director Hazen reported that he took time off last week and this week as vacation so he will no longer have any need to carry over vacation time.
- d. Fares- Executive Director Hazen reported that the Board temporarily suspended fares through the end of May but as part of the reopening process staff would like to extend fare suspension until June 30th and schedule opening the Seaside Office and the Astoria Transit Centers on June 29th. Hazen said that staff will be discussing the reduction in the number of chairs in the waiting areas so that riders purchase their tickets and will be on their way. Commissioner Nino said one of the reasons we suspended fare was to protect the employees from handling money so will we continue measures to protect them. Hazen said employees will continue to wear masks and gloves which are provided to all employees.

Commissioner MacDonald moved to approve continuing the suspension of fares until June 30, 2020.

Commissioner Taylor seconded the motion

Discussion- Commissioner Boothe-Schmidt asked if this will give riders time to purchase their monthly passes. Hazen said yes it would.

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

Voting No- None

Motion passed unanimously

9. NEW BUSINESS

- a. Transit Center/Office Operation- Executive Director Hazen explained that we have very little traffic in the Transit Center and Office on the weekend and receive very few calls which is partially due to the Transit App and the ability for riders to purchase the NW Point tickets on line. The cost to staff the Seaside Transit Office and the Astoria Transit Center on weekends is about \$55,000 per year plus security costs. Hazen said staff is proposing that we reopen the Transit Center and Transit Office weekdays only. Driver Supervisors will cover any weekend calls that come in.

Commissioner Taylor moved to accept closure of weekend service and the Transit offices re-opening to a 5-day a week operation

Commissioner Nino seconded the motion

Discussion-Commissioner Nino asked if this would be open ended with a possibility of reopening on weekends in the future? Executive Director Hazen said that if we hear from the public that there is a need for weekend service again, we can evaluate that and bring that back to the Board.

Commissioner Withers requested that we get this information out well in advance. Commissioner Alegria said she disagrees with closing the Transit Center and Transit Office on weekends and maybe we could have a security guard if we have to close the office. Commissioner Alegria said it is our obligation to keep the Transit Center and Transit Office open 7 days a week and at least do it until the pandemic has changed. Alegria said she thinks it is her duty as Board member to keep the Transit Center and Transit Office open 7 days a week. Commissioner Nino asked if it is possible to keep Astoria Transit Center open but not the Seaside Office. Hazen said it would be difficult to hire security because the company we used has taken on another large contract. Hazen said there are no other security companies available anywhere near.

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

Voting No- Commissioner Alegria

Motion passed: 5 Aye 1 No

- b. ODOT Grant Agreement #34209 Approval- Executive Director Hazen explained that this agreement is for the CARES Act funding that Congress approved, and the President signed on March 27th. This grant is for \$501,222 and requires no match. Hazen reviewed the application that was submitted. Commissioner Withers asked if we will be able to continue to have the option of attending Board meetings electronically as it is more convenient and accessible for many reasons. Executive Director Hazen this is something we have been preparing for.

Commissioner Nino moved to approve Grant Agreement #34209 and have the Board Chair sign.

Commissioner Withers seconded the motion

Discussion-None

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

Voting No- None

Motion passed unanimously

- c. Supplemental Budget- Resolution 2020-01-Executive Director Hazen explained that upon approval of Grant #34209 a Supplemental Budget is required. Hazen reviewed the proposed supplemental budget and recommended approval of Resolution 2020-01, adopting the supplemental budget for Fiscal year 2019-2020. Chair Boothe-Schmidt read Resolution 2020-01.

Commissioner Boothe-Schmidt, Nino, Withers, MacDonald, Taylor and Alegria approved by roll call vote.

10. CORRESPONDENCE- Executive Director Hazen shared positive comments that were on google.

11. EXECUTIVE DIRECTOR REPORT- Executive Director reviewed details of his report.

12. LEADERSHIP TEAM REPORTS-

13. PUBLIC COMMENT (3 minutes)- None

14. OTHER ITEMS- Commissioner Withers asked if he could get his SETD ID for riding the bus.

Meeting was adjourned 11:54 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