



**Sunset Empire Transportation District
Board of Commissioners
July 23, 2020
DRAFT Board Meeting
Electronic 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 Tamra 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, Transportation Options Specialist Kathy Kleczek
3. ELECTION OF OFFICERS:
 - a. Chairperson- Commissioner Alegria nominated Debbie Boothe-Schmidt as Board Chair. Debbie thanked Commissioner Alegria but declined due to her running for state office. Commissioner Withers nominated Commissioner Tamra Taylor as Board Chair. Commissioner Taylor accepted the nomination. Being no other nominations Commissioner Taylor became Board Chair. Executive Director Hazen announced that Chair Taylor would be taking over the Board Meeting.
 - b. Vice-Chairperson- Commissioner Debbie Boothe Schmidt nominated Commissioner Tracy MacDonald for Vice Chair. Commissioner Alegria seconded the motion. Commissioner MacDonald accepted the nomination.
 - c. Secretary/Treasurer- Commissioner Diana Nino nominated Commissioner Pamela Alegria as Secretary/Treasurer. Commissioner Boothe-Schmidt seconded the motion. Commissioner Alegria accepted the nomination.
4. CHANGES TO AGENDA- Executive Director Hazen requested that a Letter of Support for the Seaside Safe Routes to School project be added to the agenda. He also requested adding the Bank Authorization Cards for the new officers.
Executive Director Hazen requested adding these items as B. and C. under New Business.
Commissioner Boothe-Schmidt moved to add the Letter of Support as B and Bankcard Updates as C under New Business.
Commissioner Nino seconded the motion
Discussion: None
Voting Aye- Commissioners Withers, Alegria, MacDonald, Taylor, Nino, and Boothe-Schmidt
Voting No- None
Motion passed unanimously
5. PUBLIC COMMENT (3 minutes)- None
6. APPROVAL OF THE June 25, 2020 BOARD MEETING MINUTES-

Commissioner Nino requested that the comments on page 9 made by Commissioner Withers be placed in quotation marks. Commissioner Nino also requested that the comments that both she and Commissioner Withers made about being available said to Human Resources to discuss improving diversity with staff be added to the minutes. Chair Taylor also added that her name was spelled wrong.

Commissioner Boothe-Schmidt moved to approve the June 2020 Board minutes as corrected
Commissioner Alegria seconded the motion

Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, and Boothe-Schmidt

Voting Nay: None

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Taylor- Nothing to report
- b. Commissioner MacDonald-Reported that we are a Team and I appreciate each one of you. He also reported that he had attended the Seaside Transportation Committee Meeting.
- c. Commissioner Alegria- Commended Jason for being nominated Employee of the Year. He certainly deserves it.
- d. Commissioner Withers- Reported that Sue Farmer had reached out to him and they are planning to sit down and discuss diversity and hope we can move forward with a more diversified work force
- e. Commissioner Nino-Reported that Sue had also reached out to her and scheduled a phone meeting to discuss diversity in our work force. Commissioner Nino also congratulated Jason on being Employee of the Year
- f. Chair Boothe-Schmidt-Nothing to report

8. FINANCIAL REPORTS-

Financial Officer Tracy Lofstrom reviewed the June 2020 Financial and Exception Report. Tracy reported that all parking places are rented out and we have received our Care Grant reimbursement of \$430,000. We have also received reimbursement for the buses we have bought. Commissioner Alegria asked about the legal counsel expense? Executive Director Hazen explained that this was an employee matter that we had to have counsel on. Commissioner Alegria asked where the Contingency Fund was in the financial statement. Executive Director Hazen said it is part of the Budget report and process but not included in the monthly financial statements. Commissioner Alegria asked if money removed from the Contingency Fund must be approved by the Board. Executive Director Hazen said yes. Commissioner Nino asked about the balance for Cannon Beach and Tongue Point services. Tracy said these have been invoiced and she has received payment from Tongue Point. Commissioner Nino said she understood that Tongue Point service had been suspended and asked if it had started up again. Tracy said she was not sure, but she was instructed to start invoicing them again, so they must have students. Commissioner Alegria asked about Timber Revenue which is still in the red. Executive Director Hazen said he would discuss this in his report later in the meeting. Commissioner Alegria asked about the money for computes which looks like it is all spent. Executive Director Hazen said we are in the new fiscal year however we have discussed throughout the year that we would be over on that line item. Commissioner Alegria also asked if or when we are going to start collecting fares. Hazen said we began collecting fares on July 1st. Hazen reminded the Board that they need to be looking at the total Material and Services which are the most important and added that SETD came in under budget on Material and Services by almost a quarter million dollars for the last fiscal year.

Commissioner Withers moved to accept the June 2020 Financial Reports

Commissioner MacDonald 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. ODOT Agreement #32841 Amendment- Executive Director Hazen reported that SETD received funding for a bus but due to COVID-19 production was delayed and the Grant was going to expire. This amendment extends the Grant.

Commissioner Nino moved to approve ODOT Agreement #32841 and authorize the Board Chair to sign it.

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. Northwest Oregon Transit Alliance Management Plan Approval-Executive Director Hazen reviewed the history of the formation of the original Connector Alliance formed in 2012 and the development of the management plan that was completed in 2016. Hazen presented a power point that explained the Connector plan and the benefits of the collaborative effort of the alliance that includes Columbia County Rider, Sunset Empire Transportation District, Tillamook County Transportation District, Lincoln County Transit and Benton County Transportation. Hazen said the management plan is the much-needed framework to guide the Connector over the next several years and achieve the plan Goals to improve access, promote awareness, improve service, increase stability and enhance livability in the communities served. Commissioner Alegria said she was concerned with the use of the phrase “lower tiered staff” stating she found it unappreciative and said she has read a lot of plans and has never seen staff referred to as “lower tiered” and that it demeans them and it should be removed.. Hazen said that certainly was not our intention however it may be difficult to remove as SETD is the last to approve the plan. Commissioner Alegria asked than what are we approving then? Is this just informational? Hazen said no, I am asking you to approve so we are in align with our partners. Commissioner Alegria asked do we have to accept the plan as it is and approve without changes? Executive Director Hazen said yes and said again that a Board member was involved with the development of this plan at that time. Commissioner Alegria said it is a great plan but requested it be removed from the plan because it is offensive. Hazen said he would talk with his partners. Commissioner Nino said she agreed with Commissioner Alegria on that. Commissioner Nino said some of the goals in the plan have been completed and wondered if there is any timeline revisions to the plan. Executive Director Hazen said no, this is a working plan and we use this plan to be our guideline in our monthly meetings and a tracking system was developed that we also use. Commissioner Nino asked if each agency is contributing the same amount. Hazen said that this year Columbia County’s payment was reduced due to their financial issues, which also happened in the past to them, but we want them to remain in the group so for a short time their fee is reduced. Commissioner Alegria asked how much SETD would be contributing to funding considerations. Hazen said that SETD puts in \$12,000 into the Connector budget which may be used if needed for local match. Commissioner Alegria also said she would like to see the term “subordinate staff” deleted from the plan. There was further discussion about supporting polices and Hazen

confirmed there are By-Laws for the Northwest Transit Alliance. Chair Taylor asked if the map on page 62 was an overview of service bus routes? Hazen said that this is the basic service map but it has been updated with the new Salem route.

Commissioner Boothe-Schmidt moved to approve the NW Oregon Transit Alliance Management Plan

Commissioner MacDonald seconded the motion

Discussion- None

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

Voting No- None

Motion passed unanimously

10. NEW BUSINESS

- a. Committee Assignments- Chair Taylor made the following assignments for Fiscal Year 2021.

Transportation Advisory Committee- Diana Nino

Executive Director Evaluation and Compensation Committee- Tamra Taylor, Tracy MacDonald and Pamela Alegria

Northwest Oregon Area Commission on Transportation- Tracy MacDonald

- b. Letter of Support for Safe Routes to School- Kathy Kleczek, explained that the City of Seaside is applying for a Planning Grant for the Safe Routes to School program. They have decided to ask for a Planning Grant instead of a Construction Grant for the sidewalks and the routes around the school and pool areas. Kathy explained that if awarded the City of Seaside will have a consultant who will be evaluating the options and developing the plan. This will give Seaside a leg up in the future when they apply for a construction grant for Safe Routes to School. There was further discussion and clarification. Commissioner MacDonald said he is the Vice Chair of the North Coast Safe Kids and we would like to add support too and said this Planning Grant has considerably less match and it will allow the City of Seaside to have their ducks in a row before they get their construction funding. Commissioner Withers said he did not hear what Commissioner MacDonald said but he supported it. Chair Taylor said she agreed. There was discussion about the language used in the letter but Kathy said she had used language similar to the grant, so no changes were made.

Commissioner MacDonald moved to approve the letter of support for the City of Seaside Safe Routes to School Planning Grant and have the Board Chair sign

Commissioner Alegria seconded the motion

Discussion- None

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

Voting No- None

Motion passed unanimously

- c. Bank Signature Cards- Executive Director Hazen said that the bank requires the Board to approve the new Board officers as signers on the bank accounts. After Board approval the Bank will send the required cards to Tracy who will notify you when you should come in and sign. Chair Taylor said she was not a signer when she was Vice Chair. Executive Director said she should have been.

Commissioner Withers moved to approve the officers as signers on the SETD bank accounts.

Commissioner Boothe-Schmidt seconded the motion

Discussion-None

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

Voting No- None

Motion passed unanimously

11. CORRESPONDENCE- Mary read a comment that was submitted on the SETD Facebook page by Stanford Lynx during this online Board Meeting:

“I have been a passenger since SETD began. With the COVID restrictions I have not been using the buses as much. I got a Fat Tire Bicycle and it will not fit the current bike racks on the buses. The company that makes the aluminum racks with three bike racks also makes a fat tire rack that can be retrofit to allow these newer and becoming popular fat-tired bikes. I suggest that SETD incorporate one of these to accommodate the new bike designs. COVID is causing many more people to get bikes and many are the fat tire type. This can be a good way to increase your passenger usage. I cannot post a photo of the fat tire racks as you do not allow photos. I can provide a link. It is the same company that makes the racks that SETD uses now. Regular bikes can use the fat tire racks as well. The older black steel racks are becoming old and rusty.

Executive Director Hazen said he would give this request to Paul.

Chair Taylor asked Jeff if this would be on the agenda of the August Board meeting?

Hazen said replacing the racks would be very expensive, but he would report back after Paul does some research on it. Chair Taylor said as long as we have a report back and it is in the minutes that is fine. It is a valid request.” Stanford Lyns

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen clarified that Jason’s award was for the Executive Director’s Employee of the Year, which he certainly deserved. Executive Director Hazen also clarified that he asked Sue to include demographics of all employees in the monthly HR reports and SETD will no longer take delivery of busses unless they are completely ready to go out on the road. No more time spent on prepping them at SETD.

13. LEADERSHIP TEAM REPORTS- Open discussion between Board and Team members.

14. OTHER ITEMS-

Meeting was adjourned 11:46 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