



**Sunset Empire Transportation District  
Board of Commissioners  
June 25, 2020  
Board Meeting and Budget Hearing  
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 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, Transportation Options Specialist Kathy Kleczek, Mobility Management Jason Jones, Paratransit Supervisor Jennifer Geisler, Human Resources Sue Farmer

Arla Miller Regional Transit Coordinator ODOT Rail and Public Transit Division

3. CHANGES TO AGENDA- None

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE May 28, 2020 BOARD MEETING

Commissioner MacDonald moved to approve the Board minutes.

Commissioner Taylor seconded the motion

Discussion- Commissioner Alegria said she had not received the breakdown of the Executive Directors salary before and after increase that she had requested during the last meeting.

Commissioner Nino said that the request was included in the minutes. Executive Director Hazen said he would have Sue Farmer send this information to the Board.

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

Voting Nay: None

Motion passed unanimously

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Taylor- Nothing to report
- b. Commissioner MacDonald- Attended the Transportation Advisory meeting in Seaside.
- c. Commissioner Alegria- Nothing to report
- d. Commissioner Withers- Nothing to report
- e. Commissioner Nino-Nothing to report but congratulated the drivers for being Employees of the quarter.
- f. Chair Boothe-Schmidt-Nothing to report

7. FINANCIAL REPORTS-

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

Tracy said there was a correction on the salaries for the month which should be under budget not over budget. And on the Aging Report 2 figures in the greater than 90 days column which are

Clatsop County Treasurer and ODOT are not actually over 90 days but are there as place holders because they will be adjusted again during the Audit.

Commissioner Alegria moved to accept the May Financial reports as corrected

Commissioner Nino seconded the motion

Discussion- None

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

Voting Nay- None

Motion passed unanimously

8. OLD BUSINESS-None

9. NEW BUSINESS

- a. 2020-2021 Budget Hearing- Executive Director Hazen stated that this is the time to approve the Budget for the fiscal year 2020-2021. The budgets that are before the Board were approved by the Budget Committee on May 16, 2020. After holding the public hearing the Board may make changes to the budgets however, if the Board wants to increase expenditures in any fund by 10% or more (or \$5,000-whichever is greater), they must republish the amended budget summary and hold another budget hearing. This would not be possible since the budget must be adopted prior to July 1<sup>st</sup>. Executive Director Hazen said that staff is recommending that one change to the budget be made. Hazen explained that due to the 2019 Audit delay, we will be incurring costs for that audit into FY 2021. Both the 2019 and 2020 audits will have a single audit done as well due to the higher amounts of federal funds we have and will receive. For the FY 2019, the cost of the audit will be \$19,820 and the cost for the FY 2020 audit will be \$20,100. Hazen said he had rounded it up to a total of \$40,000 and subtracted \$5,000 for payments already made bringing the total down to the \$35,000 that needs to be in the budget before you. Hazen said he is recommending that the Board increase the Audit line under Materials and Services by \$18,000 for a total of \$35,000 and reduce the ending fund balance from \$725,000 down to \$707,000.

Staff recommends that after the Public Hearing that the Board approve Resolution 2020-03 as amended adopting the 2020-2021 Budget and making the appropriations and impose the tax levy for local government.

Chair Boothe-Schmidt asked the Board if they had any questions. There were none.

Chair Boothe-Schmidt opened the Budget Hearing.

Chair Boothe-Schmidt asked if there was any public testimony- There was none.

Chair Boothe Schmidt closed the Budget Hearing.

Commissioner Alegria moved to approve Resolution 2020-03 as amended adopting the 2020-2021 budget and making the appropriations and impose the tax levy for local government.

Commissioner Withers seconded the motion

Discussion-None

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

Voting Nay- None  
Motion passed unanimously

- b. ODOT Grant Agreement #34220- Executive Director Hazen explained that Paul Lewicki wrote this grant which is for the replacement of five buses and the expansion of the fleet by two buses. The grant amount is \$1,065,050 and requires a local match of \$187,950 which is funded by the STIF Formula Fund included in the 2020-2021 Budget. Staff is recommending that the Board approve ODOT Agreement #34220 and authorize the Board Chair to sign.

Commissioner MacDonald moved to approve Grant agreement #34220 and authorize the Board Chair to sign.

Commissioner Taylor seconded the motion

Discussion- Commissioner Nino said that she could see the grant was for 2 years and asked if we plan to spend it right away or spread it out? Executive Director Hazen said the purchases are for the next fiscal year and manufacturers are back up and running again with the expected turnaround time of about 9 months. Commissioner Taylor asked if these will be new buses. Hazen said yes, they are. Commissioner Taylor asked if we had ever looked into electric buses? Hazen said we have looked at them, but they are very expensive. We have been unable to get a grant for an electric bus and this grant would not cover an electric bus which costs about \$1.4 million. Commissioner Withers said he would hope we are heading that direction. Executive Director Hazen said that it is included in our strategic priorities.

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

Alegria

Voting Nay- None  
Motion passed unanimously

- c. Letter of Support for City of Warrenton- Kathy Kleczek explained that the City of Warrenton is currently in the process of applying for Safe Routes to School Construction Funds. The Safe Routes to School Program grants are funds which are utilized to benefit students walking or biking to school as well as the community. The area they are proposing to improve is an area serviced by Sunset Empire Transportation District. The program recommends grant applicants get letters of support from collaborating agencies. Kathy asked that the SETD Board support the application by the City of Warrenton and authorize the Board Chair to sign.

Commissioner Nino moved to approve the letter of support for the City of Warrenton 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

- d. Resolution 2020-04 Board Statement- Executive Director Hazen explained that earlier in the week he as Chair of the Public Transportation Committee with the help of the Vice Chair had written and sent out a statement. The statement is in response to what is going on in the nation at this current time. The statement went out to all transit agencies in Oregon with the hope that they will adopt a statement affirming their support of their commitment to diversity, inclusion, and

equity. Executive Director Hazen read Resolution 2020-04 to the Board. Commissioner Withers said he realizes that employment and hiring is based on placing public notices and notification of employment but I would hope we also would go another step farther and that we actively seek diversity at Sunset Empire Transportation because I know how that works when you say you put it out there and no one applied. Sometimes you have to go that extra step to look for diversity and I would hope that we do that. Once you add diversity you would be surprised how much more diversity follows. Diversity begets diversity. I would just hope we do that extra step to add diversity with our staff and drivers.

Commissioner Taylor moved to adopt Resolution 2020-04

Commissioner Nino seconded the motion

Discussion- Commissioner Withers asked if this will be issued as a press release and on placed on all of our platforms. Executive Director Hazen said that it would be released to staff first and then as a press release and be posted on buses in English and Spanish.

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

Voting Nay- None

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report. He also reported ridership continues to be down about 30%. Hazen also said we are still waiting to hear when Cannon Beach about starting the downtown summer route. The Transit Center in Astoria and Transit Office in Seaside will open on Monday. We will only allow 3 people in the transit center at a time which will be managed by staff and signage.

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

13. PUBLIC COMMENT (3 minutes)- None

14. OTHER ITEMS-

Meeting was adjourned 10:20 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)