



**Sunset Empire Transportation District**  
**Board of Commissioners**  
**August 27, 2020**  
**Draft Board Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:00 AM.

2. ROLL CALL:

Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer, Pamela Alegria, Commissioner Charles Withers, Commissioner Diana Nino and Debbie Boothe-Schmidt

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

3. COMMISSIONER KEVIN WIDENER- Chair Tamra Taylor announced the unexpected passing of Commissioner Kevin Widener and asked Executive Director Hazen to share information he had received from Kevin's brother. This was followed by a moment of silence in Commissioner Widener's memory. Chair Taylor asked each of the Commissioners to say a few words about Commissioner Widener. Commissioner MacDonald said he was deeply saddened at his loss and will remember his dedication as a Board member and his passion for public transportation. Commissioner Alegria said that Kevin's passion was unrivaled, and his passing is a loss for Seaside and the County. Kevin was well prepared and gave his opinion on what he thought was right and he will be missed. Commissioner Boothe-Schmidt said she had not worked with Kevin very long, but he was very passionate about the transportation community and she was very sorry to hear he had passed. Commissioner Withers said he rode the bus with Kevin several times and as someone who had struggles in life, he will always admire Kevin's passion for transit. Commissioner Withers also said that while riding with Kevin he had laid a lot of past information on him about the District which he did not know about and appreciated hearing and added he is going to miss him. Commissioner Nino because she is fairly new on the Board she did not get to know Kevin very well but seeing him at conferences and meetings it was amazing how eloquent he could be in getting his point across in trying to do the best that we can do as a Transportation District. Commissioner Nino also said she was sorry that he is gone and wishes his family and loved ones comfort at this time. Chair Taylor said that Kevin had that passion and he brought that color and passion to our world and I hope he is at peace. Director Hazen added a comment made by past SETD Commissioner Jim Servino that Kevin brought an important perspective to the Board. Hazen said it is not very often that you have a homeless person in an elected position. Hazen added that Kevin loved riding the buses and was friends with staff and he believes they were like family to him. Commissioner Withers asked that there be something written in the minutes to memorialize Kevin that will be read at the next meeting. Executive Director Hazen said that Mary could do that.

Commissioner Kevin Widener was a dedicated advocate and consistent user of public transportation. He used public transportation exclusively traveling to work in Portland and attending meetings in Salem. As a rider and prior to election he had attended the SETD Board meetings for many years. Kevin was elected to the Board of Commissioners in 2013 and again in 2017. Kevin regularly attended the SETD Board Meetings and related Conferences and Trainings. Commissioner Widener was a regular participant at District Board meetings. Commissioner Widener was interested and active in local government and attended meetings across the state and served on several committees throughout Clatsop

County. Commissioner Kevin Widener brought a valuable perspective to the Transportation District with his views and contributions as a rider and his appreciation and support of all those who are instrumental in the operation of public transportation.

4. **CHANGES TO AGENDA-** Commissioner Alegria requested adding a question about the District's Policy on Public Requests. Chair Taylor said this will be added as item C under New Business. Chair Taylor added discussion of the replacement of our Board member as item D under New Business. Commissioner MacDonald said he was hoping that we could donate passes in memory of Kevin Widener to the United Way Day of Giving on September 12<sup>th</sup> which Mary Parker has been checking into and requested that this be put under staff reports. Commissioner Alegria asked if there could be something put in the newspaper that included the Commissioners comments about Kevin. Executive Director Hazen said that Mary could do that. Commissioner Nino requested that it be on record that the June financial reports will be discussed next month at the September Board meeting. Executive Director Hazen thanked Commissioner Nino and explained due to the changeover of the financial program the July financials were not able to be completed so both August and July financial reports will be included in the September Board Pack.

Commissioner Boothe-Schmidt moved to approve the August 2020 Agenda as amended

Commissioner Withers seconded the motion

Discussion-None

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

Voting Nay: None

Motion passed unanimously

5. **PUBLIC COMMENT (3 minutes)-** Kathy Kleczek re-read the comments from that were submitted and read during the July meeting.

6. **APPROVAL OF THE JULY 23, 2020 BOARD MEETING MINUTES-**

Commissioner MacDonald 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. Chair Taylor- Nothing to report

b. Commissioner MacDonald-Nothing to report.

c. Commissioner Alegria- Reported that she had attended the SDAO training webinar on the Board's Responsibilities and there was a section on Public Records and that the Board make sure there is a policy and that the fees charged for making copies should be looked at.

d. Commissioner Withers- Thanked Diana for meeting with Sue and said he initially brought this up and had planned to meet with Sue but has not been able to due to family needs.

e. Commissioner Nino-Reported that she had a phone meeting with Sue Farmer about adding diversity to our staff. Diana attended the Small Urban Network Virtual Conference which covered virtual meetings, electric vehicles, training center tour and legislative priorities. Diana also Cohosted Transportation in the Time of Corona with Kathy Kleczek, doing the entire podcast in Spanish and discussing how the District operates, which was a lot of fun. Diana also added she is looking forward to the upcoming TAC meeting.

f. Commissioner Boothe-Schmidt- Reported she has been working hard campaigning.

## 8. FINANCIAL REPORTS-

July 2020 report delayed until the September Board meeting

## 9. OLD BUSINESS-

- a. Transportation Advisory Committee Vacancy- Executive Director Hazen reported that there has not been any applications sent in so he is extending the deadline to September 14<sup>th</sup> and said he would appreciate the Board reaching out to anyone they know that might agree to be interested. This position requires that the applicant represent or be a senior. There were suggestions of outreach locations. Mary said this was a press release and had been sent to radio, newspaper, chamber's and to the Seaside and Astoria senior centers and posted on bus shelters however the font is too small for posting on buses. Commissioner Withers suggested sending a copy of press release to the Senior and Disabled services and to the Board for handing out.
- b. Statewide Transportation Fund Approval STIF Updated Forecast-Executive Director Hazen reviewed forecast for STIF revenues for the formula program which have been reduced from the December 2019 forecast. Hazen said he was conservative in this year's budget, so our impact is only \$ 55,422. Hazen also reported that when the pandemic hit, we also put the brakes on the roll out of any new projects out of concern that we might be seeing a reduction in revenue. Hazen said we will continue to be conservative.
- c. CARES Act Needs Based Grant Update-Executive Director Hazen reported that when the CARES act was approved this money was to assist rural agencies and it was funneled through ODOT. ODOT made this into two programs, one which was a formula grant made available immediately and the other a needs-based grant. We received a little over \$500,00 from the formula grant which we have spent on cleaning, payroll and administrative leave. Hazen also said that we submitted a needs-based grant application for \$1,191,108 for the purchase of two remanufactured buses and operational costs for them for one year. These buses would add frequency and capacity to Route 101 due to the decrease in passengers from distancing requirements on the existing buses. The other project will be to update bathrooms so that they are touchless. Hazen reported that we were awarded \$861,100 which will cover the purchase of only one bus. This bus will be ordered from Complete Coach Works as soon as possible and should arrive within 6-7-months.

## 10. NEW BUSINESS

- a. ODOT Agreement No.34377-Executive Director Hazen explained that this is grant with ODOT and the Oregon Department of Veterans Affairs. Jason Jones wrote the grant originally asking for \$18,000 but due to there being fewer applicants than expected, the award received is \$20,000. Hazen reported that this grant will be used to enhance the existing Veterans Enhanced Transportation program that assists Veterans with transportation to the DAV van in Astoria and then takes Veterans to the VA clinics and the VA hospital in Portland. Hazen added that the DAV van is not ADA accessible so these funds can be used to cover the cost of using an ADA accessible van for Veterans as needed.

Commissioner MacDonald moved to approve Agreement 34377 and authorize the Board Chair to sign

Commissioner Boothe-Schmidt seconded the motion

Discussion-Commissioner Alegria asked if our attorney had to sign. Hazen said no the line for that is included on the grant form, but it is not required.

Commissioner Nino asked if we do not spend the funds by July 1, 2021 can the funds be used for other uses besides Veteran's health related trips. Hazen said we will use it all before next July.

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

Voting No- None

Motion passed unanimously

- b. Metro Bus Mobility Training Center Virtual Tour-Executive Director Hazen explained that this will be a tour of a training center that was designed after the TriMet Mobility Training Center in Portland. Hazen explained that this type of facility is used to teach, train and evaluate riders on many levels for many reasons including Paratransit eligibility. Hazen said Jason has been wanting to build a facility like this since he became Mobility Manager. Chair Taylor asked if SETD has land outside of the Seaside, Astoria and the Warrenton facility. Hazen said no we lease the Seaside property and own the Warrenton and Astoria property. Chair Taylor asked Hazen if he has any concept of where a location could be? Hazen said he has a couple of ideas but he has to talk to people about them. Hazen also said he may be hiring a consultant to help put project together.
- c. Public Records Policy- Executive Director Hazen displayed the updated Public Records Policy that Mary had completed and that the Board approved at the September 2019 Board Meeting. Mary said that she had used the SDAO policy to update the original SETD Public Records Policy from 2013. Mary will send the Board a copy of the fee sheet and confirm that the pricing is close to what SDAO recommends.
- d. Board Vacancy- Executive Director Hazen displayed the Board Policy for a Board vacancy. Hazen said Mary has made a Board member application packet that will be available on our website or can be printed, mailed, or picked up at the Transit Center.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the ODOT Monitoring Report of the RTC Compliance Finding Report which showed that most findings have been corrected.

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

14. OTHER ITEMS- Commissioner Alegria reminded staff that she will need to sign the July Board Minutes to take to Bank to change signers. Executive Director Hazen said that he would print out a copy for Pamela to sign.

Meeting was adjourned 10:48 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_

Pamela Alegria

Date \_\_\_\_\_

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