



**Sunset Empire Transportation District
Board of Commissioners
September 24, 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

Attending- Paul Nielson Isler CPA and Edward Stratton, Daily Astorian
3. BOARD APPOINTMENT FOR POSITION #2. Executive Director Hazen reported that there was one application received for the Board Commissioner vacancy position #2 from Rebecca Read and her application is included in the September Board Pack. Hazen said Rebecca was invited and is attending today's meeting and the Board is free to ask Rebecca questions. Hazen said staff is recommending that the Board appoint Rebecca Read to position # 2 to finish out the term that will expire on June 30, 2021.
Commissioner Withers moved to accept the recommendation from staff to appoint Rebecca Read as Board Commissioner and finish out the term that expires on June 30, 2021
Commissioner MacDonald seconded the motion
Discussion: Rebecca thanked staff and Board and said she appreciates the vote in favor, and she is ready to serve the best she can to fill this vacant term and looks forward to working with all.
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, and Boothe-Schmidt
Voting Nay: None
Motion passed unanimously
Chair Taylor swore Rebecca Read in as Board Commissioner position #2 and she joined the meeting.
4. CHANGES TO AGENDA- Executive Director Hazen requested to add the draft agreement for the Cares Act Grant to the agenda. Chair Taylor said this will be placed under b. in New Business.
5. PUBLIC COMMENT (3 minutes)- None
6. APPROVAL OF THE AUGUST 23, 2020 BOARD MEETING MINUTES- Commissioner Nino made 2 corrections. One on page 8 item # 4 should say July not June financial reports were not given and under Public Comment add the name of Stanford Lynx. Commissioner Alegria Page 9 asked if receiving \$20,000 was correct. Executive Director Hazen said it was.
Commissioner Withers moved to approve the August 2020 Board minutes with changes made
Commissioner Nino seconded the motion
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt
Voting Nay: None
Motion passed unanimously
7. FINANCIAL REPORTS-
July 2020 Financial Report-Tracy Lofstrom reviewed the July 2020 Financial and Exceptions Report. Commissioner Alegria asked what the \$1299 on page 5 under AR conversion means? Tracy explained that this is part of the conversion from Quick Books to the new system. Executive Director Hazen commented that the

additional column in the report will not be used until next year, but it will compare the balance sheet from this year to the balance sheet next year and will be very beneficial.

Commissioner Boothe-Schmidt moved to approve the July 2020 Financial Report as presented

Commissioner MacDonald seconded the motion

Discussion- None

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

Voting Nay- None

Motion passed unanimously

August 2020- Tracy reviewed the August 2020 Financial and Exceptions reports. Commissioner Nino asked about items 5203, 5204, 5302 and 5304 on page 12. She said the budget was high for these and the STIF funds, but the actual says \$0, so what does that mean. Tracy said the budget is a guesstimate of when money will come in and when we will expense it. Executive Director Hazen said some items are reimbursements which we have not received but we have received some of the grants but because of the conversion Tracy has not had time to put them in yet. No changes were made.

Commissioner Withers thanked Tracy for her work and the seamless transition to the new system.

Commissioner Alegria moved to accept the August 2020 Financial Report as presented.

Commissioner Boothe-Schmidt seconded the motion

Discussion- None

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

Voting Nay- None

Motion passed unanimously

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Nothing to report
- b. Commissioner Alegria-Nothing to report.
- c. Commissioner Withers- Reported that he has gone to the Seaside Transit Office several times and wanted to give kudos to Eric who works there and is a great guy! Charles also reminded everyone to complete their census because it brings funds to us.
- d. Commissioner MacDonald-Reported that he wanted to give kudos to Mr. Stratton for the wonderful article that he published in the Daily Astorian about Commissioner Widener.
- e. Commissioner Boothe-Schmidt-Nothing to report but she has been looking at the online webinars and plans to register.
- f. Commissioner Nino-Reported that she had attended the TAC meeting on September 9th. Jeff gave a report on funding and there were some new faces. We talked about filling the committee vacancy, but we will be doing that today. It was a good meeting. It was the first one this year and I was happy to join.
- g. Commissioner Rebecca Read-Reported that she has read through materials and past Board minutes and commended everybody for staying afloat and being on the road and doing everything that has been done. She accepted the request to be on the Board because she was impressed with the work of the Transportation District and the Board. She said she is on a learning curve here but is sure with orientation and a little time she will get up to speed and looks forward to furthering the mission of the District.

9. OLD BUSINESS-

- a. SETD 2019 Audit Report- Paul Nielson from Isler CPA presented an overview of the 2019 Audit Report that was included in the Board packets. The overview included the Required Communications and the Oregon Minimum Standards

Required Communications

- Auditors responsibilities- Express their opinion on the financial statement
- Significant findings- Yes there were several audit findings
- Significant estimates- SETD does not really have one due to lack of previous information

- Difficulties encountered during audit- Lack of communication from previous auditors
- Corrected and uncorrected misstatements- None
- Disagreements with management- None
- Management representation-Draft Audit report presented to Board. Final report delayed due to reviewer being evacuated for fire.

Oregon Minimum Standards

- Deposits of public funds- met requirements
- Debt limitans-met requirements
- Budget Testing-met requirements
- Insurance-met requirements
- Programs funded from outside sources-met requirements
- Investments of public funds-met requirements
- Public contracting-met requirements

Paul explained that this had been a difficult audit mainly because the previous auditor would not communicate at all with needed reports. Paul said there were findings, but they are mostly the same findings from last year and with the new software in place most of these findings will go away. Paul asked the Board to contact him with any questions they have. He enjoyed working with Tracy and Jeff and will be back soon to start the Audit for FY 2020.

Commissioner Nino moved to accept the Audit Report for 2019

Tracy seconded the motion

Voting Aye: Commissioner’s Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Nay- None

Motion passed unanimously

- b. Transportation Advisory Committee Appointment Position #9- Executive Director Hazen reported that applications were received from Lylla Gaebel and Nicole Williams. Both were invited to the meeting and the Board has the option of asking further questions of both applicants.

Commissioner Boothe-Schmidt nominated Lylla Gaebel

Commissioner Withers seconded the motion

Commissioner Nino nominated Nicole Williams

Commissioner Withers seconded the motion

After discussion, Chair Taylor asked Mary Parker to take a call vote for each of the nominations.

Lyla Gaebel			Nicole Williams	
Withers	Nay		Withers	Aye
Alegria	Nay		Alegria	Aye
Nino	Nay		Nino	Aye
MacDonald	Aye		MacDonald	Aye
Taylor	Nay		Taylor	Aye
Boothe-Schmidt	Aye		Boothe-Schmidt	Nay
Read	Aye		Read	Nay
Total- Aye 3 Nay 4			Total- Aye 5 Nay 2	

Chair Taylor reported that Nicole Williams had received the most votes.

Executive Director Hazen reported that there are also four Transportation Advisory Committee members whose terms are expiring this year. Each of them has expressed their desire to continue serving the District on the TAC and staff is recommending the reappointment of all for a two-year term.

Commissioner Nino moved to reappoint Larry Miller to Position # 1, Patrick Preston to Position # 2, Mel Jasmin to Position # 3 and Chris Breitmeyer to Position # 4 for a new 2-year term expiring June 30, 2022. Commissioner Alegria seconded the motion

Discussion- None

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

Nay- None

Motion passed unanimously

10. NEW BUSINESS

- a. Drug and Alcohol Policy Update- Executive Director Hazen explained that due to COVID conditions ODOT decided to do a Drug & Alcohol Policy review of subrecipients so we provided a copy of our D&A policy to RLS and Associates for review. Attached is a copy of the updated policy that includes an edit on attachment A on page 83. The edit adds the SETD Lot Attendant to the testing pool and will bring our policy into FTA compliance. Hazen said staff is asking that the Board approve the Drug and Alcohol policy and authorize the Executive Director to sign.

Commissioner MacDonald moved to approve the updated Drug and Alcohol policy and have the Executive Director sign.

Commissioner Alegria seconded the motion

Discussion- Commissioner Nino asked if these are Federal Guidelines and since cannabis is legal in our state when we do our testing is there a small amount of cannabis allowed as there is with alcohol, or do we follow federal guidelines. Sue Farmer said that when we interview someone for a safety sensitive position I make sure and give them information that informs them that marijuana may be legal but SETD follows Federal testing guidelines and the test has to be negative on their report.

Aye-Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Boothe-Schmidt and Read.

Nay- None

Motion passed unanimously

- b. Cares Act Grant 34115 Draft- Executive Director Hazen presented a draft of the Cares Act Grant that SETD received. Hazen said the original Grant request was for two buses however only one bus was approved along with maintenance for two buses and upgrading district bathrooms to touchless hand controls. The bus cost is \$330,000, operating maintenance \$520,000 and for touchless bathroom updates \$11,108. Hazen said all routes have reduced rider capacity due to the required 3-foot distancing between riders for COVID. Route 101 buses can reach capacity and riders must wait for 49 minutes until the next bus arrives. Hazen said that we more than likely will add the new bus to the Route 101 schedule and have it arriving at stops 20 minutes after the regular Route 101 bus. Hazen said Route 101 has our highest volume of riders and we do not want to lose their confidence. Hazen said there will be 2 more opportunities for applying for Cares Act grant funds by December 31st.

Commissioner Nino moved to approve the Draft Agreement for Grant 34115 and authorize the Board Chair to sign the final copy

Commissioner Withers seconded the motion

Discussion- Executive Director Hazen asked Paul if the bus will have a fat-tire bike rack? Paul said yes. Commissioner Withers asked if the price is for delivery to our location? Hazen said yes. Chair Taylor asked if that is for delivery in 6-8 months? Hazen said 6-7 months.

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

Voting Nay- None

Motion passed unanimously

- c. CORRESPONDENCE- Mary read a message from Facebook- Stanford Lynx- Following up the August SETD Board meeting mention of implementing Fat Tire Bike Racks on SETD buses. Can someone give an estimated time these Sportworks Fat Tire Bike Bus Racks will be placed into use? ► Note: I have damaged hearing, a text reply/answer would be appreciated. I cannot hear the audio.
Executive Director Hazen said that Paul has been talking to Stanford about the racks.
- d. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen said he wanted to publicly thank the Board because 6 years ago this week he was hired by the District as Executive Director although none of the current Board were on the Board at that time. Executive Director Hazen said he wanted to individually thank Paul and Kathy who were on the Board when he was hired for this opportunity and said he continues to love his job and the business that we are in of helping people and thanked the Board for their support. Hazen sent out an email and is again reminding everyone to register for Transit Tuesday through Oregon Transit Association. Hazen said ODOT had completed a transit access study which identified bus stops that needed to be improved in each county and we had 4 in Clatsop County. NWOTA is going to submit a grant through STF Discretionary program to begin construction of one stop for each of the NWOTA partners. Hazen said he chose the lonely white bench stop on Hwy 101and Ensign to be our first new shelter. There will be a pull out, a large covered shelter, bike racks, lighting and possibly a bike repair station. The average cost for these new stops is \$250,000 each. There is a 20% match but there will possibly be a way around that because of low income population. Hazen reviewed his monthly report.
Commissioner Withers asked if SETD could put together a way to donate to the fire victims especially with winter coming on maybe we could collect coats and items like that and use an email chain to let everyone know where they can bring donations. Mary will investigate doing this.
Commissioner Read said she had seen comments about recruiting a more diverse workforce and was wondering if the college does anything with SETD with workforce training. Commissioner Read said she had worked in workforce training at the college and was just making a comment but if there was any chance, we could talk about this comprehensively at another time I would be glad to participate in that conversation. Executive Director Hazen said we have a good relationship with the college, carry a lot of people up there, the president of the college is on our Transportation Advisory Committee. We have not set up training with them but Tillamook Bay Community College has a CDL program but there is a lot of cost with that. Hazen said we do CDL training in house while the driver is being paid. Hazen said the college is a resource and Sue pulls all the strings out when recruiting. Hazen said as far as diversity and equity the Board passed a resolution about that and Sue includes SETD's current statistics on that in her report every month. Hazen added that he will be attending a series of 6 courses on diversity beginning in November. Commissioner Read said she hopes that is reflected in the employees that are recruited in the future. Hazen said it is a key focus for the District this year.
- e. LEADERSHIP TEAM REPORTS- Open discussion between Board and Team members.
- f. OTHER ITEMS- None

Meeting was adjourned 11:15 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