



**SUNSET EMPIRE TRANSPORTATION DISTRICT  
DRAFT ZOOM BUDGET COMMITTEE MEETING MINUTES  
MAY 15, 2021  
9:00 AM**

1. CALL TO ORDER- Chair Tamra Taylor called the Zoom virtual meeting to order at 9:04 AM.

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2. BUDGET COMMITTEE ROLL CALL:

Tamra Taylor, Tracy MacDonald, Pamela Alegria, Debbie Boothe-Schmidt, Charles Withers, Diana Nino, Rebecca Reed, Christine Lolich, Jeff Frane, MaryAnn Brandon, and John Lansing. Melinda Ward and Tita Montero excused.

Staff Present- Executive Director Jeff Hazen, Finance Officer Kelly Smith, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker

3. ELECTION OF 2021-2022 BUDGET COMMITTEE OFFICERS-

**BUDGET COMMITTEE CHAIR**

Debbie Booth-Schmidt nominated Jeff Frane for Budget Committee Chair

Jeff Frane declined the nomination

John Lansing nominated Jeff Hazen for Budget Committee Chair

Jeff Hazen declined the nomination stating he was the Budget Officer

Tamra Taylor nominated Commissioner Booth-Schmidt for Budget Committee Chair

Charles Withers seconded the nomination

Debbie Booth-Schmidt accepted the nomination

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x		x
Nay							
Abstain						abstained	

Lolich	Frane	Brandon	Lansing	
x	x	x	x	10
				0
				1

4. BUDGET COMMITTEE SECRETARY

Tracy MacDonald nominated Charles Withers as Budget Committee Secretary

Diana Nino seconded the motion

Charles Withers had concerns about taking notes. Chair Booth-Schmidt informed him that he did not have to take notes but would be signing the approved minutes.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x		x	x
Nay							
Abstain					x		

Lolich	Frane	Brandon	Lansing	
x	x	x	x	10
				0
				1

5. APPROVAL OF MAY 16, 2020, BUDGET MEETING MINUTES

Jeff Frane moved to approve the May 16, 2020, Budget Meeting Minutes

Tamra Taylor seconded the motion

Discussion- Tamra Taylor asked that her name be corrected with only 2 a's. Rebecca Read asked that her last name be corrected from Reed to Read.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x	x	x
Nay							
Abstain							
Lolich	Frane	Brandon	Lansing				
x	x	x	x	11			
				0			
				0			

6. BUDGET OFFICER PRESENTATION- Budget Officer Jeff Hazen reviewed the Budget Message for fiscal year 2021-2022. Hazen discussed what SETD had put in place to protect riders and staff during the Covid 19 pandemic. This included hiring 14 Sani-techs which had been riding on each bus route all day long routinely disinfecting touch points and assisting with rider distancing. Hazen said he knew of no other transit service in the nation that has gone to this extent. Hazen reported Ridership decreased by 35% to 45% per month after having a great increase in ridership following the roll out of the Statewide Transportation Improvement Fund prior to the pandemic. After cycling through this whole year April's ridership was up by 20%. Hazen said last years budget was a challenge with the pandemic and due to the ongoing Covid requirements that this budget is conservative. Hazen said we are proposing to hire 5 new drivers next year. All employees will be receiving a 2% cost of living increase in July and they also will receive their step increase on their anniversary. Represented employees receive longevity pay and we will be adding that to non represented employees as well. We also will be offering a \$20,000 life insurance policy for all employees as well as a choice to purchase more insurance for themselves or spouses without any medical exam. There will be carryover from last years budget to this year because of the delays in receiving buses that are on order. Hazen said we will be taking advantage of the statewide purchasing program to purchase two electric vehicles for the Driver Supervisors. Hazen said that SETD will be doing an upgrade on our radio communication system and installing equipment on an existing tower in south county so that our drivers no longer have dead zones. Hazen said we will be purchasing new post bus lifts to assist with maintenance on the larger buses we now have. The NWConnector will be installing 3 new shelters at locations previously determined from a study and one of the locations is in Warrenton on Ensign and Hwy 101 where currently there is only a bench. There will also be a bus pullout constructed at this location. Hazen said we will be using some of our STIF as match for this project. STF funds will be used for operating fixed route and Paratransit service and the free Vaccination Transportation services that we provide to the Covid clinics. Hazen said the STIF will continue to fund routes that were added last year but will also be funding a new weekend bus route in Seaside.

7. DISCUSSION OF FUND BUDGETS- Budget Officer Hazen reviewed funding budgets

- i. General Fund- Total Resources \$7,171,759 Total Requirements \$7,171,759
- ii. STF Fund- Total Resources \$132,935 Total Requirements \$132,935
- iii. STIF Formula Fund- Total Resources \$1,532,421 Total Requirements \$1,532,421
- iv. STIF Discretionary Fund- Total Resources \$552,000 Total Requirements \$552,000

- v. Capital Reserve Fund Total Resources \$974,214 Total Requirements \$974,214

Materials and Services- Diana Nino requested that professional translation services be included in the budget. Hazen suggested that this not be added to the budget at this time since he has no idea of what the cost will be. He said if the Board directs him he will go out for an RFQ for translation services and use contingency funds for the cost. Tamra Taylor requested that the discussion about translation services be moved to the June Board Meeting. Jeff Frane said that Trimet would be a good resource for translation services as he used them when he worked there.

8. PUBLIC COMMENT- From Facebook:

From Stanford Lynx: Several SETD Board Meetings ago I was told that SETD will be getting some replacement buses; and they will be getting new bus racks that include the Apex Fat Tire Option Racks for fat tire bikes. More and more people are getting these bicycles, me included. It is too dangerous to ride bicycles over the New Youngs Bay and the Astoria Megler Bridges.

If SETD incorporates the 'Fat Tire Option Bike Racks, people can take their fat tire bikes with them and travel much safer with the buses transporting the bike and rider over the bridges. I would again be able to buy the monthly bus passes.

When are the fat tire Bike Racks going to be in service?

From Shelia Rickers: Has Sunset thought about doing Token Transit like Pacific County Washington State is about to start June 1.

Response to Comments: Executive Director Hazen responded that all the new buses will have fat tire racks. Executive Director Hazen said he did not know that Pacific County Transportation was implementing Token Transit which will work well since SETD will also be implementing Token Transit soon.

9. APPROVE BUDGET- Budget Committee Chair asked for a motion

Tracy MacDonald moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners approve the budget of 2021-2022 fiscal year in the amount of \$7,171,759

Rebecca Read seconded the motion

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x	x	x
Nay							
Abstain							

Lolich	Frane	Brandon	Lansing	
x	x	x	x	11
				0

Motion passed unanimously

Jeff Frane moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt property taxes for the 2021-2022 fiscal year at the rate of 16.2 cents per \$1,000 of assessed value for the permanent tax levy.

Diana Nino seconded the motion

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino
Aye	x	x	x	x	x	x	x
Nay							
Abstain							
Lolich	Frane	Brandon	Lansing				
x	x	x	x	11			
				0			

Motion passed unanimously

Executive Director Hazen thanked everyone for taking the time to serve on the Budget Committee. Jeff Frane thanked Jeff for wrapping things up so quickly. Budget Committee Chair Debbie Boothe-Schmidt thanked everyone for serving on the Budget Committee.

Meeting was adjourned at 11:16 AM

Mary Parker, Recording Secretary

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 Budget Secretary Date \_\_\_\_\_

FOR INFORMATION ONLY