



**Sunset Empire Transportation District  
Board of Commissioners  
June 24, 2021  
Board Meeting and 2021-2022 Budget Hearing  
Zoom 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 Debbie Boothe-Schmidt and Commissioner Rebecca Read. Commissioner Diana Nino excused

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

3. CHANGES TO AGENDA- None

4. PUBLIC COMMENT (3 minutes)- Executive Director Hazen reported that the only public comment was a letter written by Thomas Peterson which was included in the Board Pack and of record.

5. APPROVAL OF THE MAY 27, 2021, BOARD MEETING MINUTES-

Commissioner Booth-Schmidt moved to approve the May 2021 Board Minutes  
Commissioner Read seconded the motion.

Discussion-Commissioner Alegria asked why Cannon Beach is not charged for Route 21 service in the summer. Executive Director Hazen explained that historically during the time that the Seaside Streetcar runs in the summer, Cannon Beach is not billed for Route 21 services because Seaside is not charged for the Streetcar services. Two misspellings were noted. Commissioner Rebecca Read reported that she had asked at the last meeting that the staff's first and last name and position be included in minutes out of respect for them, however Discussion on how Commissioners and Staff was clarified. Chair Taylor suggested going forward just using the title and last name is appropriate.

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

6-Aye

0-Nay

Motion passed.

6. FINANCIAL REPORTS-

May 2021 Financial Report- Financial Officer Smith asked if there were any questions. Commissioner Boothe-Schmidt asked why there was payroll 3 times in May. Financial Officer Smith explained that in the Month of May there were actually three cut offs for payroll, so it put payroll over budget for the month but within realm for the year. Financial Officer Smith reported that the Balance Sheet is off about \$40 and is working on that. She also has been continuing to work with the auditor on the AR conversion on the balance sheet. Commissioner Alegria asked what item #2100, Approved Labor System for \$112,000 on page 12 is. Financial Officer Smith said she was not sure and would investigate what goes into this. Commissioner Alegria also asked why there are balances in

brackets and liabilities showing as negatives on page 12. Financial Officer Smith said that these are not showing correctly which could be a timing issue and may be what is causing the Balance Sheet to be off. Financial Officer Smith will correct the Balance Sheet and send it to the Board.

Commissioner MacDonald moved to accept the May 2021 financial reports with the pending changes to be made to the Balance Sheet.

Commissioner Boothe-Schmidt seconded the motion.

Discussion- None

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

Aye-6

Nay-0

Absent-1

#### 7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Reported that she wanted to alert everyone that at the end of July she will be moving out of Clatsop County and will need to resign her position with Sunset Empire Transportation District. She has received a promotion and an opportunity and will be moving to Klamath Falls. Chair Taylor asked that the Board help get the word out there and pick someone to help the Board grow and continue the great ways it has gone so far.
- b. Commissioner MacDonald- Apologized for the technical difficulties he is having as he is attending today's meeting from Lewiston, Idaho.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Reported he would like to extend his condolences to Jeff on his loss.
- e. Commissioner Boothe-Schmidt- Reported she is looking forward to people coming here this weekend from Portland to get out of the heat. Traffic will be terrible so she may ride the bus.
- f. Commissioner Read- Reported that she is still working with the pre-trial court staff to come up with creative ways to help the pre-trial and paroled folks access their appointments.

#### 8. FISCAL YEAR 2021-2022 BUDGET HEARING-

Chair Taylor opened the Budget Hearing for the 2021-2022 fiscal year Budget as approved by the Budget Committee for Sunset Empire Transportation District. Chair Taylor asked if there was anyone from the public that would like to comment on the approved 2021-2022 budget? There were no public comments made or submitted. Chair Taylor asked if the Budget Officer had any changes or adjustments to make to the approved Budget. Budget Officer Hazen said yes, based on discussions at the last Board Meeting concerning translation services and other items that have come up in the last couple of weeks. Hazen explained that the adjustments do not require republishing the Budget. Budget Officer Hazen recommended the following adjustments:

General Fund Resources:

Add \$20,000 for the amendment to Agreement 34377 for RVHT

General Fund Requirements:

Add \$20,000 to Provider Services for the RVHT program

Add \$12,000 to Computer Information Technology for addition of service to tablets on fixed routes buses and warranty extension on one server

Add \$2,300 in Small Equipment/Tools for tablets for fixed route buses

Add \$11,000 to Professional Services for translation services as directed by the Board

Add \$12,000 in Capital Outlay for replacement of two servers

Reduce Operating Contingency to \$127,700 to fund these additions except for the RVHT program.

Hazen said that he took funds to cover the purchase of the tablets and servers from Contingency which reduced it to \$127,700. Commissioner Alegria asked why he was comfortable spending contingency? Hazen explained Contingency is money set aside that you think you will spend but you do not know what you are going to spend it on ahead of time and can be used just in case. Commissioner Withers asked if this is a Rainy-Day Fund and asked if we used Contingency funds for Covid? Hazen said Contingency is not considered a Rainy-Day Fund and we did not use Contingency funds for Covid. Hazen said staff is recommending that the Board approve Resolution 2021-01, adopting the 2021-2022 Budget and making the appropriations imposed on the tax levy for local government. Hazen made corrections to Resolution 2021-01 and placed the corrected Resolution on the screen with a Budget total of \$10,371,329.

Commissioner Boothe-Schmidt moved to approve Resolution 2021-01 adopting the 2021-2022 Budget and making the appropriations and impose the tax levy for local government.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

Aye-6  
 Nay-0  
 Absent-1

9. CONTINUED BUSINESS

- a. Route Changes- Chief Operating Officer Lewicki reported that that there has been a continued effort in the past few weeks to make final adjustments to the updated schedules, so there may be a slight difference to the schedules that were included with the Board pack. Lewicki explained that SETD had used “Clock-face” scheduling in the past, instead of having a realistic schedule that allows for the conditions and actual time needed for each route. Lewicki said there is still a lot of work to be done once these routes are approved, from posting new schedules in shelters, services, businesses, on Facebook and the web to making individual paddles (booklets) for each driver to use. Commissioner Withers commented on how Route 101 can be. You can ride from Seaside to Cannon Beach, and it takes 20 minutes and then ride it again a little later and it will take an hour. Riders usually find out from the driver if there is a backup and asked if that is typically how everyone finds out. Lewicki said yes specifically for the unexpected delays, however going forward we will be reviewing time schedules 3 times a year to make a greater effort to tweak schedules to be more accurate whether in summer or winter and so schedules are more relevant in our area. Lewicki also said the drivers and supervisors are in constant contact with each other and will do everything they can in support of our riders, from adding a shuttle for extra riders, to adjusting a schedule to accommodate current delays they will find a way.

Commissioner MacDonald moved to approve the proposed changes to Routes 10,13,15,16,20 and 101 and make them effective on July 1, 2021.

Commissioner Alegria seconded the motion

Discussion- No further discussion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

Aye-6  
 Nay-0  
 Absent-1

- b. Token Transit- Executive Director Hazen presented the new Token Transit training video that Mobility Manager Jason Jones and Chief Operating Officer Lewicki produced. The video will be available on

Facebook, web and available for training riders. The plans are to do an outreach blitz during the last week of July with staff and Board going out in the community to explain how to access and use Token Transit to riders. Lewicki reminded everyone that for now, we only will be selling day and monthly passes, not single tickets on Token Transit. Hazen said he and Lewicki will be meeting with each of the Board members to share the marketing materials and go over how to demonstrate and use the Token Transit prior to doing outreach.

10:08- Chair Taylor called for a 5-minute break

10:15- Chair Taylor called the meeting back to order.

10. NEW BUSINESS

- a. Transportation Advisory Committee (TAC) Appointments- Executive Director Hazen said that there are currently 4 positions expiring on the Transportation Advisory Committee. The public was notified of the open positions. Tita Montero, Doug Pilant and Nicole Williams all said they would like to remain on the committee. Executive Assistance Parker said she had received a phone call after the Board Pack had gone out from Lin Anderson who had been having technical problems and had not been receiving emails. Lin said she would also like to remain on the TAC. Executive Director Hazen said if re-appointed we have a plan for helping Lin with her technical issues. Executive Director Hazen reviewed the 4 expired TAC member positions: #5 Lin Anderson, Rider and Low Income, #7 Tita Montero, Local Government, #8 Doug Pilant, Neighboring Transit, #9 Nicole Williams, Seniors/Disabled. There were two applications submitted from the public. Tom Peterson and Victor Kees’ applications were included in the Board Packs. Commissioner MacDonald said he has experience with all members involved and would support the existing TAC committee being re-appointed but also has much experience working with Vic Kee and would recommend him as well. Commissioner Read recommended that we let Mr. Kee know we will keep him in mind if someone steps down and acknowledge his offering to serve and let the committee know if re-appointed that there are new people in the community that will step in. Commissioner Alegria suggested that SETD have a backup person for contacting Board or Committee members that have been out of touch. Executive Director Hazen said that by-laws do not allow that but would look at staying in closer contact with committee members. Commissioner MacDonald asked if applicants for the TAC committee had to be residents of the Clatsop County. Executive Director Hazen said that the TAC bylaws do not require that applicants be Clatsop County residents or registered voters.

Commissioner Boothe-Schmidt moved to re-appoint Lin Anderson, Tita Montero, Doug Pilant and Nicole Williams to the Transportation Advisory Committee.

Commissioner MacDonald seconded the motion

Discussion- No further discussion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							absent	0

Aye-6

Nay-0

Absent-1

- b. ODOT Agreements Approval- Executive Director Hazen presented 4 ODOT Grant Agreements. Agreement 35316 for the Marketing Plan, Agreement 34997 for Operations, Agreement 35192 for Mobility Management and Agreement 34962 for the Special Transportation Fund to be used for Operations. ODOT Regional Coordinator, Arla Miller also commented that ODOT still owes SETD another Grant for the Astoria to Portland Lower Columbia Connector. Regional Coordinator Miller explained that since ODOT is so far behind they are going to do pre-award authority with no repercussions to SETD and she thanked the Board for doing the job you do. Chair Taylor asked Executive Director Hazen to give an overview of what the grant application process is like. He explained the details of finding out what grants are available, qualifying and the application

writing process, the submission of the grant and then management of the grant. Executive Director Hazen also clarified that the Operations Grant is larger than it would have been because ODOT has included the remainder of the Cares Act funding in the Operations Grant. Executive Director Hazen asked that the motion include all 4 grants.

Commissioner Boothe-Schmitz moved to approve Grant Agreements 35316, 34997, 35192, 34962 and authorize the Board Chair to sign them.

Commissioner MacDonald seconded the motion

Discussion- No further discussion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

Aye-6

Nay-0

Absent-1

c. ODOT AGREEMENT 34377 RURAL VETERANS HEALTHCARE TRANSPORTATION

AMENDMENT- Executive Director Hazen explained that because of Covid we were unable to complete this grant by the end of the fiscal year. We have written an amendment to extend this grant expiration date from June 31, 2021, to December 31, 2021.

Commissioner MacDonald moved to approve Amendment #1 to ODOT Agreement #34377 and authorize the Board Chair to sign.

Commissioner Boothe-Schmidt seconded the motion

Discussion-No further discussion

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

Aye-6

Nay-0

Absent-1

d. CLATSOP COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN -

Executive Director Hazen explained that this is an exciting time. This is an update to the Clatsop County's Hazards Mitigation plan between the County, cities, special districts, citizens, public agencies, non-profit organizations, the private sector and regional organizations. Executive Director Hazen said he gave the Board a link to the entire plan, which is 582 pages, but he also included an overview of what is important to SETD. At this time, FEMA has provided pre-approval of the updated plan. The next step is for all the participants to adopt by Resolution the plan as written. Executive Director Hazen said that once adopted, the plan will be submitted to FEMA for final approval, and once approved we will be able to mitigate what can be done ahead of time to relocate operations and reduce our risk.

Commissioner Read moved to approve Resolution 2021-02 adopting the Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan

Commissioner Withers seconded the motion

Discussion- Commissioner Alegria said on Page 161 under Electricity and Gas the last part of the sentence is incomplete. Executive Director Hazen said he would make sure that they are aware of that. Commissioner Alegria also said that on page 165 under tsunami the second

sentence does not make sense it should say following. Commissioner Alegria also said that on page 167 last paragraph first sentence amenities is not defined. Hazen said that this is referring to our Title 6 program.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	x	x	x		6
Nay							Absent	0

Aye-6  
 Nay-0  
 Absent-1

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen thanked the Board for the plant he received from them in memory of his father. His father’s grave site services will be in the Dalles this weekend. Executive Director Hazen reported that he could not meet with the County Manager on the 21<sup>st</sup> so will be meeting with them later today to see what their plan is for the ARA funds they will be receiving. We have announced that Jennifer Geisler has been named Deputy Operating Officer. We will get the public announcements out for a new Board Member.

13. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board.

14. OTHER ITEMS- None

Meeting was adjourned 11:30 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_  
 Pamela Alegria

Date \_\_\_\_\_