



**Sunset Empire Transportation District
Board of Commissioners
July 22, 2021
Board Meeting
Zoom Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:05 AM.
2. ROLL CALL:
Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer Pamela Alegria, Commissioner Charles Withers, Commissioner Debbie Boothe-Schmidt, Commissioner Diana Nino and Commissioner Rebecca Read.

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Kelly Smith, Deputy Operations Officer Jennifer Geisler, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones
3. ELECTION OF OFFICERS:
 - a. Chairperson – Commissioner MacDonald made a motion to nominate Commissioner Debbie Boothe-Schmidt. Commissioner Charles Withers seconded the motion. Commissioner Debbie Boothe-Schmidt accepted the nomination. The Board agreed with unanimous consent in favor of the nomination of Commissioner Boothe-Schmidt to serve as Board Chair.
 - b. Vice-Chairperson – Commissioner Alegria made a motion to nominate Commissioner MacDonald. Commissioner MacDonald accepted the nomination. Commissioner Nino seconded the motion.
 - c. Secretary/Treasurer – Commissioner Withers nominated Commissioner Nino. Commissioner Nino accepted the nomination. Commissioner Read seconded the motion.
4. CHANGES TO AGENDA- Commissioner Nino said the item numbers in packet are incorrect. The Board reviewed and corrected the incorrect item numbers in the packet.
5. PUBLIC COMMENT (3 minutes)- Executive Director Hazen reported that no one was online or Facebook at this time. Board Chair Boothe-Schmidt received consensus from the Board to check back on this item later in the meeting. No Public Comment was heard at this meeting.
6. APPROVAL OF THE JUNE 17, 2021, BOARD MEETING MINUTES-
Approval of the June 17, 2021 Board Meeting minutes will be postponed to the August Board Meeting.
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Chair Boothe-Schmidt – Thanked Commissioner Taylor for her 2 years of service on the Board. Commissioner Boothe-Schmidt said Commissioner Taylor has been an asset to the Board, done a great job and will be missed.

The Board presented Tamara with a crystal paperweight gift of appreciation for her service on the Board.
 - b. Commissioner MacDonald – Asked for an address from Commissioner Taylor so he can gift her the snow shovel that he has needed only once since he moved here. It will probably come in handy in Klamath Falls.

Reported that he has been trained in Token Transit training and is anticipating participating in the roll-out.

- c. Commissioner Nino – Reported that though she couldn't attend the June Board Meeting, she watched the ZOOM meeting on Facebook and is grateful that there is that option. She expressed her congratulation to Jennifer Geisler on her new position as Deputy Operations Officer and other staff that are continuing their training.
- d. Commissioner Read – Reported that she received Token Transit training and will be stationed at the McDonalds shelter in Seaside Monday, Tuesday, and Wednesday.

Reported her participation with Clatsop County Public Safety Coordinating Council and conversation that continues on how transportation remains a barrier especially for those living in rural areas with no bus service. Commissioner Read appreciates SETD Transportation Options Specialist Kathy Kleczek's input on "Get There" citing alternative transportation for people off route. Collaboration between SETD and the judicial system may be able to provide the resources needed to aid in the success of parolees.

- e. Commissioner Withers – Reported that he met Commissioner Taylor literally two weeks after moving to the area and said that she may be the first Oregonian he met. He commended Commissioner Taylor on doing a great job juggling the last 18 months and said that Tamra is the real deal, and he will miss her a lot and look forward to her coming back.
- f. Commissioner Alegria – Nothing to report.
- g. Commissioner Taylor – Reported that the worse thing about leaving the area is leaving this Board. It has been an extremely positive experience. The make-up of the Board is perfect, we did a lot of great things despite COVID, the District has a great leader in Jeff, and I am checking out Basin Transit for possible opportunities. She thanked the Board for the gift and said that it will be very comforting.

8. FINANCIAL REPORTS-

June 2021 Financial Report-

Financial Officer Smith asked if there were any questions. Commissioner Nino questioned the expense on page 9 under expenses, Item 8076 Election Fees \$7,842.46. She asked why it is such a high expense when only 4 board members were on the ballot. Director Hazen explained that besides the election's fees the District has to pay for their portion of the voters pamphlet. It was budgeted for \$8,000 and came in a little under that.

Commissioner Nino asked about Page 11 of the A/R Aging Item 6214 Tillamook County June 1st COVID meals. Financial Officer Smith explained that SETD delivers food bank meals, and the expense is billed through Tillamook. They pay us to deliver these meals.

Commissioner Alegria asked about page 8 Item 4021 under revenue Medicaid Fares the actual \$70,702.64 received seems rather large compared to the budget amount of \$40,500. Financial Officer Smith explained that the reimbursement is for rides that Tillamook dispatches to SETD which were in excess of the budgeted amount.

Commissioner Alegria asked about Page 9 Items 6010, 6110, 6210 Wages, Taxes and Benefits that are in the hole. She asked if grant money will remedy this negative balance. Director Hazen explained that there will be distributions from several COVID grants that will be applied going back to last fiscal year and those accounts will get caught up.

Commissioner Alegria asked about Page 9 Item 8031 IT Services and how that deficit will be filled. Executive Director Hazen said that that line item would remain in the negative. It is important to note in the budget that some accounts under Materials and Services may go over, but the most important number to look at is the total for this Materials and Services which came in under budget.

Commissioner Read asked if the budget reports could be in landscape with a bigger font, and if the dark green headers could be changed to a lighter color to help make the budget documents easier to read. Finance Officer Smith will make those changes.

Commissioner Alegria asked about the \$20,000 A/P Conversion on the Balance Sheet. Finance Officer Smith is working on reconciling that with the auditors.

Commissioner Read moved to accept the June 2021 financial reports.

Commissioner MacDonald seconded the motion.

Discussion- None

Name	Boothe-Schmidt	MacDonald	Nino	Read	Alegria	Withers	Taylor	
Aye	x	x	x	x	x	x	x	7
Nay								0

Aye-7

Nay-0

9. CONTINUED BUSINESS

a. Token Transit Outreach –

Director Hazen is conducting training with Board members in preparation for roll-out next week but is still working on schedules with Commissioners and their availability. A staff member will join the Board member during the roll-out until they are comfortable with the process. Call Director Hazen with any questions that may arise during the roll-out. Commissioner Nino asked about training videos and if videos are in other languages. Director Hazen will check. A video was done by Mobility Manager Jones and presented at the drivers meeting.

Commissioner Nino mentioned that if there are known bus stops with higher Hispanic concentration to let her know and she will train in those areas.

Board members were asked to wear their badges as a means of identification. Wearing masks will be by individual preference.

b. Other –

Commissioner Nino commented on the multi-lingual gap that hinders outreach to the Hispanic community. She is glad to see that translation services were approved in the budget.

10. NEW BUSINESS

a. Selection of New Commissioner for Position #6 -

Due to the vacancy created by the resignation of Commissioner Taylor a news release was published for applications to this position. The District received two applications. The applicants were Paul Davis and Guillermo Romero. Mr. Davis joined the Board meeting via ZOOM. Mr. Romero was not able to attend due to an employment conflict. Mr. Davis responded to several questions posed by the Board.

Discussion - The Board discussed the qualifications of both applicants.

Chair Boothe-Schmidt opened for nominations.

Commissioner Read nominated Guillermo Romero.

Commissioner Alegria seconded the motion.

Name	Boothe-Schmidt	MacDonald	Nino	Read	Alegria	Withers	Taylor	
Aye	x	x		x	x	x	x	7
Nay								0
Abstain			x					

Aye-6

Nay-0

Abstain -1

- b. Committee Assignments (Transportation Advisory Committee, Executive Director Evaluation & Compensation Committee, Northwest Oregon Area Commission on Transportation) – Board Chair determines Board assignments for the new year. Three committees:
1. Transportation Advisory Committee currently held by Diana Nino. Commissioner Nino was reappointed to the TAC.
 2. Evaluation & Compensation Committee currently held by Commissioners Taylor, MacDonald, and Withers. Board Chair Boothe-Schmidt will replace Commissioner Taylor on the committee. Commissioner Alegria will replace Commissioner MacDonald and Commissioner Withers will remain on the committee.
 3. Northwest Oregon Area Commission on Transportation
Commissioner MacDonald was reappointed to the Northwest Oregon Area Commission on Transportation.
- c. ODOT AGREEMENT 35108 STIF Discretionary Grant – This agreement is for the biennium that began on July 1, 2021. This agreement funds the Lower Columbia Connector Route serving Astoria to Portland. This grant was delayed in delivery, but ODOT gave us pre-award authority and we will be able to seek reimbursements for costs incurred beginning July 1, 2021. Exhibit A Project Description and Budget was reviewed by the Board.

Commissioner MacDonald moved to approve ODOT Agreement 35108 and authorize the board Chair to sign it.

Commissioner Nino seconded the motion.

Discussion – No further discussion.

Name	Boothe-Schmidt	MacDonald	Nino	Read	Alegria	Withers	Taylor	
Aye	x	x	x	x	x	x	x	7
Nay								0

Aye-7

Nay-0

- d. District Credit Card Addition - As of July 1, 2021 Jennifer Geisler took on the role of Deputy Operations Officer. A request is being made by Executive Director Hazen to issue a credit card to Jennifer with a limit of \$2,000. The addition of this credit card would also increase the District total credit card limit to \$18,500.

Commissioner Nino moved to approve a credit card for Jennifer Geisler in the amount of \$2,000 and to increase the District credit card limit to \$18,500.

Commissioner Withers seconded the motion.

Discussion – No further discussion.

Name	Boothe-Schmidt	MacDonald	Nino	Read	Alegria	Withers	Taylor	
Aye	x	x	x	x	x	x	x	7
Nay								0

Aye-7

Nay-0

- e. In-Person Board Meetings Resumption - Board meetings have been held virtually on the ZOOM platform since April 2020 due to COVID-19 restrictions. Considering the changes in restrictions on wearing masks in Oregon effective June 28, 2021, and restrictions imposed by the CDC, TSA, USDOT and FTA on transportation set to expire September 13, 2021 the Board should determine if they would like to return to in-person meeting. Wearing masks will still be in effect for the August 26th meeting, and the meetings will continue to be available via

ZOOM.

Chair Boothe-Schmidt says that she is concerned about the uptick of the Delta variant cases, and that masks muffle voices making communication difficult. It was suggested to put discussion of in-person Board Meetings off for another month and see what the status of COVID rates look like in August. All agreed.

f. November/December Board Meeting Dates -

It has been a typical practice for the Board to combine the November and December Board Meetings. After a brief discussion the Board chose December 9, 2021 to hold the combined November/December Board Meeting. The financials for November and December will be reviewed at the January 27, 2022 Board Meeting.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT-

Continuing to work on the RFP for the Ridership Marketing Study.

There have been positive comments on the Token Transit roll-out.

Recently learned of some issues that are popping up for transit agencies using electric buses that are currently on the market. Glad the District hasn't invested in electric buses. This will give us time to see what emerges and how they take care of the problems arising currently. The District will still be looking at alternative fuel and electric buses. In the past the District owned a hybrid bus that had great difficulty on the hills.

Reported that the shelter project is moving forward and NWOTA has engaged Jacobs Consulting to do some extra work needed. We likely won't see construction begin until next year.

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

14. OTHER ITEMS- None

Meeting was adjourned 10:54 AM

Sue Farmer, Recording Secretary

Secretary/Treasurer _____

Diana Nino

Date _____