



**Sunset Empire Transportation District  
Board of Commissioners  
April 28, 2022  
Zoom Board Meeting Minutes**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read and Commissioner Guillermo Romero  
Commissioner Charles Withers excused.

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

3. CHANGES TO AGENDA- None
4. EXECUTIVE SESSION OPENED-At 9:08 AM Chair Debbie Boothe-Schmidt announced that the Board of Commissioners would now be going into Executive Session and non-designated staff and other persons in attendance were asked to leave the conference room until the end of the Executive Session.
  - a. Pursuant to ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations
  - b. Pursuant to ORS 192.660(2)(i) To review and evaluate the job performance of the Executive Director

EXECUTIVE SESSION CLOSED-At 10:10 AM Chair Debbie Boothe-Schmidt closed the Executive Session and all that were dismissed from during the session were asked to return to the meeting.

5. PUBLIC COMMENT (3-minute limit)- None
6. APPROVAL OF THE MARCH 24, 2022, BOARD MEETING MINUTES-  
Commissioner MacDonald moved to adopt the March 24, 2022, Board Minutes  
Commissioner Nino seconded the motion  
Discussion- None

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

7-Aye  
0-Nay  
Motion passed.

7. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS MARCH 2022- Financial Officer Kelly Smith is on vacation so Executive Director Hazen answered several questions and clarified and explained other comments. No changes were made to the report.

Commissioner Nino moved to approve the March 2022 Financial Reports as presented  
Commissioner Romero seconded the motion  
Discussion- None

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

7-Aye  
0-Nay  
Motion passed.

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Nothing to report other than our Budget Month is coming up.
- b. Commissioner Alegria- Nothing to report
- c. Commissioner Withers- Reported that he had been busy with the Executive Director Evaluation Committee. Commissioner Withers also asked why the Seaside Transit Office was closed during the past week. Executive Director Hazen said it was due to employee illness and lack of staff.
- d. Commissioner Romero- Nothing to report
- e. Commissioner Nino- Nothing to Report
- f. Commissioner Read- Reported that the members of the Public Safety Coordinating Counsel are aware of the Returning Citizen Program and said she thinks it would be a good opportunity to keep that line of communication open as we move forward. Executive Director Hazen offered to do a presentation. Commissioner Read will let them know.
- g. Commissioner Boothe-Schmidt- Reported that she enjoyed working on the Executive Director Evaluation Committee and invited he Board to the Employee Barbecue and meeting tomorrow at 11am and 2:30 pm.

8. CONTINUED BUSINESS

- a. Appointment of Tracy MacDonald to the City of Seaside’s Transportation Advisory Committee- Executive Director Hazen explained that this is a follow-up from last month’s Board Meeting and that he had included an overview of what the purpose and function of the committee in the Board Pack. Commissioner MacDonald has been attending these meetings as a resident for a long-time bus he sees the benefit of having someone from our District being on it.

Commissioner Alegria moved to appoint Tracy MacDonald to the Seaside Transportation Advisory Committee with the understanding that any decisions on recommendations to the City Council on matters involving SETD must come before the SETD Board of Commissioners for approval.  
Commissioner Nino seconded the motion  
Discussion- Commissioner Withers thanked Commissioner MacDonald for him stepping up to be on the committee.

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

7-Aye  
0-Nay  
Motion passed.

9. NEW BUSINESS-

- a. Approval of Collective Bargaining Agreement (CBA) with Amalgamated Transit Union (ATU 57) - Executive Director Hazen reviewed the details in the new agreement saying that this will be a 5-year contract and that the wages for drivers have increased between 10 and 15% and will continue to increase 2.5% for the next 4 years. The agreement includes the addition of Juneteenth (June 19<sup>th</sup>) Holiday, longevity bonuses, increasing the life insurance policy to \$20,000 and the district will now pay for short term and long-term disability. Executive Director Hazen said the negotiations with the Union went very well and the SETD employee bargaining unit voted yes on this agreement last week. An Employee Barbecue is planned tomorrow to celebrate. Commissioner Withers commented that he hopes as a Transit District, SETD will commemorate the Juneteenth Holiday on the actual day.

Commissioner MacDonald moved to approve the five-year collective bargaining agreement with the Amalgamated Transit Union Division 757 effective May 1, 2022.  
 Commissioner Romero seconded the motion  
 Discussion- Commissioner Romero commented on the excellent job staff had done on this agreement. Also applaud you your work on retention and longevity. Commissioner Boothe-Schmidt also added that she also wanted to commend staff on adding longevity because one of the great costs for employers is employee training.

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

7-Aye  
 0-Nay  
 Motion pass

- b. Approval of Executive Director Employment Agreement- Human Resources manager Sue Farmer reported that the Executive Director Evaluation Committee had met to conduct the Executive Director Jeff Hazen’s annual review. Changes to the agreement are highlighted in the Agreement packet that was given to the Board today. The Agreement was reviewed by Legal Counsel and there were no changes made. The agreement will be in effect from May 1, 2022, through June 30, 2027 however his compensation agreement will be in effect until June 30, 2023. Short term and long-term disability insurance was added, and his retirement benefit was increased from \$800 to \$1000 per month. Sue reported that the sub committee also recommended a 4% increase to Executive Director Hazen’s annual salary to \$103,280. Sue said his pay increase is the same as the other non-represented employees.

Commissioner Alegria moved to approve the Executive Director’s Employment Agreement  
 Commissioner Withers seconded  
 Comments- Commissioner MacDonald asked that the Sub Committee’s evaluation be included in the Employment Agreement.  
 Commissioner Alegria amended her motion to approve the Executive Director Jeff Hazen’s Employment Agreement from May 1, 2022, to June 30, 2027, including the Executive Director Hazen’s Evaluation summary and authorize the Board chair to sign.  
 Commissioner Withers seconded the amended motion

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

7-Aye

0-Nay

Motion pass

- c. Executive Director Compensation- Human Resources Sue Farmer reported that the Executive Director Evaluation Committee made a recommendation to increase the Executive Director Hazen’s salary by 4% to a total of \$103,293. This increase will start on May 1, 2022, through June 30, 2023.

Commissioner Withers moved to approve the 4% increase in the Executive Director’s salary

Commissioner Romero seconded the motion

Discussion- Commissioner Nino asked if the compensation that Executive Director Hazen is receiving is comparable to others in that position for the state and nation. Sue said Executive Director Hazen came in low and if he had received a 2% COLA increase over the years, he would be at about \$130,000 now, so Jeff is being compensated but there is room for growth and he is not one of the highest paid transit directors in Oregon.

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

7-Aye

0-Nay

Motion pass

- d. National Rural Technical Assistance Program Review Board (NRTAP)- Executive Director Hazen said the Assistant Director of NRTAP, Liz Taylor has asked that Executive Director Hazen nominate himself for an open position that is coming open on the RTAP Review Board.

Commissioner MacDonald moved to approve that Executive Hazen nominate himself for the Review Board and approve the Board Chair to sign a letter of support.

Commissioner seconded the motion

Commissioner Alegria seconded the motion

Discussion- None

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

7-Aye

0-Nay

Motion pass

- e. Board Practices Assessment- Executive Assistant Mary Parker explained that Special District Insurance Service (SDIS) offers districts a way to reduce their general liability insurance by 10% with an annual Best Practices Program. Mary explained that the program focuses on mitigating risk and every year there is a specific category of risk that is focused on. Category #4 on this year's Best Practices is SDAO or SDIS Board Training and there are several options to choose from. One of them is participating in a Board Best Practices Assessment. This is an on-sight in person assessment conducted by SDIS consultants with all Board members present which takes 90 minutes. Mary included a copy of the last Best Practices Board Assessment completed with the SETD Board in 2015 in the Board Pack and announced that another Board Best Practices Assessment has been scheduled following the July 28, 2022, Board Meeting. The Assessment will be from 11:30 am to 1:00 pm at the Astoria Transit Center. Lunch will be provided.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his monthly report.

12. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports included in the April Board Pack.

13. OTHER ITEMS-

Meeting was adjourned 10:30 AM

Mary Parker, Recording Secretary

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

Diana Nino

Date \_\_\_\_\_