

**Sunset Empire Transportation District**

**Draft Budget Committee Meeting Minutes**

**Fiscal Year 2023**

**May 18, 2022**

**9:00 AM**

(2)(d) To conduct

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:02 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Guillermo Romero and

Commissioner Charles Withers.

Budget Committee Citizen Members- Tita Montero, Clarke Powers, John Lansing, Christine Lolich, Mary Ann Brandon, Melinda Ward, and Paul Putkey

1. SELECTION OF BUDGET COMMITTEE CHAIR- John Lansing nominated Chair Debbie Boothe-Schmidt as Budget Committee Chair. Chair accepted the nomination.
2. SELECTION OF BUDGET COMMITTEE SECRETARY- Tracy MacDonald nominated

Paul Putkey moved to close nominations

John Lansing seconded the motion

1. APPROVAL OF THE MAY 16, 2021, BUDGET MEETING MINUTES-

Commissioner Withers moved to approve the minutes

Commissioner Nino seconded the motion

Discussion- None

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Montero | Powers | Lansing | Lolich | Brandon | Ward | Putkey |  |
| Aye | x | Abstained | x | x | x | x | Abstained |  |
| Nay |  |  |  |  |  |  |  |  |

12-Aye

2 Abstained

Motion passed.

1. BUDGET OFFICER PRESENTATION OF BUDGET MESSAGE- Budget Officer Jeff Hazen read the Budget Message which summarized the district’s challenges in the past year including driver shortages that have had and currently have affected service. Hazen reported that the district has currently negotiated a new Collective Bargaining Agreement (CBA) with the Amalgamated Transit Union (ATU) that substantially increased top wages by 15% for drivers, the second step by 12% and the other three steps were increased by 10%. There were other incentives introduced to attract more applications and retain drivers long term. Hazen said service cuts have affected ridership which is currently down by 8% and may go up to 10% by the end of the fiscal year. Budget Officer Hazen explained the budget reflects supporting 50 full time employees and the pay increases were put into effect on May 1st. Hazen that the increase in fuel costs has been accounted for in this budget. Supply chain issues are continuing which has affected our receipt of buses we have on order. Hazen also explained that the Special Transportation Fund will be used as operating assistance for fixed route and paratransit. The Statewide Transportation Improvement Fund will fund the services that were cut in September and also continue services funded by STF. The STIF Discretionary Fund will provide funding to continue the Lower Columbia Connector Route and anticipate receipt of the 2 buses funded by this grant. The Capital Reserve fund will be used for to purchase needed equipment. Budget Officer Hazen reported that the proposed budget represents the district’s best estimates of the resources and expenditures that were obtained through the use of professional judgement, budget history, Oregon Local Budget law and generally accepted accounting practices
2. DISCUSSION OF FUND BUDGETS- Budget Officer Hazen discussed each of the Funding Resources and the Funding Requirements presented in the budget and explained how each was compiled.
   1. **General Fund**- Resources include Special Transportation (STF), Statewide Transportation Improvement (STIF), Statewide Transportation Improvement Fund Discretionary, the Capital Reserve Fund and estimated Taxes to be received. Requirements included Personnel Services, Materials and Services and Capital Outlay.

Total Resources- $6,641,737

Material and Services- $1,302,200

Total Capital Outlay- $1,332,000

Total Requirements Not Allocated- $925,000

Total Requirements- $6,641,737

* 1. **Special Transportation Fund-**

Resources include ODOT-STF Formula Grant

Total Resources- $92,932

Total Requirements- $92,932

Resources include cash on hand and ODOT-STIF Formula Grant

Total Resources- $724,824

Total Requirements $724,824

* 1. **Special Transportation Fund Discretionary**

Resources include 2 new buses

Total Resources-$520,000

Total Requirements-$520,000

* 1. **Capital Reserve Fund**

Resources include HVAC system, the new Repeater and match money for bus grants

Total Resources-$889,759

Total Requirements $889,759

1. PUBLIC COMMENT- None
2. APPROVAL OF BUDGET-

Paul Putkey moved that the Budget Committee of Sunset Empire Transportation District approve the budget of 2022-2023 fiscal year in the amount of $6,641,737.

Commissioner Nino seconded the motion

Discussion-None

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Montero | Powers | Lansing | Lolich | Brandon | Ward | Putkey |  |
| Aye | x | x | x | x | x | x | x |  |
| Nay |  |  |  |  |  |  |  |  |

14-Aye

0-Nay

Motion passed unanimously

Commissioner MacDonald moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt property taxes for the 2022-2023 fiscal year at the rate of 16.2 cents (0.1620) per $1000 of assessed value for the permanent tax levy.

Commissioner Alegria seconded the motion

Discussion- None

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Montero | Powers | Lansing | Lolich | Brandon | Ward | Putkey |  |
| Aye | x | x | x | x | x | x | x |  |
| Nay |  |  |  |  |  |  |  |  |

14-Aye

0-Nay

Motion passed unanimously

1. Comments- Chair Boothe-Schmidt thanked the Budget Committee for their serving on the committee and for being prepared for the meeting. Commissioner Read commented she would like, later, to gather feedback about the hybrid meeting process and their effectiveness or not, since we have had a couple of opportunities with the hybrid meetings. Chair Boothe Schmidt said she agreed and asked the Budget Committee if they would give feedback about the Budget Meeting process to Executive Director Hazen. Executive Director Hazen said he would send out a poll to the committee for evaluation. John Lansing complemented the Executive Director and the Budget Committee on how smooth the Budget process went, and he also complemented Executive Director Hazen’s leadership at SETD and said the community really appreciates what you are doing. Tita Montero said, while hybrid meetings can provide more challenges the law passed in January requires that public meetings of this type continue to be conducted so that the public can listen and participate.

Meeting was adjourned 10:20 AM Mary Parker, Recording Secretary

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

Diana Nino