



**Sunset Empire Transportation District
Board of Commissioners
May 26, 2022
Draft 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 and Commissioner Charles Withers. Commissioner Guillermo Romero 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. PUBLIC COMMENT (3-minute limit)- None
5. APPROVAL OF THE APRIL 28, 2022, BOARD MEETING MINUTES-

Commissioner Alegria moved to approve the April 28, 2022, Board Minutes
Commissioner Nino seconded the motion

Discussion- Executive Assistant Mary Parker reported a duplication error on line d of page 4.

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

6-Aye
0-Nay
1-Excused
Motion passed.

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS APRIL 2022- There was discussion and clarification of questions on the report. Commissioner Alegria asked if there could be financial acronyms added to the acronym list included in the monthly Board Pack. Financial Officer Kelly Smith said she would do that before the next meeting.

Commissioner Withers moved to approve the April 2022 Financial Reports as presented
Commissioner MacDonald seconded the motion
Discussion- None

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

6-Aye
0-Nay
1-Excused
Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that he also noticed the NOW HIRING signs on the buses and they look great. He also said he will really miss Paul Lewicki very much. Commissioner MacDonald also suggested that we have an entry in the lighted Christmas Parade in Seaside this year.
- b. Commissioner Alegria- Thanked Paul Lewicki for his wonderful service to SETD and said we would not be in the great shape we are today if you had not been here. Commissioner Alegria also said Paul’s focus on the buses being on time made a huge difference as did his professionalism and his wonderful monthly reports which are so well written.
- c. Commissioner Withers- Congratulated Paul Lewicki on his retirement. Commissioner Withers also said there will be a Pride event in Seaside in June and perhaps SETD could have a presence there to show our awareness.
- d. Commissioner Nino- Reported that she had noticed that one of our SETD buses had added NOW HIRING to the reader board on the front of the bus.
- e. Commissioner Read- Reported that we had agreed that it would be a good idea for Jeff to give a presentation on the Returning Citizen program to the Seaside Public Safety Coordinating Council. Commissioner Read said she had met with the Council Chair Kelley Braaton and he should be contacting her or Executive Director Hazen directly to schedule the presentation. Read said she really enjoyed working with Paul and thanked him for the hard work he has done to make this a strong organization.
- f. Commissioner Boothe-Schmidt- Reported that she had made a trip to California and back without using a car and the trip turned out great. Commissioner Boothe-Schmidt thanked Paul for all he has done for SETD and is said she is thankful that Jennifer has been working with him and is sure she will carry on his good work.

8. NEW BUSINESS-

- a. ODOT TRANSPORTATION OPTIONS #73000-00006083 APPROVAL-
Executive Director Hazen explained that this is the funding for the Transportation Options (TO) program that we operate between Columbia, Clatsop and Tillamook Counties. Hazen said this grant will cover the next two fiscal years. There was discussion of the use of funds for safety items related to multimodal transportation. Kathy also added that she is actively pushing a Vanpool Program.

Commissioner Nino moved to approve ODOT Agreement # 73000-000060803 and authorize the Board Chair to sign.

Commissioner Read seconded the motion

Discussion- None

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

6-Aye

0-Nay
 1-Excused
 Motion passed.

9. ODOT RURAL VETERANS HEALTHCARE TRANSPORTATION GRANT #35349 APPROVAL

Executive Director Hazen explained that this Agreement is for funding the Enhanced Veterans Healthcare Transportation Program which assists Clatsop County veterans with transportation for accessing healthcare in Clatsop County and at the VA in Portland. The program utilizes volunteer drivers and SETD Ride Assist vehicles when necessary. Hazen explained that he currently found out that the funding for this grant must be spent within the next fiscal year which he will be discussing at the Budget Hearing next month. Mobility Manager Jason Jones commented that this grant will allow us to provide wheelchair transportation for veterans which was not available before this. Commissioner Nino asked when this Grant would be available for use. Executive Director Hazen said on July 1, 2022.

Commissioner Nino moved to approve ODOT Rural Veterans Healthcare Transportation Grant # 35349 and approve the Board Chair to sign.

Commissioner MacDonald seconded the motion

Discussion- None

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

7-A
 6-Aye
 0-Nay
 1-Excused
 Motion passed.

10. CHIEF OPERATING OFFICER JENNIFER GEISLER’S EMERGING LEADER ACADAMY PROJECT PRESENTATION-

Executive Director Hazen explained that Jennifer has been a part of the Emerging Leader Academy through Community Transportation Association of America (CTAA) and because of COVID has completed the required course in 7 months instead of the usual 9 months. One of the course requirements was to develop a project and present it at the CTAA Expo in May this year. She is making the presentation today that she made at the CTAA conference. Jennifer received her certificate for completing the course while at the CTAA Expo. Jennifer project is the development of a Microtransit system in several areas within our service area. Microtransit is an on-demand service offering quicker more flexible response to riders in high use and other specific areas. Jennifer said that there will be a survey of the services being provided to identify where and how the Microtransit would be sent up. Adjustments to the Microtransit program would be ongoing and updated depending on results of program monitoring. There was Board thanked Jennifer for her work and presentation and asked for a printed copy of the presentation.

11. CORRESPONDENCE- None

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

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

14. OTHER ITEMS- Paul Lewicki said that this has been a great opportunity to work with the staff and Board and said he had gone through a few Boards and added he is able to say at this point we have a great Board that is effective and clearly supports the mission of the district. Paul said he has enjoyed his time at SETD and started his 6th year this week. He said he has been able to give Jennifer what he has learned over the years and is confident she will take things to the next level. Paul said he is excited to see where Microtransit goes and is excited to see us post winning numbers in reliability and anxious to see if we get the new busses, we ordered 2 years ago. It has been working with everyone and will keep an eye on everyone.

Meeting was adjourned 10:48 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Diana Nino

Date _____