



**Sunset Empire Transportation District  
Board of Commissioners  
June 23, 2022  
Draft Budget Hearing-Board Meeting Minutes**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. Pledge of allegiance
3. Chair Boothe-Schmidt asked that there be a moment of silence in memory of SETD driver Terry Moore who suddenly passed away this week.
4. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read with Commissioner Charles Withers and Commissioner Guillermo Romero excused.

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

5. CHANGES TO AGENDA- Executive Director Hazen requested adding two items: Change Bank Signature Cards and approval of Executive Director Hazen to attend an upcoming trip to a conference in Arkansas.
6. PUBLIC COMMENT (3-minute limit)- None
7. APPROVAL OF THE May 26, 2022, BOARD MEETING MINUTES- Commissioner Read asked that everyone speak more clearly, intentionally, and slow down a little when speaking during the meeting to improve what those attending on Zoom hear.

Commissioner MacDonald moved to approve the May 26, 2022, Board Minutes  
Commissioner Alegria seconded the motion  
Discussion- None

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

5-Aye  
0-Nay  
2-Excused  
Motion passed.

8. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS FOR MAY 2022- There was discussion and clarification of questions on the report. There was one correction made to the Expense Report: 7010 should be corrected to May.

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

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

5-Aye  
0-Nay  
2-Excused  
Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that he had recently been riding the new low floor buses and they are nice. He also said he watched as 3 fat tire bikes were placed in the new fat tire bike racks and it worked well.
- b. Commissioner Alegria- Noting to report
- c. Commissioner Nino- Expressed her condolences for SETD driver Terry Moore and Tillamook Transit Manager Doug Pilant.
- d. Commissioner Read- Nothing to report
- e. Commissioner Boothe-Schmidt- Nothing to report

8. PUBLIC HEARING- At 9:15 am Chair Boothe-Schmidt opened the public hearing and asked if there was any public comment about the Proposed 2022-2023 proposed budget.

There were no comments.

Chair Boothe-Schmidt closed the Budget Hearing at 9:16 am.

Executive Director Hazen presented the budget that had been recommended to the Board for adoption by the Sunset Empire 2023 Budget Committee. Executive Director Hazen reported that he had made a change to the budget because he had found that the Veterans Transportation Grant is only for one year and not two so the entire grant funds were added into the 2022-2023 Budget that has been presented today.

Commissioner MacDonald moved that the Board of Directors approve Resolution 2022-02 adopting the 2022-2023 Budget and making the appropriations and impose the tax levy for the local government.

Commissioner Nino seconded the motion

Discussion- None

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

5-Aye  
0-Nay  
2-Excused  
Motion passed.

Board Chair Boothe-Schmidt read Resolution 2022-02.

9. NEW BUSINESS-

- a. EXECUTIVE DIRECTOR HAZEN- Explained that he needs the Board’s approval to remove Paul Lewicki as a signer on the SETD bank accounts and add Chief Operating Officer Jennifer Geisler as a signer.

Commissioner Read moved to remove Paul Lewicki from the bank accounts and add Jennifer Geisler.

Commissioner MacDonald seconded the motion

Discussion- None

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

5-Aye

0-Nay

2-Excused

Motion passed.

- b. EXECUTIVE DIRECTOR HAZEN reported that he had been invited to speak about the Returning Citizen Program at the Southwest Transit Association Conference in Rogers Arkansas next month. The conference will pick up all his travel expenses.

Commissioner MacDonald move to approve Executive Director Hazen going to Arkansas

Commissioner Alegria seconded the motion

Discussion- Commissioner Nino commented for Executive Director Hazen to go knock their socks off!

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

6-Aye

0-Nay

2-Excused

Motion passed.

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 June Board Pack.

13. OTHER ITEMS-

Meeting was adjourned 10:40 AM

Mary Parker, Recording Secretary

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

Diana Nino

Date \_\_\_\_\_