



**Sunset Empire Transportation District  
Board of Commissioners  
September 22, 2022  
Draft #2 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. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read and Commissioner Charles Withers. 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

4. CHANGES TO AGENDA- Executive Director Hazen requested the addition of a discussion on upcoming meeting date changes and the Veterans Stand Down.

5. PUBLIC COMMENT (3-minute limit)- None

6. APPROVAL OF THE JULY 28, 2022, BOARD MEETING MINUTES-

Commissioner MacDonald moved to approve the July 28, Board Meeting Minutes

Commissioner Reed seconded the motion

Discussion- Commissioner Nino corrected the July minutes saying that she had not attended the Rural Transit Day lunch at operations, but she did participate in taking the pledge and signing the large Rural Transit Day Pledge that everyone signed which was great and made official. Commissioner Nino said the recording sounded a bit muffled and apologized for not speaking clearly.

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

6-Aye

0-Nay

Motion passed.

**APPROVAL OF THE JULY 28, 2022, BOARD BEST PRACTICES WORKSHOP MINUTES**

Commissioner Alegria moved to approve the July 28, 2022, Board Best Practices Workshop Minutes

Commissioner Withers seconded the motion

Discussion- Commissioner Read commented that we have received a glowing report from Mr. Knight, and she thinks it will be a document we will use going forward.

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

6-Aye

0-Nay

Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner MacDonald- Reported that he appreciated going to the SDAO Summer Conference and appreciated staff getting him there and back and to work on time.

Commissioner Alegria- Reported that she enjoyed the Summer Conference and thanked Mary for getting her to the conference and back.

Commissioner Nino- Reported that she had looked at the stop near where she lives in Cannon Beach and recommended that the Where’s My Bus signage also be posted in Spanish which is useful and the Token Transit signage as well.

Commissioner Withers- Reported that he wanted to thank Mary for making his reservations to attend the SDAO Board of Directors Training in Newport. Commissioner Withers said the training was well attended and included information that reminded us of previous trainings and solidified that, and it was also good to hear from other districts in SDAO to see how things are going with them and share ideas with them. Commissioner Withers added that the training was managed very professionally, and he is looking forward to the next one.

Commissioner Read- Reported that someone had called her during the weekend from the Cannon Beach Chamber about a rider that had left their wallet on the bus. Commissioner Read said she went on the SETD website and was able to contact the second supervisor on duty who contacted the driver and was able to get the wallet back to the rider. Commissioner Read suggested that it would be nice for the Board to know how to make a rapid response and contact staff in case of an emergency on the weekend.

Commissioner Boothe-Schmidt- Reported that she had also attended the SDAO Board of Directors Training session in Salem and the SDAO Summer Conference in Salem as well. Commissioner Boothe-Schmidt reported that the Board of Directors Training reminded us of things we have heard but do not always use. She also added that the SDAO Summer Conference was very well done and thanked Mary for doing the driving for the group.

8. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS:

JULY 2022-

Commissioner MacDonald moved to approve the July 2022 Financial Reports as presented.

Commissioner Reed seconded the motion

Discussion- Commissioner Nino asked for clarification of where to view the Year-to-Date budget versus expenditures and suggested that Revenue items 4205,4206 and 4207 be listed separately on the Exceptions Report instead of combined.

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

6-Aye

0-Nay

Motion passed.

AUGUST 2022-  
 Commissioner MacDonald moved to approve the August 2022 Financial Report  
 Commissioner Alegria seconded the motion  
 Discussion- None

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

6-Aye  
 0-Nay  
 Motion passed

9. CONTINUED BUSINESS

- a. BOARD PRACTICES ASSESSMENT REPORT REVIEW- Executive Director Hazen reviewed that the Board Practices Assessment that the Board had participated in on July 28, 2022, which was facilitated by Jim Knight, a Senior Consultant from Special Districts Association of Oregon. The Assessment evaluated how the Board the Board felt they were performing in Board Duties, Responsibilities, Operational Compliance, Budget, Finance, Customer Relations, Personnel Administration, Policies and Procedures. The results of the assessment and a letter from Jim Knight were included in the September Board Pack. Executive Director Hazen asked the Board to provide comments on the session and to provide staff with direction on what they would like to see done regarding the recommendations made. Hazen said that Commissioner Read had commented earlier in the meeting that this document would be something we will carry forward and refer to.

Commissioner Read commented that regarding potential compliance problems that were brought up about the Ensign Way shelter and said she wondered if we could explore getting another supplier for this shelter. Commissioner Read said she knows that we use a private contractor that works through the Corrections department. Executive Director Hazen said yes, we have but the Ensign shelter is through the Connector program which will be a large blue shelter like the one across the street and will be bought from a company and not through Correctional Enterprises. Commissioner Read said she would like us not to use the contract with the Correctional Industries because she believes it is indentured servitude and there is a movement in our state to not have this type of labor which is considered slavery because people are not compensated for their work. Commissioner Read said she wanted to go on record requesting that someone bring to the Boards attention ahead of time whenever we are going to be considering going into contract with those types of services. Executive Director Hazen said if that is the direction that the Board wants to go, we can certainly go that way. Hazen requested that he wanted to invite a representative from the Department of Corrections to speak to the Board about the program. Commissioner Read also asked how SETD is evaluating our meeting the language barriers from the customers perspective and how we are moving forward on that. Executive Director Hazen said we have made great strides on language barriers, but this is a requirement of our title VI Policy and asked Jason Jones Mobility Manager to comment. Jason explained that to follow our policy we utilize employees that are bilingual, our website has Google Translate on it, videos are being subtitled and Stephanie who is on the front desk in Astoria helps with translation for riders. Commissioner Read said it looks like we are doing a good job on this, but I am wondering how we are getting consumer feedback on a regular basis, so we know how things are working with our customers.

Commissioner Nino said she appreciates all the work we are doing in translating, and it is good. She also said that we budgeted for Translation Services and asked for clarification on where we are with that and why are we using Google Translate?

Executive Director Hazen said we do not use Google Translate. Google Translate is an option on the website and that is the industry standard. We are not going to set up a Spanish only website. Anytime we put a document out it usually has to go out “now” so we cannot send it to the translators and get them

back quick enough, so Mary uses Microsoft Word for the translation for press releases and other announcements. Commissioner Nino asked if you have a contract with the translating service wouldn't they be available to get something translated on the same day or from one day to the next, because our press releases are rarely something that we have to get out right now because it is usually something we already know about like changing our routes or we are going to be closed, we already know these things in advance so we should have time to have it translated properly. Commissioner Nino said she appreciates seeing our signs in Spanish but often the Spanish is not proper, so if we have the service, I am hoping we are using it. Executive Director Hazen said he will work with Mary on planning ahead of time for using the translation service. We can't use it in a rush, and it is considerably more expensive. Commissioner Nino said that she is the communication editor where she works and once you have done things one year there are just small edits that you have to make like changing the date for using them the next time. Commissioner Nino said she agrees with Commissioner Read that it would be wonderful if we could know how the people feel and maybe when Kathy and Jason are out doing outreach, they could always ask people if they are using the bus and how they feel and get their opinion. Commissioner Nino said it is often difficult to get peoples opinion unless it is bad. Commissioner Read said it is difficult to get the unvarnished input from users, but she thinks that is really what we need to do, and drill down a little deeper than the usual ways than the way English speaking people respond for requests for input. It might be culturally specific and we do have a fair amount of Spanish speaking people that ride the bus and I think it is very important for us to address their needs. Commissioner Read said she would like to see some ideas expressed at a later date of how we can do a better job of getting a response from our Spanish speaking riders.

Commissioner MacDonald said in response to this, Kathy will be present on October 8<sup>th</sup> at the old Middle School in Seaside for the Hispanic Heritage event so let's go join them.

Commissioner Alegria said that on page 39 Jim Knight said he would request help from the SDAO staff to see if they could help remedy the situation with us finding another auditor and asked Executive Director Hazen if that had happened yet? Executive Director Hazen said staff is still engaged with our current auditor so as soon as the current audit is complete we will put out an RFP request for proposals for another auditor. Commissioner Alegria asked if SDAO could help with finding an auditor. Executive Director Hazen said he uses the State Department of Revenue's list of public auditors.

Commissioner Withers said that one of the things they mentioned at our training was that districts sometimes reach out to other districts because of their similar needs and experience and often one district may have a contractor that they like and have received good service from and recommend them. I do not know if there is another district out there that might have a vendor we want to look at. Executive Director Hazen said that besides using the list last time he had also contacted other local districts for recommendations and that is how he selected our current auditor.

Chair Boothe-Schmidt asked Executive Director Hazen what he thought of Jim Knight's suggesting that SETD hire a Grant writer. Executive Director Hazen said in the transportation world he would argue that it is not necessary because the grants we receive go through ODOT. Hazen said he does look for other types of grants and if there was something out of our normal realm he would possibly use a grant writer.

## 10. NEW BUSINESS

- a. **LEGISLATIVE ADVOCACY POLICY INTRODUCTION-** Executive Director Hazen explained that the draft Legislative Advocacy Policy in the Board Pack was authored by Special Districts Association of Oregon and reviewed by the SETD Board Policy Committee. The only change that the Board Policy Committee made is requiring staff to confer with the Board Chair before taking a position without Board approval. The change is highlighted in yellow. Executive Director Hazen said that this is a critical year for this policy because when the legislature goes into session next year there will be new leadership including a new president of the Senate, a new speaker of the house and a new governor and about a third of the seats in the legislature are going to be new people as well and if you asked them what a special district is they would probably say they did not know, which is a big concern. This policy provides the District's Executive Director, Board Chair, or other designees the flexibility to preset and adopt positions on legislation in a timely manner and allow the Board of Commissioners to establish advocacy priorities to provide policy guidance. The Board of Commissioner shall establish various Advocacy Priorities

which include, Revenue, Finance and Taxation, Governance, Accountability, Human Resources, Personnel, Infrastructure, Innovation, Investment and Other. Executive Director Hazen said before the Board finalizes the policy, he would like the Board to make a list of “Other” priorities specific to our Transportation District. Hazen said we will discuss this further in our upcoming Strategic Planning work session. Commissioner Withers commented that he would like to have some time to go over the policy and discuss it in our Strategic Planning work session. Commissioner Nino asked for further explanation of how the policy would work. Executive Director Hazen said an example would be the three financial rescue plans that were offered by the Federal Government during Covid. All that money went to cities and counties and special districts were not included which was mainly because legislators did not understand what special districts are. Legislators also said they did not hear from special districts requesting money. Transportation districts did receive specific transportation funding directly, but most other districts did not. Kathy Kleczek who is on the SDAO Board also said that she sent out emails to many districts including port districts but unfortunately the timeline did not allow enough time to respond in a timely manner, so these districts then had to ask counties or cities for money. Commissioner Nino asked if an issue came up would the Board Chair or the Executive Director be able to respond? Executive Director Hazen said both could. Kleczek said when Special Districts takes things like this up it is not just a spur of the moment thing, there is a lot of vetting and discussion that is done before Special Districts gets behind an issue. Kleczek also added that different individual districts can request Special Districts to get behind an issue, but it has to be good for Special Districts as a whole not just the individual district. Commissioner Alegria said this is an excellent policy and it would be much more effective to have this same policy used for Board input into local government issues. Commissioner Alegria requested the addition of a coma after Board Chair in the third paragraph on page 41.

- b. MEETING DATE CHANGES-Board Chair Boothe-Schmidt explained there is a proposal that we do not have a Board meeting in October and instead have a Board Meeting on November 5 at 10:00 AM followed by the Board Strategic Planning work session. Staff will find a location and let the Board know. The combined November December Meeting will be held on December 9<sup>th</sup> at 9 AM.
- c. VETERAN’S STAND DOWN- Jason Jones discussed the upcoming Veterans Stand-Down on November 2<sup>nd</sup> which is held annually at the Seaside Convention Center. Jason asked that there be free fare for all veterans and anyone in the military that day. Jason said he and Kathy and other volunteers will have a table there.

Commissioner MacDonald moved to allow free fare for veterans and all military on Nov 2<sup>nd</sup>  
 Commissioner Nino seconded the motion  
 Discussion-None

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

6-Aye  
 0-Nay  
 Motion passed

- 8. CORRESPONDENCE- None
- 9. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his monthly report.
- 10. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports included in the September 2022 Board Pack.
- 11. OTHER ITEMS- None

Chair Boothe-Schmidt adjourned the meeting at 10:55 AM

Mary Parker, Recording Secretary

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

Diana Nino

Date \_\_\_\_\_

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