

**Sunset Empire Transportation District**

**Board of Commissioners**

**December 9, 2022**

**Board Meeting Astoria, Oregon**

 (2)(d) To conduct

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called 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, Commissioner Charles Withers and Commissioner Guillermo Romero.

Staff: Executive Director Jeff Hazen and Executive Assistant Mary Parker

Legal Counsel Matt Malmsheimer, Hagland Kelley LLP

1. CHANGES TO AGENDA- Commissioner Alegria requested to table the Strategic Priorities Plan until January, however she said she was informed by the Board Chair that this cannot be done. Commissioner Alegria said this is the most important document that we prepare. Commissioner Alegria proposed that a draft could be used at this point since there was unforeseen circumstances for this meeting. Algeria said she does not like to see a Strategic Plan for 2 years be done quickly and not at full capacity. Executive Director Hazen said that the STIF rules specify that there has to be a plan for the projects that are being put on the STIF funding and what he is using to develop the STIF funding. Executive Director Hazen said he wanted to remind the Board that we held a Work Session where the was deep discussion on the Strategic Priorities and took those and put them in the document which is being presented today for adoption. Commissioner Alegria asked if we pass it today could we amend it if there was something that was not included or there was something that needed to be changed or added. Executive Director Hazen said that sounded appropriate. Commissioner Alegria proposed that we leave the option open after passing the Strategic plan that it could be amended. Board Chair Boothe-Schmidt said there may be action that the Board will want to make after coming out of the first Executive session. After discussion attorney recommended that a decision would be made after the second Executive Session.

Commissioner MacDonald moved to adopt the changes made to the agenda

Commissioner Romero 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 |  |  |  |  |  |  |  |  |

 7-Aye

 0-Nay

 Motion passed unanimously

1. EXECUTIVE SESSION- ORS 192. 660 (2)(b)- 9:07 AM Chair Boothe-Schmidt announced the opening of Executive Session to consider the dismissal or disciplining of a public officer, employee, staff member of individual agent, or hear complaints of charges brought against such a person, if that person does not request an open hearing. Designated staff and members of the media shall be allowed to attend the Executive session. Members of the public will be placed in a waiting room. No decision will be made in Executive Session. At the end of the Executive Session we will return to open session and welcome members of the public back into the room.
2. EXECUTIVE SESSION ORS 192. 660 (2)(f)- Chair Boothe-Schmidt announced the opening of Executive Session to consider information or records that are exempt by law from public inspection ORS 192.660(2)(f), and to consult with counsel considering legal rights and duties regarding current litigation or litigation likely to be filed ORS 192.660(2)(h) Designated staff and members of the media shall be allowed to attend the Executive session. Members of the public will be placed in a waiting room. No decision will be made in Executive Session. At the end of the Executive Session we will return to open session and welcome members of the public back into the room.
	1. Board Action- 12:00 Noon- Chair Boothe-Schmidt called the Board Meeting back to order. Chair Boothe-Schmidt asked if the Board had any action. Commissioner Read said yes.

Commissioner Read moved to terminate Ms. Reyneke’s employment at Sunset Empire Transportation District effective immediately. She is probationary and may be terminated without cause. Additionally the issues we have considered justify her termination for cause. Ms. Reyneke was provided the opportunity to address those issues, but nonetheless, her employment going forward would not be in the District’s best interest.

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 |  |  |  |  |  |  |  |  |

 7- Aye

 0-Nay

 Motion passed unanimously

1. PUBLIC COMMENT (3 Minutes) - Chair Boothe-Schmidt asked if there were any public comments. Emily Reneyke stated she had a public comment stating that since starting at SETD she has seen some phenomenal drivers and improvements in what the district does now over what she has seen in the past. When she rode the bus as a youth there were only 2 routes. Reyneke said it is unfortunate that the District is taking the steps that it is in error. , the investigation is still under way and will show that Jeff Hazen is the aggressor and engaged in egregious conduct and retaliatory towards someone reporting concerns. Reneke also said the District has a lot of room for growth and with how he is handling things it will not happen, You have a problem with a high turnover of drivers. You have incidents with the busses and it wont help the district to go forward. Reneke said she would strongly encourage the district to reconsider or postpone that decision until you have the whole investigation involving Jeff and Sue. There is so much and after talking to the union rep even he had some concerns and clarifications that needed to be made. And even though an employee is at will, you cannot terminate somebody when they have filed a complaint. Whether it is safety concerns or company policy violations and so forth. So ultimately not waiting for your own investigations to be completed and not waiting for Boli to be completed only ends up costing the district more time and effort that could be put into the efficiency of the routes and increasing the communication with the employees.
2. APPROVAL OF MEETING MINUTES
	1. NOVEMBER 5, 2022, MEETING
	2. NOVEMBER 5, 2022, WORK SESSION

Commissioner MacDonald moved to approve the November 5, 2022, Board minutes and the November 5, 2022, Work Session Minutes.

Commissioner Romero seconded the motion

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

Discussion- Chair Boothe-Schmidt said that on page 2 of the regular minutes it says Patrick Preston is not employed by SETD. This needs to be corrected to say he is employed by SETD.

 7-Aye

 0-Nay

 Motion passed unanimously

1. FINANCIAL REPORTS NOVEMBER 2022- Financial Officer Kelly Smith asked if the Board had any questions. There were no questions.

 Commissioner MacDonald moved to approve the October 2022 Financials as presented

Commissioner Withers 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 |  |  |  |  |  |  |  |  |

 7-Aye

 0-Nay

 Motion passed unanimously

1. REPORTS FROM COMMISSIONERS

Commissioner Boothe-Schmidt- Reported that it is the end of the year and we have accomplished a lot this year, not just as a Board but staff and management as well. We do a good job of keeping things on track as much as possible. Boothe-Schmidt also said that we do have some hick ups but we work through them and she added it had been a pleasure working with everyone.

Commissioner MacDonald- Reported that he wanted to compliment the staff both past and present for their professionalism and it is where the rubber hits the road. Thank you all.

Commissioner Romero- Reported that it has been a pleasure working for this Board and you are a good team. Commissioner Romero said he especially likes the professional respect that is shown.

Commissioner Read- Reported that she did not know very much about what was going on with the organization when she first got on the Board, but has grown to really appreciate it. Read added that it works well, there are a lot of unsung hero’s and she successfully convinced her husband into being a driver for the Veterans transportation program which is right on target and has built a relationship with one of the riders which is working well and has really touched our family as well.

Commissioner Withers- Reported he agreed with what has been said and added that everyone really seems to care and take our meetings seriously. Commissioner Withers also said it is a pleasure to still be on this board after 4 years now, and we do not give Mary Parker enough credit for taking our perfect minutes. Being a secretary is a tough job. Thank you, Mary.

Commissioner Alegria- Reported she has found it inspirational working with this board. They are prepared and delightful people and am pleased to see the improvements like the time and punctuality which is important to the riders, and the dedication and love of the district and the mission and every person I have met here is very conscientious and hard working.

Commissioner Nino- Reported that she is privileged to serve the public and a pleasure to serve on the Board with her fellow Commissioners. Commissioner Nino wished everyone a safe Holiday Season and she unfortunately will not be able to come to the Holiday Party tomorrow but sends hugs to everyone.

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

7-Aye

0-Nay

 Motion passed

1. CONTINUED BUSINESS-
	1. MEMORANDUM OF UNDERSTANDING WITH COLUMBIA MEMORIAL HOSPITAL Executive Director Hazen explained that at the November Board meeting the Board had previously approved this MOU with Columbia Memorial Hospital, but updates needed to be made to the vehicle listings and the cost per hour. Executive Director Hazen said those changes have been made this is a final copy of the final signed agreement for your review.
	2. 2023-2025 STRATEGIC PRIORITIES ADOPTION- Executive Director Hazen explained that this report made from the notes from the November Strategic Priorities work shop. Hazen said he changed the format to top priorities and additional priorities. Hazen said the first priority listed is Expand Lower Columbia Connector Route. Hazen explained that the grant for that has been written and turned in and will be presented to the NW Commissioner for Transportation next month for their comments and then it will go through the process through the Discretionary STIF grants. We will have to wait and see how that works out. Hazen reviewed other details of the report.

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Commissioner MacDonald moved to adopt the 2023-2025 Strategic Priorities as stated

Commissioner Romero seconded the motion

Discussion- Commissioner Nino said commented that we can add or take things away from these as we move forward. Executive Director said yes and that it was a great idea that Commissioner Alegria brought up earlier. This really should be a fluid document. No policy is set in stone and the Board can do what it wants to do.

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

7-Aye

0-Nay

 Motion passed

* 1. LEGISLATIVE ADVOCACY POLICY ADOPTION- Due to report not being available this was moved to the January Board Meeting.
1. NEW BUSINESS
	1. SDAO CONFERENCE- Executive Director Hazen reviewed the need for everyone to register for the Conference and Mary explained the room reservations and travel arrangement possibilities. Mary said she would keep in contact with everyone about registrations.
	2. STAFF CONTACTS- Executive Director Hazen presented a cell phone contact list to be used after hours.
	3. LETTER TO THE OREGON DEPARTMENT OF TRANSPORTATION- Executive Director Hazen reviewed the tragic accident that occurred on Highway 30 at the intersection of Highway 30 and Hillcrest Loop Road and a letter of recommendation to reduce the speed from 50 to 40 Miles per hour.

Commissioner MacDonald moved to approve the letter and authorize the Board Chair to sign.

Commissioner Nino seconded the motion

Discussion- After Board discussion several changes and additions were added. Commissioner Nino suggested: “This is the location of last month’s” ….We “strongly” recommend in last paragraph…We also “suggest installing” a pedestrian …will add only a few seconds “of travel time” to vehicles.

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

 7-Aye

 0-Nay

 Motion passed unanimously

Commissioner Nino amended the motion to include the proposed changes be added to the letter

Commissioner MacDonald seconded the amended motion

Discussion- No further after discussion noted above.

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

 7-Aye

 0-Nay

 Motion passed unanimously

1. EXECUTIVE DIRECTOR REPORT
2. LEADERSHIP TEAM REPORT
3. ADJOURNMENT

 Meeting was adjourned 1:00 PM Mary Parker, Recording Secretary

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

 Diana Nino