



**Sunset Empire Transportation District
Board of Commissioners
January 26, 2023
Board Meeting Astoria, Oregon**

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, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers and Commissioner Guillermo Romero. Vice Chair Tracy MacDonald excused.

Staff: Executive Director Jeff Hazen and Executive Assistant Mary Parker

4. CHANGES TO AGENDA- None
5. PUBLIC COMMENT (3 Minutes) – None
6. APPROVAL OF MEETING MINUTES

a. DECEMBER 9, 2022, BOARD MEETING MINUTES

Commissioner Read moved to approve the December 9, 2022, Board meeting minutes
Commissioner Romero seconded the motion
Discussion- Commissioner Alegria and Commissioner Nino made several spelling corrections.

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

6-Aye
0-Nay
Motion passed unanimously

b. JANUARY 19, 2023, SPECIAL BOARD MEETING MINUTES

Commissioner Read moved to approve the January 19, 2023, Special Board Meeting Minutes as presented.
Commissioner Romero seconded the motion
Discussion- None

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

6-Aye
0-Nay
Motion passed unanimously

7. FINANCIAL REPORTS

a. DECEMBER 2022-

Commissioner Read moved to approve the December 2022 Financial Report
 Commissioner Alegria seconded the motion
 Discussion- Commissioner Alegria asked why the Timber Sales code on the on Exceptions Report is different than on the Condensed report. Kelley said she would correct that. There was further discussion and clarification of items on the report, but no further changes or corrections made.

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

6-Aye
 0-Nay
 Motion passed unanimously

b. NOVEMBER 2023

Commissioner Withers moved to approve the November 2022 Financial Reports
 Commissioner Read seconded the motion
 Discussion- There was discussion and clarification of items on the report, but no changes.

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

6-Aye
 0-Nay
 Motion passed unanimously

8. REPORTS FROM COMMISSIONERS

Commissioner Boothe-Schmidt- Thanked everyone for the Christmas Party and said it was fun and always nice to meet the drivers and others that work here that we don't see all the time. Commissioner Boothe-Schmidt said it is nice that the Seaside Office is up and running. Commissioner Boothe-Schmidt reported that she has been to events where they introduce elected officials which ends up being only the city and county officials. We need to remember that we are also elected officials and bring that up front more along with the Fire Districts, Water Districts and other small districts. Commissioner Boothe-Schmidt also added that the Cares Act money went to states, counties and cities but we had to fight to get what we needed here. We need to start making sure that people know that the SETD Board of Commissioners are elected officials and that we get recognition because a lot of people see that ballot and have no idea what they are voting on when it comes to special districts. Commissioner Boothe-Schmidt recommended that if a Board member is somewhere and they are introducing elected officials, you might let that person know there are also Special Districts elected officials present.

Executive Director Hazen shared the 2017 Census of Governments report he had just received which showed there are 38,542 Special Districts in the United States. Commissioner Alegria suggested that an article be submitted to the Daily Astorian about Special Districts. Commissioner Read said she would be willing to work on that under the umbrella of the Transportation District if that would be appropriate. Executive Director Hazen said if the board is ok with Commissioner Read taking on that task and writing a column, he would help with that and since it was not on the agenda we do not need a vote, only a consensus. Commissioner Withers commented that he had no idea there were 38,000 Special Districts and

he thought that there may be more about this issue at the upcoming Special Districts Association of Oregon Conference. Kathy Kleczek reported that Special Districts Association of Oregon are doing their absolute best to reinforce the role that they play. There was just a legislative day in Salem for Special Districts. Kathy said that when you hear city counselors or county commissioner mention AOC, the Association of Counties or LOC, the League Of Cities, Special Districts Association of Oregon (SDAO) is the equivalent of that in Oregon. SDAO does not have any enforcement power, but they are your collective voice to shout your voice higher and it is our job down here to reinforce those things for ourselves and for our fellow special districts. Kathy said there are letters and forms on the SDAO website that you can use to help get that message out. Kathy also said that Special Districts missed out on ARPA funds but also missed out on money from the opioid settlement because people forget that we are not under cities and counties we are an equal and separate entity that is an elected body. Kathy also explained we had to sign off on the opioid settlement, but we did not receive any funds, so when you are in a meeting with stakeholders and they are talking about cities and counties be sure and raise your hand and say can you please include special districts as well. Even county commissioners do not understand that special districts are not under them and that they are separate and equal.

Commissioner Romero- Reported that he had Covid in November and is just recently getting back to his level of energy and looking forward to the challenges of this New Year in the domestic front and in our community.

Commissioner Read-Reported she is ready to have a productive year and feels like she is understanding more about the work ahead of us and looking forward to being a big contributor. Commissioner Read said she is happy to be part of this organization.

Commissioner Withers-Thanked Jeff and his staff for the wonderful Christmas Party which was very festive. Withers said he and his wife really enjoyed themselves and wished everyone a very positive and productive New Year.

Commissioner Alegria-Reported that it was a great Christmas Party and thanked everyone who made it successful and enjoyable.

Commissioner Nino- Said she had nothing to report but she was very happy the Seaside Transit Office is opening. Commissioner Nino thanked Mary for bringing our meeting packets and materials down to Seaside and closer to us and wished everybody a wonderful 2023!

9. CONTINUED BUSINESS-

- a. WEBSITE DISCUSSION- Executive Director Hazen explained that at the November 5th Strategic Plan Work Session there was discussion about a new website. Hazen said it was obvious we needed to have a longer conversation about that. He said his goal today is to gather input from the Board Members about what you like and do not like about the website and he will make those changes to the website or have Trillium make the changes. Hazen explained the website was funded through ODOT. The NWTa group received a grant to build a website several years ago which would be set up so other any transit agency could use the template for setting up their own website. Hazen reviewed design details and said it was important to design a website with a trip planner that comes up first and then takes you to the provider route schedules. Hazen discussed the history of the current web design and each page. There was Board discussion and input about web changes and improvements to the website and that to it is very important to improve how the web functions on cell phones. Executive Director Hazen made a list of the suggested changes and improvements from the Board and will make the changes he can and work with Trillium for other changes that involve Google. Hazen said he will look at making changes from the riders perspective.

10. NEW BUSINESS-

- a. SDAO VOTING DELAGATE SELECTION- Kathy Kleczek said she had asked to have this put on this month’s agenda because she wanted to highlight not only that we need to choose our voting delegate but how important it is to have one. Kathy explained that the voting delegate will attend the SDAO Annual meeting where people can also get nominated from the floor, and will also attend the Caucus meetings. Kathy said everyone is welcome to attend both meetings which are great places to network, exchange information and receive information directly from our lobbyists and our SDAO Executive Director. Kathy encouraged everyone to attend and to make sure we have a voting delegate. She said that her position is up for re-election and asked that the Board vote for her. Both meetings are in person only.

Commissioner Withers moved to nominate Diana Nino as the voting delegate
 Commissioner Boothe-Schmidt seconded the motion
 Discussion- None

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

6-Aye
 0-Nay
 Motion passed

- b. QUALIFIED ENTITY REVIEW OR STIF DISCRETIONARY PROJECT-LEGISLATIVE ADVOCACY POLICY ADOPTION- Executive Director Hazen explained that we have already applied to expand the Columbia Connector Route to the Portland Airport. As part of the review process they have asked that the local area commissions on transportation have an opportunity to weigh in on all the discretionary applications in their jurisdiction as well as the Qualified Entity (QE). We are the Qualified Entity for Clatsop County and also the service provider. Commissioner Read said she thought our application was very good and she didn’t know if adding more and expanding what you have written down here is really necessary and asked if people are looking for more? Executive Director Hazen displayed and reviewed the QE Funding Recommendation Additional Comments the he is proposing be submitted. Chair Boothe-Schmidt said she would like to see “downtown Portland” added to description at the beginning. Commissioner Read said she would like to add “and down the Oregon Coast to Yachats”. Commissioner Nino asked that a correction be made to the spelling of fulfill. Commissioner Alegria asked that the “ease of transfer for everyone” should be emphasized in the report.

Commissioner Nino moved to provide comments about the project that will be compiled for ODOT on their application to extend service to the Portland Airport.
 Commissioner Romero seconded the motion
 Discussion- None

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

6-Aye
 0-Nay
 Motion passed unanimously

11. EXECUTIVE DIRECTOR REPORT

12. LEADERSHIP TEAM REPORT

13. ADJOURNMENT

Meeting was adjourned 11:00 PM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____
Diana Nino

DRAFT