

**Sunset Empire Transportation District**

**Board of Commissioners**

**February 23, 2023**

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

Staff: Executive Director Jeff Hazen and Executive Assistant Mary Parker

Paul Nielson, CPA, Isler CPA Firm Eugene Oregon

1. CHANGES TO AGENDA- Executive Director Hazen requested adding ODOT Grant agreement 39358. Chair Boothe-Schmidt said this would be added under New Business, item b.

Chair Boothe-Schmidt requested that New Business be moved up to #4 on the agenda since Commissioner Withers needs to leave leave early and this would get all of our voting completed at the beginning of the meeting and help get Paul the auditor out of here earlier. Commissioner Boothe-Schmidt asked for a motion.

Commissioner MacDonald moved to move New Business to #4 on the agenda

Commissioner Read seconded the motion

Discussion- Commissioner Withers clarified that he had to leave at 1030 am.

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

1. PUBLIC COMMENT (3 Minutes) – None
2. APPROVAL OF MEETING MINUTES
   1. JANUARY 26, 2023, MEETING MINUTES-

Commissioner Withers moved to approve the January 26th Board Meeting Minutes

Commissioner MacDonald 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 she attended the SDAO Conference in person. The sessions are always well done and stated that even if she takes the same session two years in a row she always learns more. Commissioner Boothe Schmidt also said that the signage was a little bit tough, and you could get lost, but Sun River was a beautiful place.

Commissioner Romero-Reported that he had attended the SDAO Conference remotely and it was very productive, and he was glad he attended. It was good information and a good refresher course.

Commissioner Read- Reported that she had attended the SDAO Conference remotely and agreed that it was really good and the sessions were very informative. What we learn in those sessions we add to our toolbox. Commissioner Read also said she is serving on the Executive Director Evaluation Committee. Commissioner Read reported that she enjoyed attending the Homeless Connect Event with Commissioner Withers, Jason Jones, and Kathy Kleczek. Jason and Kathy did a wonderful job and it was a cool opportunity to connect face to face with our transportation service users.

Commissioner Withers- Reported that he agreed with Commissioner Alegria. It was a beautiful spot and a great group, and he learned a lot. Commissioner Withers said he talked with a lot of other Districts about what they are doing. He thought they could do better with their signage, but it is a beautiful place. It was wonderful.

Commissioner Alegria- Reported that the SDAO Conference was informative, and she had no complaints besides the lack of signage.

Commissioner Nino-Reported that she agreed that the SDAO conference was great and she always learns a lot. One particular presentation that really got her thinking was “Is Your Website ADA Compliant?” It was like a big link into the future because that is what is going to be standard with all organizations and it was very cool to see what we can do about changing or modifying our website and it was great to get that feedback from them. Commissioner Nino said she was also the SETD voting delegate and thanked the Board for their trust in her. She reported that she, Commissioner Withers and Kathy Kleczek attended the At Large General Caucasus meeting. There were about 40 other attendees. Commissioner Nino reported that Kathy went around the room and asked every single person there what were there struggles and what were the challenges they were facing. Most districts no matter what service they provide are going through similar things and issues with hiring, retention, keeping their infrastructure up to date and not having enough providers. It was good to know that even though we provide different services we struggle with very similar things and that was very unifying. Thank you for allowing us to participate in this.

Commissioner MacDonald- No Report

1. FINANCIAL REPORTS FOR JANUARY 2023-

Commissioner Nino moved to approve the January 26, 2023, Financial Report

Commissioner MacDonald seconded the motion

Discussion: There was Board discussion and clarification of several items, but no changes were made to the Financial Report as presented.

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

Aye- 7

Nay- 0

Motion passed unanimously

1. CONTINUED BUSINESS- None

1. NEW BUSINESS- Moved to #4 on Agenda
   1. FY 2021 AUDIT- Paul Isler explained what the requirements are for reporting to the Board and one of them is the Financial Statements. Paul reported that management prepares the financial statements and the auditor’s responsibility is to make sure there are no misstatements in the financial statements because if someone used these statements to base a decision on we make sure there were no errors large enough to change that decision. Isler reported that in prior years you have had several findings on your single audit but for this year there is only one. He explained that when SETD rolled Quick Books over into Accufund the cash and accounts receivable are supposed to roll over from year to year and that did not happen and it took quite a while to figure out where those numbers got lost. Paul said he anticipates the finding going away in 2022 because we were able to come up with some journal entries to get rid those open balances corrected. Commissioner Nino said there was a correction on page 9. The 5-member Board should be changed to 7 member Board. There was further Board discussion and clarification of items included in the report, but no other corrections were made.

Commissioner Alegria moved to accept the 2021 Audit

Commissioner Read seconded the motion

Discussion: Chair Boothe-Schmidt thanked Paul for his hard work on the Budget. Paul apologized for not sending the power point to Kelley. Executive Director Hazen asked Paul to send it after the meeting and he would forward it to the Board. Commissioner Alegria asked Paul if there is a backup with the next audit and we do not get it in a timely manner and there is some issue that needs to be addressed if he could send the Board a heads up because by the time we would get it at this point more damage could occur. Executive Director Hazen said that Paul updates us throughout the year on where they are at with things, and we mention it in some of the Board meetings. Paul said if someone wants to communicate with him to just let him know.

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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. ODOT GRANT AGREEMENT 39358 - Executive Director Hazen said he had emailed Grant Agreement 39358 to the Board prior to the meeting. Hazen explained that this grant is for the purchase of 4 busses through the FTA Section 339B Competitive Grant Process that we went through recently and we were one of the awardees. Hazen said that this grant is out of the Low-No program and even though we are not buying electric vehicles, what we are doing is helping reduce greenhouse gases with this purchase. Hazen also said that we have had problems with grants expiring but this grant does not expire until 2027. The total cost for the busses is $720,000 and this grant will pay for $612,000 and the remainder we will budget for. The busses are about 22 feet long and have 12-16 seats and ADA seating. Hazen said that these busses will be used for the Microtransit program that we will be rolling out in the future. Hazen said staff is asking for a motion to approve this agreement and have the Board Chair sign. Commissioner Nino asked since these are smaller would they be used for Microtransit or for regular use? Hazen said that the intention is to use these busses for Microtransit program but we can use them on fixed route if needed.

Commissioner MacDonald moved to approve the 39358 Agreement and have the Board Chair sign.

Commissioner Nino 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

Commissioner Withers thanked Executive Director Hazen for always finding these deals and working towards the future. Having these smaller busses with smaller footprints is obviously going to be better fuel efficient wise and for transition busses as we move forward. Executive Director Hazen thanked Commissioner Withers and said it is always good to win a competitive grant. Commissioner Withers said yes, it is hard to do.

1. CORROSPONDENCE: Executive Director Hazen shared a certificate from Clatsop Community Action thanking SETD for participating in the 2023 Homeless Connect Event. Hazen also said that we just had Rider Appreciation Day and we always do a raffle drawing during Rider Appreciation Day. Hazen said Mary does a great job of putting together prizes for the raffle and this year’s winners received a backpack filled with all sorts of useful items including gloves, hat, rain poncho, food, water, and a day pass voucher. Hazen said that we received our first ever Thank You note from one of the raffle winners and read it to the Board.
2. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report with the Board.
3. LEADERSHIP TEAM REPORT- Leadership Team members discussed their reports with the Board.
4. ADJOURNMENT

Meeting was adjourned 11:00 PM Mary Parker, Recording Secretary

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

Diana Nino