



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING
JUNE 27, 2024 9:00 AM
BUDGET HEARING/BOARD MEETING MINUTES
APPROVED**

1. CALL TO ORDER: Chair Debbie Booth-Schmidt called the meeting to order at 10:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Pamela Alegria, Commissioner Paul Lewicki, Commissioner Charles Withers, Commissioner Rebecca Read and Commissioner Guillermo Romero Excused.

Staff- Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Human Resources Sue Farmer, Mobility Manager Jason Jones

4. CHANGES TO AGENDA- Board Chair Debbie Boothe-Schmidt requested the removal of Executive Director Evaluation from this month's agenda and move it to next month. Operations Officer Jennifer Geisler added an Interlocal agreement from Pacific Transit. Chair Boothe-Schmidt placed the Interlocal agreement under New Business "a." Operations Officer Geisler also added National Rural Transit Day information to the agenda. Chair Boothe-Schmidt added the Rural Transit Day Information under New Business "c."
Commissioner MacDonald moved to approve the amended agenda
Commissioner Alegria seconded the motion
Motion was approved by unanimous aye vote of all commissioners
5. PUBLIC COMMENT- None
6. REPORTS FROM COMMISSIONERS- Board members reported on their current activities, committee meetings and training courses they have attended. There was discussion and a request that staff contact the owner of the sign on top of the transit center to request that they clean up the back side of the sign.
7. APPROVAL OF THE MAY 23, 2024, BOARD MINUTES
Commissioner MacDonald moved to approve the May 23, 2024, Board Minutes
Commissioner Lewicki seconded the motion
Discussion- Commissioner Alegria said she would give Mary spelling corrections.
Motion passed by unanimous Aye vote
8. FINANCIAL REPORT- Kelly reported that there is over \$250,000 in the Lewis and Clark Bank so she called the auditor and since Lewis and Clark Bank is on a qualified depository list with the state, so we do not have to make any changes because Lewis and Clark Bank has additional insurance. Kelly also reported that the auditor is working on the 2023 taxes, and we have received our ODOT reimbursements in May. Commissioner Alegria requested that the financial reports should have a footnote that explains they are not accurate due to the program we are using. Chair Boothe-Schmidt said that this information has been discussed many times and is in all of our meeting minutes. Kelly said that when John came and did our training, he explained that the numbers we really need to look at are our income and expenses and that our income coming in makes sense and what we are expending is within our budget. The balance sheet included in the financial report is only included because ODOT

requires it and is not from which to gain knowledge. Kelly said she will be finding a new system in the new fiscal year. The June Financial report was entered into the minutes.

Commissioner MacDonald moved to approve the March Financial Reports as presented

6 ayes
 1 Excused
 Motion passed

- 9. BUDGET HEARING- Chair Debbie Boothe-Schmidt opened the 2024-2025 SETD BUDGET HEARING AT 10:18 AM. There were no public comments made. Chair Debbie Boothe-Schmidt closed the SETD BUDGET HEARING AT 10:19 AM. Chair Boothe-Schmidt asked if the Budget Officer had any comments or changes to the budget. Kelly read a memo summarizing the 2024-2025 Budget process and thanking the Budget Committee for their time and commitment.

Commissioner MacDonald moved to approve the Sunset Empire Transportation District 2024-2025 Budget of \$5,726,633
 Commissioner Paul Lewicki seconded the motion
 Discussion- Commissioner Withers invited the budget committee to continue watching the Financial Reports that are available in the monthly Board Meeting Packs. Commissioner Withers said he appreciated the work the Budget Committee had done and the more eyes on the reports the better. Following discussion it was suggested that a follow-up thank-you note be sent to the Budget Committee.

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

Aye- 8
 Excused-1
 Motion passed

Commissioner Lewicki moved that the SETD Board of Commissioners approve and adopt property taxes for the 2024-2025 fiscal year at a rate of \$0.16.2 Cents per thousand assessed values for the permanent tax levy.
 Commissioner MacDonald seconded the motion
 Discussion- None

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

Aye-6
 Excused-1
 Motion passed

Approval of SETD Resolution 2024-01- Chair Boothe-Schmidt read Resolution 2024-01 for approval of the 2024-2025 SETD Budget.

Commissioner Withers moved to approve Resolution 2024-01

Commissioner MacDonald seconded the motion

Discussion- None

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

Aye-6

Excused-1

Motion passed

10. CONTINUED BUSINESS-

- a. Board Policy Approval- Commissioner Read reported that there were 2 Board policies that need to be removed from the list of policies recommended for approval. Policies to be removed were B304 and B312.

Commissioner Read moved to adopt Board Policy’s B307, B310, B311, B601, B704 and B705. Vice Chair MacDonald seconded the motion.

Discussion- Commissioner Withers commented that this is something that can get stagnant and just sit around, but the fact that the committee will be meeting regularly is good. Chair Boothe-Schmidt said we agree with that and have talked about doing work sessions in the future where we just go over policies, so we know we have them and what they say? Commissioner Lewicki commented on B307 saying it is good to have a policy, but the question remains at the end of the last line, what then? Paul said if the board does not have the authority to remove somebody from a position and moreover if we were to tell a commissioner to submit a written document as to know why they have not attended. What if they do not do it? We have no enforcement, and the policy implies that we do, and the Board needs to know that we do not, but if everybody is fine with that, then I can be fine with that. Paul commented on B601 it says in the last sentence the district is committed to complying with requirements as well as the spirit of the law and values public participation in its meetings. Paul said we have run into situations here where we have had public comment to which the board has responded and we have got into discussions which we really shouldn’t have during the General Session, I wonder if participation is the right word or if access would be a better word because we fail sometimes to regulate that part ourselves saying participation almost encourages or implies a 2 way conversation. There was discussion about what is required and the benefit of having a conversation or responding to questions on occasion might be what we want. Debbie said if we had not answered any of the questions or responded when we had the meeting with all the people here and signed the first \$500,000 loan, I think that it would have been a bad idea. Commissioner Withers said he agreed with Paul because we are elected and the only way I believe we can be taken out of office is by recall and no one is going to do that, but we should bring it up and say their participation is expected and a main requirement of being on the board.

Commissioner Lewicki said under definition it says that the board may deliberate for a decision on a matter or a subcommittee. Paul suggested it be committee or subcommittee.

B 310-Commissioner Alegria said in #4 general direction should be changed to policies.

B 311- No change

B 601- Go back to committee- Change info in Purpose, Application, Definition, Exemptions, Minutes

B 307- No change

B 704- No change
B 705- Go back to committee. Wordsmith first sentence.
B-304-No change

Amended Motion-

Chair Boothe-Schmidt made an amended motion to approve Board policies B307, B310, B311 and B704.

Vice Chair MacDonald seconded the motion

Discussion- Pam will give Mary punctuation corrections for policies.

Motion passed

CORRECTION OF B304- (1:06:16) Secretary/Treasurer Alegria said that the Board approves the Board meeting minutes so she does not understand why she would be responsible for the authentication of the minutes in chronological order since she does not do that. Commissioner Lewicki said it is kind of like being a notary, somebody has to say I have looked at the minutes, even though the board has already voted but it is like a seal. You have looked at the minutes as the secretary who is responsible and signed your name. It is protocol for boards. Commissioner Alegria said that she does not get the minutes immediately so cannot remember what happened and do not feel qualified that the minutes are actually correct. The board approves them so why does the secretary have to sign them? Commissioner Lewicki agreed with Commissioner Alegria and discussed the benefits of receiving the minutes within a week. There was further discussion about only having a few days to complete an action item if board packs are given out on Friday and pack is not viewed until Monday. Paul noted since we have zoom recordings and transcription it should make it easier, however SETD does not have transcription programing. Commissioner Read said it would be helpful, but we have to be mindful of Mary's ability to get the minutes out in that time frame. Commissioner Read agreed that it is protocol to have the Secretary sign the minutes and would like to keep that. Chair Boothe-Schmidt said she did not think other commissions or councils do not get their minutes any earlier than we do if not later. There was more discussion about taking your own responsibility to take care of the action items or they are discussed at the end of the meeting and added to your own notes. Commissioner Withers suggested that the Board listen to the recording of the meeting because it contains everything and meeting minutes were never intended to cover everything. Chair Boothe-Schmidt said we will send B304 back to the committee and send B312 back to the committee.

Mary read from the Oregon Attorney General's Public Meeting Manual about meeting minutes and that they usually taking 3 weeks to complete.

11. NEW BUSINESS

- a. Pacific Transit Interlocal Agreement – (1:11:00) Operations Officer Jennifer Geisler read the proposed agreement. Jennifer explained that the dialysis center in Tillamook and Longbeach have closed so the Astoria dialysis center is the next closest for Longbeach patients. Pacific Transit is asking to be able to come across the bridge and make fixed route and curb to curb stops in Astoria for dialysis patients being transported to the Astoria Dialysis Center. Jennifer said this has already been taking place.

Vice Chair MacDonald moved to approve the Pacific Transit Interlocal Agreement and authorize the Board Chair to sign.

Commissioner Lewicki seconded the motion

Discussion- Commissioner Lewicki suggested that the names are checked, and dates and signatures are correct.

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

6- Aye
1-Excused
Motion passed

- b. EMPLOYEE SURVEY-(1:18:25)- Operations Officer Jennifer Giesler explained that Executive Director Johnston had wanted to do an employee survey and gave an overview of the results. Jennifer said it will be also reviewed in one of the next Team meetings. There was discussion about the survey being done annually and the board receiving follow-up on the survey as well. Commissioner Lewicki asked if this was anonymous, and Jennifer said no.
- c. RURAL TRANSIT DAY- Operations Officer Jennifer Giesler said that Rural Transit Day will be on July 16th. There will be free bus fare all day on all routes, refreshments at the Transit Center and a Barbeque at Operations for staff.

Commissioner Read moved to have Rural Transit Day Fare free.
Commissioner MacDonald seconded the motion
Discussion- None

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

Aye- 6
Excused-1
Motion passed

- 12. CORROSPONDENCE- (1:36:00) Executives Director Boothe-Schmidt read correspondence included.
Chair Boothe-Schmidt read a letter from budget members, Jim Alberg and Mary Ann Brandon. An email from County Planner Jake Blake was also read.
- 13. EXECUTIVE DIRECTOR REPORT
- 14. LEADERSHIP TEAM REPORTS
- 12. ADJOURNMENT (1:59:55)

Chair Boothe Schmidt Meeting adjourned meeting at 12 NOON Mary Parker, Recording Secretary

Minutes approved by:

Pamela Alegria Board Secretary/Treasurer