



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
JANUARY 23, 2025 10:00 AM
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: Chair Rebecca Read, Secretary/Treasurer Paul Lewicki, Commissioner Debbie Boothe-Schmidt, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Tracy MacDonald and Commissioner Guillermo Romero

Staff- Interim Director Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones

4. CHANGES TO AGENDA (01:27) – None
5. PUBLIC COMMENT- None
6. APPROVAL OF DECEMBER 5TH AND 30TH BOARD MINUTES- (03:31).

Debbie Boothe-Schmidt moved to approve the December 5th and December 30th Board meeting minutes.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria asked if anyone had sent any kind of thank you to Providence Seaside for the grant. Chair Reed said she will investigate that.

Minutes approved by Roll Call Vote.

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

Aye 7

Nay 0

Motion passed unanimously

7. COMMISSIONER REPORTS- (05:47) Chair Read reported she is the Recruiting Committee chair and has been busy working on that with George Dunkel. Commissioner Lewicki said he just wanted board to know he will need to leave early today. Commissioner Withers thanked Commissioner Read for stepping up like a trooper and thanked Commissioner Boothe-Schmidt for stepping into the Interim

Executive Director job as well. Commissioner Boothe-Schmidt thanked everyone for being at the meeting today.

8. FINANCIAL REPORT- (08:38) Kelly reported that she and Paul had finally worked out the problems with Paul assessing the financial statements. Kelly said this was resolved by giving Paul an online view-only access to the statements. Paul said he probably sees the reports before Kelly gets them in the mail. Kelly also reported that they now have access to the LGIP account which they did not have before. Kelly thanked everyone that had gone to the bank and signed the updated bank cards. Kelly explained the changes in capital expenses is due to the delay in the expected delivery date of our new buses, which is affecting the cash flow projections. Kelly said that the buses delivery date could be delayed again. Kelly also reported that she had submitted the STIF plan that the TAC had recommended to the Board. Commissioner Alegria stated that the professional services money is used up and we may need to take money from somewhere, so where would that be? Kelly said technically we are within the budget, since we don't have to line out our budget. Kelly said our budget is Personnel Services, Material and Services and Capital Outlay and if we are within our material and services, we are within budget, and we are within law. Commissioner Alegria said we are looking at \$19,000. Kelly asked if Commissioner Alegria was referring to the invoice we are going to be talking about later? Alegria said yes. Kelly said that the \$19,000 will go in as training and the other part will go as professional services. Commissioner Alegria asked if that is considered as time goes by. Kelly said she and Interim Executive Director Boothe-Schmidt had looked at where we are, and we are within budget. Kelly said if we continue to follow within budget, we should be good to the end of the year. Kelly said we budgeted \$20,000 for the legal counsel so we'll see what comes in but if it comes to a point where we're going to be over enough, we can look at doing a supplemental budget we would have to look at taking contingency if necessary. Chair Read asked that the financials be entered into the record.

9. CONTINUED BUSINESS-

a. SDAO EXECUTIVE DIRECTOR RECRUITMENT UPDATE- (15:18)- Commissioner Lewicki reported that the recruitment committee has met twice. At the first meeting the committee discussed what we were setting out to do and elected Rebecca as chairperson. At the second meeting we met George Dunkel from special districts and let him know where we were and what our thoughts were going forward, which included our thoughts about the panel, the timeline and the venue and our thoughts about the questions that would be answered. Commissioner Lewicki said the committee does not have a mission statement and we really didn't get anything in writing as far as a charter for the committee. Commissioner Lewicki said it was our intention to bring our recommendations to the board for their approval, but I don't know that we are at that point yet. Commissioner Lewicki said where we do stand at this point is that we have asked special districts to consider changing our format from last year and only having one panel with 4 or five individuals which would not include special districts, so George will facilitate but he is not going to be on the panel. Commissioner Lewicki said we are looking at a board member, a city or county official, possibly somebody from operations here at the district and an HR person from a major organization within the county who can give us expertise in HR. Lewicki said we provided a list of names that might be considered for the panel. Commissioner Lewicki said he had thought we might be able to have the whole process here as we had in the past but special district's recommended, we pick a menu off site. Mary said is looking into that. As far as the rest of the process, special districts will look at the applications received and weed out those that do not meet the qualifications and narrow it down to around 5 candidates. There will be a Meet and

Greet the day before the interviews. The interviews will be set up to address each of the candidates. The panel will come up with 2 finalists and the whole board will have an opportunity to interview the finalists. Paul said the timeline is being modified but the meet and greet and interviews are scheduled for March 16th and 17th and the board will announce their decision at the March board meeting. Chair Read said this is a work in progress and said she thinks George is doing a great job and she feels very confident in the work he has been doing. He is contracted to do these things, and he is very good at what he does. Chair Read we are trying to simplify the process a little bit and not present the applicants with a bunch of meaningless questions. We're trying to drill down to who these people are and who would be the best person to serve us who has good strong managerial skills and is a visionary person, you know, those big-ticket items that are going to really serve through the years. Mary said the meet and greet will be here at the transit center on March 16th. Commissioner Lewicki said he wanted to amplify one point because he hopes the board feels the same way that the committee has made a focus on a candidate who can address the type of team building effort that we have witnessed in the last year or so among staff. I go back to some of the team when I was in operations and some of those things, problems existed even before I took that position and it's kind of been a problem that the district has faced all along, that there are divisions among the different groups on staff. So we need a candidate who brings the skill to be able to build a team, lead a team and motivate a team of leaders working together more so that we need somebody who can define a buss route or some of these other transit technical things. So Lewicki said we're looking for a candidate with character, a candidate with managerial skills and leadership ability in managing people and in leading managers and hope the board agrees with that.

10. NEW BUSINESS

- a. FISCAL YEAR 2026 BUDGET CALENDAR- (30:18) Mary asked staff and Board to look at their schedules and determine what dates will work for the upcoming Budget training and Budget meetings. BUDGET MEETING DATES FOR FY 2026: Training April 24th 12 to 2, Meeting #1 May 8th 10 to 2, Meeting #2 May 22nd 12 to 2 pm, Meeting #3 June 12th 10 to 12
- b. APPROVAL OF 2024 ISLER AUDITOR CONTRACT- (40:09) Kelly explained that the audit agreement is different this year. It used to be that the director or the financial officer signed the audit contract, however now someone from the governing body and the financial officer are required to sign the contract. Kelly said we decided to bring it to the board meeting and have the board chair sign it.

Commissioner Debbie Boothe-Schmidt moved to approve the Isler Audit Contract for 2024 and authorize the Board Chair sign it.

Commissioner MacDonald seconded the motion

Discussion- None

Roll Call Vote

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

7 Aye

0 Nay

Motion passed unanimously

- c. HR ANSWERS INVOICE APPROVAL(43:00)- Interim Executive Director Boothe-Schmidt explained that the first invoice from HR answers was for investigations and other things. This invoice from HR Answers is for staff training that has been provided and for a debriefing for staff SETD concerning the 2023 closure, 21 months ago. Boothe-Schmidt added there was also an incident in the transit center that I and several others thinks staff needs a debriefing offered for it. Commissioner Alegria asked about incorporating something like this in the Strategic Plan and the Emergency Plan. Boothe -Schmidt said yes it would be good to do that. We have got the emergency plan on the Safety Committee agenda to update and there are a lot of things on the list that need to be updated too.

Boothe-Schmidt said this invoice was lost until HR Answers called and asked about it being paid. Commissioner Lewicki said he was concerned that an invoice can go someplace besides finance. Lewicki said he did not know if an investigation is being done but he thought that this issue has come up before and he thought that this might have been the time the ap@ridethebus was implemented. Commissioner Lewicki said this is the time that we should send out a letter to all our vendors saying all invoices need to be addressed to AP, because you know this could really bite us again. Kelly said the previous invoices she had received from HR answers on had gone to SETD HR and been passed along to me. Kelly said the email that she received from HR Answers when she received this statement confirmed they had been sending the statements to Craig and had received a response from him, Kelly said she does not know where that changed. Kelly has requested invoices be sent to AP so that the director, Victoria and herself get them, but Kelly said she knows of other invoices that have gone to individuals, and we are working to get that changed. Commissioner Lewicki said we have a new director coming on so we ought to make sure that he or she knows the backstory and that we maintain this internal control and enforce it, because we're exposed if those invoices can go someplace else.

Commissioner MacDonald moved to pay the 2 invoices from HR answers of \$500 and \$19,785.57

Commissioner Withers seconded the motion

Discussion- Mary said our policy on mail is the Executive Assistant opens, and date stamps all mail. Then it is taken to the Executive Director to sign and then it is distributed. Mary said this does not happen with any emailed invoices and it should. I have asked about it before, but we have no way of knowing who receives emailed invoices. Interim Director Boothe-Schmidt said she has seen invoices from many vendors that do not go through AP. There was further discussion and suggestions about sending out a blanket email to vendors instructing them to use the AP

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

7 Aye

0 Nay

Motion passed by roll call vote

- d. APPROVAL CONTRACT FOR RUST MITIGATION IN ELEVATOR (54:00)
Jennifer explained that we had our seismic test done which is a new test that Oregon requires, and we passed. We also had our annual Centric elevator inspection completed for 2024, and they reported that the rust damage is quite extensive. Centric has submitted a proposal to repair the

rust damage for \$12,675. They submitted the pictures that you have seen. Centric said that the rust condition will not affect the operation or cause a safety concern and certified that it is safe at this time. Staff is asking for approval of the proposal so these repairs can be scheduled.

Commissioner MacDonald moved to approve the proposal to repair
 Commissioner Romero seconded the motion

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

7- Aye
 0 Nay
 Motion passed

11. CORROSPONDENCE- (1:03:04) None

12. EXECUTIVE DIRECTOR REPORT- Interim Executive Director Boothe-Schmidt gave an overview of what she has been doing the past month.

13. LEADERSHIP TEAM REPORTS- Team members reviewed their monthly reports included in the Board Pack

14. ADJOURNMENT

Chair Read adjourned the meeting at 11:46 AM Minutes submitted by Mary Parker, Recording Secretary

Minutes approved by:

Paul Lewicki, Board Secretary/Treasurer