



**Sunset Empire Transportation District
Board of Commissioners
DRAFT Minutes for the November and December Combined Meeting
December 5, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Debbie Booth-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Debbie Booth Schmidt, Vice Chair Tamra Taylor, Secretary-Treasurer Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Tracy MacDonald, Commissioner Charles Withers. Diana Nino attended meeting via phone.

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones, Financial Officer Tracy Lofstrom, Mechanic Supervisor Scott Smith, Paratransit Supervisor Jennifer Geisler and Transportation Options Specialist Kathy Kleczek
3. OATH OF OFFICE FOR NEW BOARD MEMBER- Chair Booth-Schmidt swore in Diana Nino via phone, as Sunset Empire Transportation District Commissioner Position #7.
4. CHANGES TO AGENDA- Commissioner MacDonald asked to be put on the Agenda for officer reconsideration. and Executive Director Hazen requested to add an Intergovernmental Agreement to the agenda. These additions were placed under New Business g. and h.
5. PUBLIC COMMENT (3 minutes)-None
6. APPROVAL OF THE OCTOBER 2019 BOARD MEETING MINUTES:
Commissioner Alegria moved to approve the October 2019 Board Meeting Minutes.
Commissioner Taylor seconded the motion
Discussion- Commissioner Widener thought he had nominated Diana Nino. Mary will check the recording and make correction if needed.
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Reported that she visited Vancouver B.C. and used their public transportation.
 - b. Commissioner Widener- No Report
 - c. Commissioner MacDonald- No Report
 - d. Commissioner Taylor- Reported the OTA Conference was a great event and looks forward to going again.
 - e. Commissioner Withers- Reported he has ridden about 1/3 of the routes and is very impressed so far.
 - f. Chair Boothe-Schmidt- Reported she enjoyed the OTA Conference very much, however some of the information was way over her head.
8. FINANCIAL REPORTS- Executive Director Hazen reviewed the October 2019 Financials. Board and staff were surprised with glasses of sparkling apple juice in celebration of the final debt payment being made from the District's downfall in 2011. Hazen said that this closes the door on the past and we are now focusing on the future.!
Commissioner Widener moved to accept the financials as presented
Commissioner MacDonald seconded the motion
Discussion- None
Motion passed unanimously
9. OLD BUSINESS- None

10. NEW BUSINESS

- a. Board Committee Assignments- Executive Director Hazen explained that due to the change in Board membership the current committee assignments need to be made again. Executive Director Booth Schmidt appointed the following:
 - i. Transportation Advisory Committee- Diana Nino with Commissioner MacDonald as alternate
 - ii. Northwest Area Commission on Transportation-Vice Chair Tamara Taylor
 - iii. Executive Director Evaluation and Compensation Committee- Chair Booth Schmitz said that the Board Chair, Vice Chair and the Secretary Treasurer will continue to be on this committee.
- b. Credit Card Limits- Executive Director Hazen explained that there have been staffing changes in the past year and that he would like to make changes in the credit card limits. The cards that are being increased have the most use and are the cards used for making travel arrangements.
 - i. Jeff Hazen from \$2000 to \$4000
 - ii. Paul Lewicki remains at \$4000
 - iii. Mary Parker from \$2000 to \$3000
 - iv. Jason Jones from \$1000 to \$2000
 - v. Kathy Kleczek remains at \$1500
 - vi. Sue Farmer remains at \$2000Commissioner Widener moved to approve the changes to the Employee Credit Card limits
Commissioner Taylor seconded the motion
Discussion- There was clarification that these are monthly card limits and that there is a policy in place that all receipts are accounted for and turned in monthly and any larger purchases require approval from management.
Motion passed unanimously
- c. NW Navigator Agreement Approval- Executive Director Hazen reported that on January 1, 2020 the NW Navigator will be the new contractor for the Northwest Point service between Astoria and Portland. NW Navigator wants SETD to continue to sell the NW Point tickets and has sent an agreement which is modeled after the MTR/Western agreement. Hazen said the agreement had been reviewed by the Districts legal counsel.
Commissioner MacDonald moved to approve the NW Navigator agreement and have the Board Chair sign
Commissioner Widener seconded the motion
Discussion- Executive Director Hazen clarified that this agreement only covers SETD selling tickets. A correction on page 31 under #18 “firing” should be “filing”. There was a question about what value the contract actually has? Hazen said he would have Tracy report that next month.
Motion passed unanimously
- d. STIF Projects Update- Executive Director Hazen provided an update on the Statewide Transportation Improvement Program which he said was a little delayed due to a driver shortage, however on November 2nd SETD began weekend service with the new Route 13 which serves east Astoria. Hazen said ridership has been very good with an average of 126 riders per weekend and the additional Paratransit service has been very helpful. Hazen reported that progress is being made on the new Astoria to Portland Route which we hope to start on January 2nd.

Chair Booth Schmidt called for a 5-minute break at 9:43 am

The meeting was called back to order at 9:47 am

- e. NWOTA Project Presentation- Executive Director Hazen presented a review of the NWOTA Northwest Oregon Transit Access Project which was included in the Board Pack. This is an ODOT funded study that each NWOTA member participated in. Each submitted the transit stops in their service areas they wanted included in the project. SETD submitted stops in Knappa, Warrenton, Gearhart and Seaside. Hazen reviewed each location submitted by SETD and the design proposed for each. Hazen reported that this project does not include the cost of the construction of the sites.

- f. Oregon Public Transportation Conference Reports- Each of the Board and Staff gave a quick review of the sessions and experiences they had at the OPTC in Seaside.
- g. Officer Reconsideration-Commissioner MacDonald said this was not easy for him. MacDonald said he would like to propose that we vacate the Secretary Treasurer Position and re-address that and would like that in a motion form and if there is a second move forward and if not dispense with it.

Commissioner Taylor seconded the motion

Discussion: There was discussion and comments made by the Board.

Aye 4 Nay 3

Motion passed

Chair Boothe-Schmidt asked for nominations for the Secretary Treasurer and called on

Commissioner Taylor who had put up her name card to be called on.

Commissioner Widener nominated Commissioner Alegria

Commissioner Taylor nominated Commissioner MacDonald

Chair Booth-Schmidt asked for a second for Commissioner Alegria

Commissioner MacDonald seconded the nomination of Commissioner Alegria

Commissioner Taylor called a point of order saying that she was recognized by the Board Chair and she thought the vote for Commissioner MacDonald should be first since Commissioner Widener was not recognized by the Chair when he made his nomination.

Chair Boothe-Schmidt agreed that the motion on floor was the nomination of Commissioner MacDonald to be Secretary Treasurer

Commissioner Withers seconded the motion to nominate Commissioner MacDonald

Discussion- None

Aye 5 Nay 2

Motion passed

Commissioner Widener stated that now he would call a point of order and asked since Commissioner MacDonald started the motion to remove him, is it right that he is now being nominated. Executive Director Hazen said any Board member was eligible. Commissioner Widener said I am being removed for a physical disability. Chair Boothe Schmidt said his comment would be on the record.

- h. Intergovernmental Agreement- Executive Director Hazen said that Columbia County needs a bus to help cover their routes until March. Hazen said SETD has a bus that we can loan so this an Intergovernmental Agreement that will allow us to help them.

Commissioner Taylor moved to approve the IGA with Columbia County and authorize the Chair to sign it.

Commissioner Widener seconded the motion

Motion passed unanimously

- 11. CORRESPONDENCE- Executive Director Hazen said we are getting good reviews on Google! Comments included comments about how clean the buses are and how nice the drivers are.
- 12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that during the OTA conference he attended the session on Student Transportation presented by Cynda Bruce from Lincoln County and Angie Jones from Grant County who are providing fare free student transportation using their STIF funds. Hazen said STIF requires that up to 1% , if practicable, of STIF funds be used for student transportation and considers grades 9-12 to be the focus of this funding. Hazen explained that after listening to this presentation he wanted to do the same here in Clatsop County. Hazen explained that the 5311 funding is based partly on ridership and having more riders will gain us more funding

Hazen suggest that the SETD Board approve a change to our Fare Policy to allow students K – 12 to ride our transit system year-round fare free and make this effective January 2, 2020. This would not be adding any extra service outside of the Knappa and Jewell routes that run in the summer.

Commissioner Taylor moved to approve the fare free bus service for students K through 12 and start it January 2, 2019.

Commissioner MacDonald seconded the motion

Discussion: Commissioners agreed that this will be very good for students and their families.

Motion passed unanimously

13. LEADERSHIP TEAM REPORTS-

14. PUBLIC COMMENT (3 minutes)- None

15. OTHER ITEMS-

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Tracy MacDonald

Date _____

An audio recording of this meeting is available by contacting Mary Parker at mary@ridethebus.org

DRAFT