



**Sunset Empire Transportation District  
Board of Commissioners  
DRAFT Minutes for the January Meeting  
January 23, 2020**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL:  
Present: Chair Debbie Boothe-Schmidt, Vice Chair Tamra Taylor, Secretary Treasurer Tracy MacDonald, Commissioner Kevin Widener, Commissioner Pamela Alegria and Commissioner Charles Withers.  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones, Mechanic Supervisor Scott Smith, Paratransit Supervisor Jennifer Geisler and Transportation Options Specialist Kathy Kleczek
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3 minutes)-None
5. APPROVAL OF THE DECEMBER 5, 2019 BOARD MEETING MINUTES:  
Several typos were pointed out. Chair Boothe-Schmidt's name was misspelled several times, 2019 needs to be changed to 2020 on page 8. Commissioner Widener requested that more of the content of the conversation that took place when the change was made to the Secretary/ Treasurer position be added to the minutes. Board Chair Boothe-Schmidt reported that she had listened to the recording of the minutes and that she had called on Commissioner Taylor prior to Commissioner Widener nominating Commissioner Alegria. Commissioner Widener said that was not what he was talking about. He said he is talking about the content of the comments and the specific reasons why the change was made. Commissioner Widener said the comment was made that it was done for health reasons and it is in the audio. Commissioner Widener said as far as what Chair Boothe-Schmidt was discussing it has never been necessary for the Board Chair to recognize someone for a motion and it is not an Oregon state law. Commissioner Widener said in 8 years he has never know the Board Chair to call or recognize someone for a motion. Commissioner Withers asked a motion in regard to what? Commissioner Widener said a motion regarding a nomination. Commissioner Withers asked if a nomination requires a vote? Commissioner Widener said it requires a vote, but it does not require a Board chair to recognize a motion. Commissioner Withers said any vote requires a motion. Executive Director Hazen said the Board Chair has the prerogative of how to run the meeting. Commissioner Widener said the Board Chair needs to do that before the meeting not during the meeting. Commissioner Widener said if he chooses to make an issue out of it, he will. Commissioner Withers asked what Commissioner Widener wanted Mary to do. Commissioner Widener said he wanted the narrative to include that he was replaced because Commissioner MacDonald said it was my health and he wants his response to that included. Commissioner Withers asked Commissioner Widener if he wanted to add narrative to the existing minutes and then make adjustments? Executive Director Hazen stated that the Board will have to give staff direction on that and decide if they want to go back to having transcription type minutes or following requirements and just put the required things in the minutes because of the time it takes Mary to do the minutes. Commissioner Widener said there is a subjective (inaudible) that Tracy made and if we are going to say that mine doesn't come in then that doesn't come in there either. Chair Boothe-Schmidt asked if Executive Assistant Mary Parker would like her help in adding the narrative. Mary said yes that would be great. Chair Boothe-Schmidt said she would get together with Mary and add to the minutes. Commissioner Widener said he (Commissioner MacDonald?) made the comment and it is was on public record but obviously it isn't if my response is. I have already (inaudible) started (inaudible) and charges can start. Chair Boothe-Schmidt said she would get together with Mary. Commissioner Widener said it doesn't matter because he has a copy of the audio. Mary said that this was a summary of what was said there and I may have not have done this to the best of my ability but there was a lot of information that you disclosed about your health and I wanted to summarize that so it was not in the minutes and did not go out to the public. Commissioner Widener said he was forced to bring that out and that also may be an issue. Commissioner Taylor said you bring up a good point. I think he does. Commissioner Taylor said

she was trained with Roberts Rules and thought they qualify for all public meetings, follow the Robert's Rules, and maybe that is something we should look further into. Commissioner Taylor added that most people, well maybe not most, but several people run a standard process of training out there. Commissioner Taylor also added that minutes can be changed at any time even after they have been approved. That may not be an issue but wanted to add that. I think I would feel more comfortable (inaudible).

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Alegria-Commended everyone for the wonderful Christmas Party and she was happy to see that so many people attended. It felt like there was a unification of the District, besides just the people in this room. It looked like everyone enjoyed their time and socialized.
- b. Commissioner Widener- Stated that he recently noticed the ADA in the lobby that says we are compliant and clearly, we are not. Commissioner Widener stated his illnesses are disabilities, and do not prevent him from doing my job and that is the legal definition. Widener said he was not given advanced notice or otherwise he would have brought legal proof that you do not have a case. Widener said a good share of our ridership is disabled and a volunteer position is still under the ADA and Title VI. Widener stated he was dismissed from my position because of a disability and nothing changed from the 23rd<sup>th</sup> of October to the 5<sup>th</sup> of December. I have been in contact with the ADA and the 4 members that voted for it will be cited and I am sorry. Commissioner Withers thanked Commissioner Widener for doing all the work he did.
- c. Commissioner MacDonald- Commented that the Christmas Party was excellent, and staff should be commended for that. Commissioner MacDonald reported he was asked to serve on the Seaside Street Department Committee. Executive Director Hazen said if a Commissioner is representing the District it needs to be approved by the Board. Commissioner MacDonald said he will have more information for the Board in April.
- d. Commissioner Taylor- Thanked everyone for the Christmas Party and said staff did a great job and it was a lot of fun. Commissioner Taylor said she had attended 3 School Board meetings this month and watched Executive Director Hazen shine and doing a great job presenting information about the District. Taylor said everyone was very complimentary. Executive Director Hazen said it is all our work. Commissioner Taylor agreed and thanked everyone for working so hard this last year.
- e. Commissioner Withers- Thanked staff for the Christmas Party and for the hard work they do and reported that he is halfway through riding the entire SETD bus system.
- f. Chair Boothe-Schmidt-Reported that the Christmas party was great. Chair Boothe-Schmidt also said she had attended the School Board meeting with Jeff and Tamara where Jeff was presented a plaque and certificate of appreciation and that the School Board was very happy with students K thru 12 riding the buses for free.

7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom presented the Financial Reports for November 2019 and December 2019 and reviewed the Exception Reports for each.

Commissioner MacDonald moved to accept the Financials for November and December 2019 as presented

Commissioner Widener seconded the motion

Discussion- Tracy clarified and answered several questions from the Board. No changes were made to the reports.

Motion passed unanimously

Commissioner Taylor had asked at the November/December Board meeting what the value of the contract was with MTR. Tracy said it is about \$9600.

8. OLD BUSINESS- None

9. NEW BUSINESS

- a. ODOT Agreement 33597 Amendment Approval-Executive Director Hazen explained that this is an amendment to the 5310 ODOT Agreement 33597 which updates the electronic equipment funded through Mobility Management. The amendment is needed because the monitors purchased were different from the original grant application.

Commissioner Taylor moved to approve the amended Agreement 3557 and allow the Board Chair to sign

Commissioner Widener seconded the motion

Discussion- Commissioner Alegria asked for more details. Executive Director reviewed the details about the purchase changes on page 41.

Motion passed unanimously

- b. AMTRAK Ticketing Agreement Approval-Executive Director Hazen explained that he had given the Board an updated version of the AMTRAK agreement which has one change which is the confidentiality statement on page 10 in blue and was added because we are a public entity. Executive Director Hazen explained this agreement will allow AMTRAK to sell tickets for the Lower Columbia Connector and gives us access to Union Station in Portland. Passengers will be able to plan their trip to the coast and make one purchase. Executive Director Hazen said that staff is recommending that the Board approve this AMTRAK Agreement and that the Board Chair sign.

Commissioner MacDonald moved to approve the AMTRAK Ticketing Agreement and that the Board Chair sign.

Commissioner Withers seconded the motion

Discussion- None

Motion passed unanimously

- c. SDAO Conference Voting Delegate- Executive Director Hazen discussed how the SDAO Conference will be in Seaside in February. Each District must identify a Voting Delegate that will attend and vote in the Caucus meeting and on several other matters at the annual business meeting. SETD is a member of the At Large Caucus to the SDAO Board.

Commissioner Taylor moved that Board Chair Boothe-Schmidt be the SDAO Voting Delegate

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- d. New Routes and existing Route changes- Operations manager Paul Lewicki passed out the draft of the new and changed Route schedules that will begin February 3<sup>rd</sup>. Paul reviewed each route. Route changes are part of the STIF grant that the Board previously approved.

Weekend Route 13- in Astoria has been operational since October and is doing well.

Weekday Route 10- will now be split going east and going to the MERTS campus 3 times a day and then returning to the Transit Center. Then Route 10 will go to Clatsop College, past the High School turning up at Dairy Queen and going to Alameda and then returning to the Transit Center.

Weekday Route 15-will be serving Warrenton, Hammond, Fort Stevens and the large store areas in Warrenton

Weekend Route 16-will do the same route as Route 15 on the weekends.

Weekday Route 101-will add more trips to Seaside and will extend to Avenue U then back to the Cinema. Pickups at Camp Rilea will now be by request only and require 2 hours advance notification.

Columbia Connector will make 3 trips a day up Hwy 30 to Union Station and back.

Paul said that the copies of the changed routes will be available in the shelters, at our transit offices, on the buses and on our website.

Commissioner Withers asked if we are running late to Union Station how we will notify people. Paul said that many people use transit apps and we have ways to place alerts on our website and on google maps to get the word out there. Paul said we have tried to make these route times realistic enough that we will be

on time most of the time and have identified 3 different routes our buses can utilize to go in and out of that area. Drivers will have cell phones and radios for communicating any difficulties.

Route Change Comments:

Cody Lachica from Clatsop Community College- Cody said she represents the students at Clatsop Community College and will read a letter from them. Cody said this is her first year at Clatsop and she walks or bikes to school, but she knows a lot of students that do take the buses and it is a huge concern finding out this week that the routes will be changing within the next 2 weeks and was quite alarming.

Letter:

It has been brought to our attention that a new schedule of transportation will be established on the tentative date of Monday February 3<sup>rd</sup>. These routes serve the general population of Clatsop County along with many students attending Clatsop Community College traveling from Seaside, Warrenton and Astoria. The timing of the change will give the population effected limited time to adapt to the schedule. Our current winter term runs through March 20<sup>th</sup>. Implementing an abrupt schedule change will have a negative impact on current students who currently utilize public transportation to and from the CCC Lexington campus. Students are currently unable to receive funds by dropping current courses and who also receive permanent marks on their transcripts if the changes inhibit their ability to complete current courses. We would also like to recognize some positive effects of the new route changes, specifically access to MERTS which is currently inaccessible via public transit. The MERTS campus courses have not been available to students who depended upon public transportation and the new schedule will be a great benefit to those students, however the timing of the implementation will undoubtedly put a strain on students attending classes at the Lexington campus. We strongly encourage and support a decision to delay the date of change to the current transportation schedule. This will allow time for a fully finalized schedule to be published in advance and allow for adequate time to alert enrolled students about route changes so they can make accommodations without interrupting their ability to fulfill their course requirements.

Cody said that many students do not have a car so those that are very dependent especially those in South County are trying to work on maneuvering their own schedules and with classes just beginning this term we are unable to change our schedules anymore or get a refund for those courses and this will really stress out the students. Cody said she is just hoping that there is support and understanding when you put this into place.

Paul stated that Mary Parker and I have been working on these schedules and we do realize that especially in morning when the Route 10 leaves the transit center just before the Route 101 arrives at the Transit Center. Paul said so we are pushing back the Route 101 departure from South County and pushing up the Route 10 so the Route 101 will get here before the Route 10 leaves. Paul said hopefully this will mitigate the problems that most riders have from South County.

Cody asked how SETD planned to get the schedules to the students. Mary said that she will bring schedules to the college for handing out, they will be posted in the bus shelter at the college, bus drivers will have them on the buses, and they will be available on our website. Jeff said we will have staff with an information table at the college that students can talk to. Cody asked if that person could help students with transfers. Mary said yes.

Cody asked what motivated the decision to do time changes right now. Executive Director Hazen said this was planned and we are about 3 months behind because of the lack of drivers.

10. CORROSPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen did a presentation showing ridership or each route which had a total increase of 9% for the last quarter. Executive Director Hazen said that we are going into budgeting season and one of the things we are looking at is an update to the conference room and furniture. Executive Director Hazen said that Chair Boothe-Schmidt suggested that the Board take a trip on the Lower Columbia Connector together so he will send out a doodle poll to see what the best date for everyone would be.

Hazen said he and Paul are working on a project to move the Warrenton yard out of the Hazard Zone. Hazen also went over the new NWConnector marketing plan included in his report.

12. LEADERSHIP TEAM REPORTS-

13. PUBLIC COMMENT (3 minutes)- None

14. OTHER ITEMS-

Meeting was adjourned 11:51 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](mailto:mary@ridethebus.org)

DRAFT