



**Sunset Empire Transportation District  
Board of Commissioners  
July 23, 2020  
Board Meeting Minutes  
Electronic Meeting**

1. CALL TO ORDER - Chair Debbie 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 Pamela Alegria, Commissioner Charles Withers and Commissioner Diana Nino. Commissioner Kevin Widener absent  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek and Human Resources Manager Sue Farmer
3. ELECTION OF OFFICERS:
  - a. Chairperson- Commissioner Alegria nominated Debbie Boothe-Schmidt as Board Chair. Debbie thanked Commissioner Alegria but declined due to her running for state office. Commissioner Withers nominated Commissioner Tamra Taylor as Board Chair. Commissioner Taylor accepted the nomination. Being no other nominations Commissioner Taylor became Board Chair. Executive Director Hazen announced that Chair Taylor would be taking over the Board Meeting.
  - b. Vice-Chairperson- Commissioner Debbie Boothe Schmidt nominated Commissioner Tracy MacDonald for Vice Chair. Commissioner Alegria seconded the motion. Commissioner MacDonald accepted the nomination.
  - c. Secretary/Treasurer- Commissioner Diana Nino nominated Commissioner Pamela Alegria as Secretary/Treasurer. Commissioner Boothe-Schmidt seconded the motion. Commissioner Alegria accepted the nomination.
4. CHANGES TO AGENDA- Executive Director Hazen requested that a Letter of Support for the Seaside Safe Routes to School project be added to the agenda. He also requested adding the Bank Authorization Cards for the new officers.  
  
Commissioner Boothe-Schmidt moved to add the Letter of Support as B and Bankcard Updates as C under New Business.  
Commissioner Nino seconded the motion  
Discussion: None  
Voting Aye- Commissioners Withers, Alegria, MacDonald, Taylor, Nino, and Boothe-Schmidt  
Voting No- None  
Motion passed unanimously
5. PUBLIC COMMENT (3 minutes)- None
6. APPROVAL OF THE June 25, 2020 BOARD MEETING MINUTES-

Commissioner Nino requested that the comments on page 9 made by Commissioner Withers be placed in quotation marks. Commissioner Nino also requested that the comments that both she and Commissioner Withers made about being available said to Human Resources to discuss improving diversity with staff be added to the minutes. Chair Taylor also added that her name was spelled wrong.

Commissioner Boothe-Schmidt moved to approve the June 2020 Board minutes as corrected  
Commissioner Alegria seconded the motion

Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, and Boothe-Schmidt

Voting Nay: None

Motion passed unanimously

## 7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Taylor- Nothing to report
- b. Commissioner MacDonald-Reported that we are a team and I appreciate each one of you. He also reported that he had attended the Seaside Transportation Committee Meeting.
- c. Commissioner Alegria- Commended Jason for being nominated Employee of the Year. He certainly deserves it.
- d. Commissioner Withers- Reported that Sue Farmer had reached out to him and they are planning to sit down and discuss diversity and hope we can move forward with a more diversified work force
- e. Commissioner Nino-Reported that Sue had also reached out to her and scheduled a phone meeting to discuss diversity in our work force. Commissioner Nino also congratulated Jason on being Employee of the Year
- f. Chair Boothe-Schmidt-Nothing to report

## 8. FINANCIAL REPORTS-

Financial Officer Tracy Lofstrom reviewed the June 2020 Financial and Exception Report and answered questions from Commissioners Alegria and Nino.

Commissioner Withers moved to accept the June 2020 Financial Reports

Commissioner MacDonald seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

## 9. OLD BUSINESS-

- a. ODOT Agreement #32841 Amendment- Executive Director Hazen reported that SETD received funding for a bus but due to COVID-19 production was delayed and the grant was going to expire. This amendment extends the grant.

Commissioner Nino moved to approve ODOT Agreement #32841 and authorize the Board Chair to sign it.

Commissioner Withers seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

- b. Northwest Oregon Transit Alliance Management Plan Approval-Executive Director Hazen reviewed the history of the formation of the original Connector Alliance formed in 2012 and the development of the management plan that was completed in 2016. Hazen presented a power point that explained the Connector plan and the benefits of the collaborative effort of the alliance that includes Columbia County Rider, Sunset Empire Transportation District, Tillamook County Transportation District, Lincoln County Transit and Benton County Transportation. Hazen said the management plan is the much-needed framework to guide the Connector over the next several years and achieve the plan Goals to improve access, promote awareness, improve service, increase stability and enhance livability in the communities served. Executive Director Hazen answered questions from the Board.

Commissioner Boothe-Schmidt moved to approve the NW Oregon Transit Alliance Management Plan

Commissioner MacDonald seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

#### 10. NEW BUSINESS

- a. Committee Assignments- Chair Taylor made the following assignments for Fiscal Year 2021.

Transportation Advisory Committee- Diana Nino

Executive Director Evaluation and Compensation Committee- Tamra Taylor, Tracy

MacDonald and Pamela Alegria

Northwest Oregon Area Commission on Transportation- Tracy MacDonald

- b. Letter of Support for Safe Routes to School- Kathy Kleczek, explained that the City of Seaside is applying for a Planning Grant for the Safe Routes to School program. Kathy answered questions from the Board.

Commissioner MacDonald moved to approve the letter of support for the City of Seaside Safe Routes to School Planning Grant and have the Board Chair sign

Commissioner Alegria seconded the motion

Discussion- None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

- c. Bank Signature Cards- Executive Director Hazen said that the bank requires the Board to approve the new Board officers as signers on the bank accounts.

Commissioner Withers moved to approve the officers as signers on the SETD bank accounts.

Commissioner Boothe-Schmidt seconded the motion

Discussion-None

Voting Aye- Commissioners Nino, Withers, MacDonald, Taylor, Boothe-Schmidt and Alegria

Voting No- None

Motion passed unanimously

CORRESPONDENCE- Mary read a comment that was submitted by Stanford Lynx about bike racks on buses needing to accommodate fat tire bikes. Executive Director Hazen said he would give this request to Paul and that we will report back at the August meeting.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen clarified that Jason’s award was for the Executive Director Award, which he certainly deserved. Executive Director Hazen also clarified that he asked Sue to include demographics of all employees in the monthly HR reports and SETD will no longer take delivery of buses unless they are completely ready to go out on the road. No more time spent on prepping them at SETD.

12. LEADERSHIP TEAM REPORTS- Open discussion between Board and Team members.

13. OTHER ITEMS-

Meeting was adjourned 11:46 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)

