



**Sunset Empire Transportation District
Board of Commissioners
October 22, 2020
Draft Board Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 10:10 AM.
2. ROLL CALL:
Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer, Pamela Alegria, Commissioner Charles Withers, Commissioner Diana Nino, Commissioner Debbie Boothe-Schmidt and Commissioner Read

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Tracy Lofstrom, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones

Attending-
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3 minutes)- None
5. APPROVAL OF THE SEPTEMBER 23, 2020 BOARD MEETING MINUTES-
Commissioner Alegria moved to approve the September 23, 2020 Board Minutes
Commissioner Debbie Boothe-Schmidt seconded the motion
Discussion-Commissioner Nino said that there should be a correction on page 7 item b under old business on the nomination of Lyla Gaebler Commissioners Withers seconded the motion twice. Mary will check the recording.
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt
Voting Nay: None
Motion passed unanimously
6. FINANCIAL REPORTS-
September 2020 Financial Report-Tracy Lofstrom reviewed the September 2020 Financial and Exceptions Report. Tracy said that she wanted to let the board know that she added a payment that had come in for Medicaid fares 4021 from Tillamook of \$5,914. This will increase the monthly income to \$29,519.50 and the year to date Medicare fares was \$430,573. 1212076 Commissioner Nino asked about 5301 and 5311 administrative operations on page 12, saying the budget says \$125,000 but the year to date says \$0? Tracy said these are grant reimbursements that as of September had not come in. Commissioner Nino asked what PM stood for on page 12. Tracy said PM is for Preventative Maintenance grant. Tracy clarified that the month to date amounts are an estimate that she puts in based on the budget. Commissioner Nino also asked what the \$ 667 for Election Fees were for on page 13. Tracy said it is for County Elections for this year. Executive Director Hazen added that this is set aside to cover election costs when commissioner's terms are expiring, however this should not have been done with this budget as there are no expirations until 2021. Tracy said the total year budget was \$2001 and she was thinking there were primary costs.

Commissioner Boothe-Schmidt moved to accept the September 2020 Financial Report as corrected.
Commissioner Alegria seconded the motion
Discussion- None
Voting Aye: Commissioner's Withers, Alegria, MacDonald, Taylor, Nino, Read and Boothe-Schmidt
Voting Nay- None
Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Reported that she had participated in the 2020 Drive Less Challenge and had received a gift certificate from Café Yum. She said it was very easy to do and thanked Kathy for presenting it to her.
- b. Commissioner Alegria-Nothing to report.
- c. Commissioner Withers- Nothing to report.
- d. Commissioner Boothe-Schmidt-Nothing to report
- e. Commissioner Nino-Nothing to report.
- f. Commissioner Rebecca Read-Reported she had attended the last 2 Tuesday workshops. They were very informative. Rebecca reported that she really liked the one on racial equity which was really well done and very useful.

8. OLD BUSINESS-

- a. Special District Insurance Services Best Practices- Mary Parker reported that once a year SDIS offers an opportunity to receive up to a 10% discount on insurance premiums by participating in their Best Practices program. The Best Practices subject and requirements change every year but are pertinent to reducing liability risks for the district. The Best Practices program opens in the spring with a completion deadline the first of November. This year the SDIS survey was focused on Harassment and required us to have a policy and procedure in place and employee training completed as well. If the survey submitted is approved by SDIS, SETD will receive the entire 10 % discount on this year's insurance premium costs.
No Board action is necessary.

9. NEW BUSINESS

- a. Coordinated Human Services Plan- Executive Director Hazen said this is what we just had the workshop for today. We are hoping you will accept the draft plan with the corrections which mostly spelling and grammar and what Christy had mentioned, however if you are not comfortable approving the plan today and want the final plan, we can probably move this to the December meeting.

Commissioner Withers moved to approve the Coordinated Human Services Plan today

Commissioner Boothe-Schmidt seconded the motion

Discussion- Commissioner Nino said like she had commented on earlier, the way this is presented is like a report and the way this has been put together the only part that is an actual plan is the Goals and Strategies so is that the part of the plan that we are approving? Executive Director Hazen said yes, if you look at the packet from this morning, the Draft Final Report is the plan you are adopting. Commissioner Nino said she would like to add wording to the motion about responsibility and collaboration for more clarity about executing the plan. Executive Director Hazen said the Board's role is to adopt the plan, the staff's role is to execute the plan. Commissioner Nino asked Executive Director Hazen if he felt confident that he could execute this plan. Executive Director Hazen said yes. Chair Taylor asked if there is understanding that what the Board is voting on is that Jeff has asked for support of the plan and we are voting to approve. Commissioner Withers agreed.

Commissioner Alegria said she understands adopt and implement but is not sure what the Boards role is with plans? She said she agrees with Commissioner Nino that there should be more delineation and collaboration for more clarity. Commissioner Withers said the Board always provides oversight and we are not just going to approve a plan and not have our hands on it, but we should hold up on something because of clarity. Sometimes plans evolve and we never loose our prime directive which is oversight. Chair Taylor said that it is important and Charles eluded to it, that this is a plan, not an action, but it is a plan to make an action and we need to give our support to Executive Director Hazen

and staff to make the plan and then provide us with that information and which is made into an action.

Commissioner Booth-Schmidt said she agreed. Executive Director Hazen comes to us with recommendations and if he did not think he could carry out this plan he would not have put it in front of us. 2 years from now, when we have to approve another plan in this area we can look and see what he accomplished on this and if he did not accomplish everything, we could pull back on things if needed. We need to trust Jeff when he says this is a plan that he is sure he can follow through on, because his job is to make sure that what we approve, he gets done. Commissioner Withers said again, oversight function is ours. Commissioner Nino said how about if we are going to vote on approving the plan that Jeff has said staff feels confident that they can execute. Is it possible to request that for the next meeting we receive a simplified version of the plan, not so much wording but more concise of what we are adopting and going to work on in the following years. Chair Taylor said this is a 5-year plan. Executive Director Hazen said these plans are generally rewritten every 5 years but there will be times that we will update the plan over the next 5 years. Maybe the goals or strategy is not relevant anymore or something comes out of nowhere that should be in the plan, so we would put that before the Board to amend the plan. Chair Taylor said she thinks we need to give Executive Director Hazen and staff time to execute the plan. Commissioner Nino said she understood but this plan has a lot of wording and it is difficult to see the specific goals. Commissioner MacDonald said some of this lends itself to a possible Board Work Session / Retreat sometime and we could revisit all of these implementations to make a better plan.

Executive Director Hazen again stated that the roll of the Board is to adopt the plan that has been presented today. It is the role of the staff to implement the plan. Hazen said there is no way that we can come back at the next meeting and tell you how we are going to implement the plan because the process we go through utilizes the Transportation Advisory Committee. Staff will present projects that are tied to this plan or the Long-Range Comprehensive Transportation Plan. TAC will then prioritize those.

As far as a retreat, I believe that is too far in the weeds.

Hazen said projects will be presented using a spreadsheet format that Jason set up for Mobility.

Commissioner MacDonald called for the question.

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

Voting Nay- None

Motion passed unanimously

- b. Intergovernmental License Agreement- Executive Director Hazen explained that this is a unique situation and stems from one person that has been problematic in using our shelters. The person was camping out in many of our shelters in Astoria, Warrenton and Seaside and the police would not assist in removing the person because we did not own the property that the shelters sit on. So, in consultation with our attorney, the cities attorney and myself this Intergovernmental license was drawn up so that the police can now use our Police Ordinance to remove people camping in our shelters. Staff is asking that the Board approve this agreement.

Commissioner Nino moved to approve the Intergovernmental License Agreement and authorize the Executive Director and the Board Chair to sign it.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria asked what prescriptive rights in shelters means. Executive Director Hazen called SETD's attorney to clarify but attorney was unavailable.

Commissioner Nino amended her original motion to approve the Intergovernmental License Agreement adding if term "prescriptive rights" is determined not detrimental to the district, correcting the duplicated #3, capitalizing Cities and authorize the Executive Director and the Board Chair to sign it

Commissioner MacDonald seconded the amended motion

Discussion- None

Chair Taylor requested a Roll call vote.

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

Voting Nay- None

Motion passed unanimously

- c. November/December Board Meeting-Executive Director Hazen said that due to the Board Meetings usually being held on the fourth Thursday of each month which can conflict with the Thanksgiving and Christmas Holidays. Staff is recommending that the meetings be combined and held on December 17th. Commissioner MacDonald moved to have the combined November December Zoom Board meeting on December 17, 2020

Commissioner Alegria seconded the meeting

Discussion- Chair Taylor confirmed that the meeting will be held at 9AM.

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

Voting Nay- None

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that Jason has received most of his video equipment and has been busy producing a new trailer which was shown to the Board.

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

13. OTHER ITEMS- None

Meeting was adjourned 11:51 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Pamela Alegria

Date _____

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