



**Sunset Empire Transportation District  
Board of Commissioners  
December 17, 2020  
Draft Board Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 10:00 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 Rebecca Read  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones, RideAssist Supervisor Jennifer Geisler
3. CHANGES TO AGENDA- Executive Director Hazen asked that the updated COVID-19 requirements be added and the upcoming Special Districts Conference.
4. PUBLIC COMMENT (3 minutes)- Kathy read a question that was placed on the SETD Facebook page from Stanford Link requesting the status on the fat tire bike racks. Paul will follow up with Stanford.
5. APPROVAL OF THE OCTOBER 22, 2020 BOARD MEETING MINUTES-  
Commissioner MacDonald moved to approve the October 20, 2020 Board Minutes  
Commissioner Alegria seconded the motion.  
Discussion- Mary reported she had checked the recording of the October Board meetings and Commissioner Withers had seconded the motion for the appointment of Gaebel and Williams to the Transportation Advisory Committee as written in the minutes.

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x	x	x	7
Nay								

Motion passed unanimously

6. FINANCIAL REPORTS-  
Executive Director Hazen reported on the October 2020 Exceptions Report.  
Commissioner Alegria requested that transfers in and transfers out be part of the Financial Exceptions Report. Executive Director Hazen said that he will have them included.  
Commissioner Nino asked about the amount listed under item 8060 for travel expenses.  
Executive Director Hazen said this was not listed on the exceptions report so he would investigate and follow up with the Board. Executive Director Hazen reported that the new Financial Manager will start on January 4<sup>th</sup> and Tracy Lofstrom will be doing training with her. Commissioner Alegria reported that PM as Preventative Maintenance is not included in the acronym list. Hazen said he would add it to the list.

Commissioner Nino moved to approve the October 2020 financials

Commissioner Boothe-Schmidt seconded the motion

Discussion- No further discussion

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x	x	x	7
Nay								0

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Reported that she had attended a zoom meeting for the Seaside Safe Routes to School meeting to discuss the new school locations.
- b. Commissioner Alegria-Nothing to report.
- c. Commissioner Withers- Nothing to report.
- d. Commissioner Boothe-Schmidt-Reported that she rode on the Route 101 and reported that the driver was very good.
- e. Commissioner Nino-Reported that she had attended the Transportation Advisory Committee Meeting that Executive Director Hazen will be discussing in the meeting today. Chair Taylor asked Commissioner Nino if she would also report on the TAC meeting following Executive Director Hazen presentation.
- f. Commissioner Rebecca Read-Nothing to report
- g. Commissioner MacDonald-Nothing to report but has a comment he will make later in the meeting.

8. OLD BUSINESS-

TRANSPORTATION ADVISORY COMMITTEE UPDATE- Executive Director Hazen reported that the Transportation Advisory Committee (TAC) had met December 9th to act on the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Application. This grant is seeking funding for the continuation of the Lower Columbia Connector Route from Astoria to Portland. Hazen explained that the Oregon Administrative Rules (OAR) requires that the Qualified Entity’s (QE) Advisory Committee make a recommendation to ODOT to fund or not to fund the STIF Discretionary projects submitted for the area. The committee unanimously recommended that the project be funded. Hazen said the recommendation has been forwarded to ODOT and will also go before the Northwest Area Commission on Transportation (NWACT) in January. Hazen reviewed the STIF Formula Fund projects through the quarter ending in September which is also included in the Board Pack. Hazen clarified that due to COVID-19, this grant is needed to continue the route between Astoria and Portland 3 times a day. Hazen discussed the history of the advisory committee and how it was restructured due to STIF. The Seniors and Disabled Advisor Committee was expanded and renamed the Transportation Advisory Committee. The TAC makes project prioritizations and then recommends them to the Board. The Board can adopt or make changes to the recommendations, however, if the Board makes any changes, they are required to submit a letter to ODOT explaining why.

Hazen responded to a question about Commissioners attending TAC meetings, saying Commissioner Nino was appointed to TAC to represent the Board. If other Board members attend, they would have to be careful not to have a quorum present which would be in violation of the Public Meetings Law and having several Commissioners at the meeting could be construed as an attempt to sway the committee’s decisions or make the TAC members feel uncomfortable. Hazen recommended that if a Commissioner attends a TAC meeting that they not make

comments. Hazen said that we can always provide Commissioners with a copy of the TAC meeting video. Commissioner Nino asked if the Commissioners could come to the meeting as a citizen and watch the public meeting. Hazen said yes, but they should not make comments.

Commissioner Nino said she started her relationship with SETD first as a rider. She then became a member of TAC. She loved the process of how everything worked and that is how she became interested later and applied to be a Board Commissioner. Commissioner Nino said she applied because she was familiar with STIF projects and how everything began. Commissioner Nino explained that in general the last TAC meeting was to see this new proposal and we were all very pleased of how detailed this proposal was. One of the things the committee noticed was that a lot of the projects that we wanted to be funded with STIF had not been because of the pandemic, but Jeff reassured us that funding from the previous STIF fund will be rolled over to the next biennium so all those projects that are on hold will be able to go on once regulations and limitations pass so those are secured. Commissioner Nino also said one of these projects was service to the MERTS campus. Chris Breitmeyer, President of Clatsop Community College and is a member of TAC explained that ridership numbers are low because the classes that are offered at the MERTS campus have seen a drop in enrollment that may be because those that enroll in the MERTS classes tend to be older and have families and because of the pandemic economy they have dropped out or are taking the classes remotely to be home with their families. So, when you look at the rider numbers, they are low even though when it was proposed we thought there was going to be more riders for that. Commissioner Nino added that in general the TAC is a good group and there is a lot of healthy discussion and the meetings are available on video.

9. NEW BUSINESS

ODOT AGREEMENT 35597 AMENDMENT #2- Executive Director Hazen explained that this amendment allows the inclusion for the reimbursement of video equipment that has been purchased for travel training. You will find the sentence that has been added to the agreement in on page 4. Staff is recommending that the Board approve ODOT Agreement #35597 Amendment #2 and authorize the Board Chair to sign it.

Commissioner MacDonald moved to approve Agreement 35597 Amendment #2 and authorize the Board Chair to sign.

Commissioner Read seconded the motion

Discussion- None

Roll Call Vote-

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x	x	x	7
Nay								0

Motion passed unanimously

- a. COVID-19 VACCINE UPDATE- Executive Director Hazen explained that COVID-19 vaccines are about to roll out in Oregon. Healthcare workers will be the first group to receive the vaccine. Essential workers will be part of the second group and Hazen said we are seeking recognition of frontline transit workers as essential workers, so they are included in the second group receiving the vaccine. Several states designated transit workers as essential early in the outbreak, but Oregon did not make the same designation. Hazen shared copies of the letters that were sent to the Health Department and Governor Brown supporting transit front line staff being designated essential works are in the Board Pack. No action is required.

- b. STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)- Executive Director Hazen discussed the Statewide Transportation Improvement Program, also known as STIP which is the Oregon Department of Transportation’s capital improvement plan for state and federally funded projects. The Oregon Transportation Commission and ODOT develop the STIP in coordination with a wide range of stakeholders and the public. Hazen said the process for developing the STIP takes a tremendous amount of time as there are many competing interests, including transit. The Public Transportation Advisory Committee (PTAC) has spent considerable time in discussing the various scenarios that were put forth by ODOT staff to the OTC. As the PTAC chair, Hazen said he had submitted two letters on behalf of transit and sharing PTAC’s thoughts on the allocation. The Commission met on December 1st to discuss the various scenarios put forth by ODOT staff. They received nearly 5,000 public comments on the scenarios and ODOT staff took those comments and came up with three hybrid scenarios that they discussed with the Commission. The Commission opened another public comment period to allow input on these new scenarios. Executive Director Hazen presented a chart showing the details of the 3 proposals Hybrid 2A, Hybrid 2B and Hybrid 3B. Hazen said the Commission met again on December 15<sup>th</sup> and decided to go with the Hybrid 2B which will be good for SETD. Charles asked if there is any long-term planning or movement towards electric busses. Hazen said he has not seen any funding set aside for that at this time.
  
- c. COVID-19 NEW LOCKDOWN- Executive Director Hazen announced that Clatsop County has moved into the Extreme Risk Category which has increased restrictions including closing offices for the next two weeks. Hazen said he contacted the Governor’s office and checked to see if we had to close the Transit Center or Transit Office and was told SETD does not have to close our offices which is partially due to the preventative measures we have in place. Hazen said more staff will be starting to work remotely tomorrow. Donna, Sue, Paul, and I will be working remotely. Kathy, Jason, and Mary are already working remotely. There will be a re-evaluation of our county status every 2weeks.
  
- d. SDAO CONFERENCE- Executive Director Hazen notified the Board that Special Districts Association of Oregon has announced that they will be having a virtual conference on February 3<sup>rd</sup> and 4<sup>th</sup>. Hazen asked that each of the Board members go to the SDAO website and register themselves. Hazen also said the Board needed to designate a delegate to represent the District and vote during the conference. This is usually the Board Chair.

Commissioner MacDonald moved to designate Chair Tamara Taylor as Delegate  
 Commissioner Boothe-Schmidt seconded the motion  
 Discussion- None

Name	Taylor	MacDonald	Alegria	Boothe-Schmidt	Nino	Withers	Read	
Aye	x	x	x	x	x		x	6
Nay								0

Commissioner Withers became unavailable due to technical problems.

Motion passed

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report. Hazen also added that since there cannot be a Holiday Party this year staff will be treated to-go bag lunch they will pick up today. Staff will also receive a Christmas card which contains a \$25 gift card and an additional gift which

is a nice surprise which Hazen said he cannot disclose so that it will remain a surprise. Staff will also be eligible to win a wonderful gift basket through a drawing on Friday. Executive Director Hazen also said that we will also be announcing the Employee of the Quarter and the Employee of the Year.

Chair Taylor asked if the Board could receive a copy of any of the public announcements that are sent out so that the Board is also up to date.

Commissioner Nino stated that it was good to see that Executive Director Hazen had taken time off at Thanksgiving as his taking some time off was something the Board had discussed earlier.

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

13. OTHER ITEMS- The new Winter Travel Training Video that Jason created was shown to the Board.

Meeting was adjourned 11:51 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_ Date \_\_\_\_\_  
Pamela Alegria

An audio recording of this meeting is available by contacting Mary Parker at [mary@ridethebus.org](mailto:mary@ridethebus.org)