



**Sunset Empire Transportation District
Board of Commissioners
January 28, 2021
Draft Board Zoom Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:00 AM.

2. ROLL CALL:

Present: Chair Tamra Taylor, Vice Chair Tracy MacDonald, Secretary/Treasurer, Pamela Alegria, Commissioner Charles Withers, Commissioner Diana Nino, and Commissioner Debbie Boothe-Schmidt. Commissioner Rebecca Read- Excused.

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

3. CHANGES TO AGENDA- Chair Taylor added two items: A check in on the SDAO Conference next month and the upcoming Executive Director Evaluation. These were placed under 9. New Business item C. and D.

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE DECEMBER 17, 2020 BOARD MEETING MINUTES-

Commissioner Alegria moved to approve the December 17, 2020 Board Minutes
Commissioner Boothe-Schmidt seconded the motion.

Discussion-None

Roll Call Vote:

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	Excused	x	x	5
Nay								0

Motion passed 5 Aye 0 Nay 2 Excused

APPROVAL OF THE JANUARY 12, 2021 SPECIAL BOARD MEETING MINUTES

Commissioner MacDonald moved to approve the January 12, 2021 Special Board Meeting Minutes.

Mary explained that the January 12th minutes state the Board had met to and approved the minutes of the January 11th Special Meeting.

Commissioner Nino seconded the motion.

Name	Taylor	MacDonald	Alegria	Read	Withers	Boothe-Schmidt	Nino	
Aye	x	x	x	Excused	Abstain	Abstain	x	4
Nay								0

Commissioners Boothe-Schmidt abstained due to not attending the January 12th meeting.

Motion passed- 4-Aye 0-Nay 2-Abstained

6. FINANCIAL REPORTS-

November 2020 Financial Report- Executive Director Hazen introduced Kelly Smith, SETD's new Financial Officer. Hazen said that Kelly has been learning a lot and is very competent and has been getting training from Tracy, the AccuFund folks and other sources. Hazen and he and Kelly will meet this afternoon to discuss meet reimbursements. Kelly reviewed the November Exception's Report. Commissioner Nino asked what B and M

stood for on page 13 under 8020. Executive Director Hazen it stood for Buildings and Maintenance. Commissioner Nino also commented that the Board had received the November 2020 Financial Report, but the check distribution included is for January. Kelley said she had mistakenly put the wrong date in when printing the check register and would send out the November check register to the Board. Kelley said that she would have the December and January financials ready for the February Board meeting. Kelley also reported that she has been working with AccuFund because the balance sheet is off and will continue to work on that. Executive Director Hazen reported that Mary Parker's credit card had been compromised and fraudulently used for many purchases. Hazen said the credit card has been cancelled and the bank has reimbursed SETD for the charges, but there will be more included on next month's invoice too. Chair Taylor welcomed Kelly to the first Board Meeting. Commissioner Withers recommended that during this time of so much fraud that staff who have credit cards should check their account status during the month. Executive Director Hazen said that could be done.

Commissioner Boothe-Schmidt moved to accept the November financial reports with the stated correction to be made to the balance sheet.

Commissioner Alegria seconded the motion.

Discussion- None

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

6-Aye- 0-Nay-
Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Chair Taylor- Nothing to report
- b. Commissioner MacDonald- Reported he had attended the NWACTION Zoom Meeting held in Columbia County on January 14 and there are a lot of people doing a lot of good things there.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Nothing to report
- e. Commissioner Boothe-Schmidt-Nothing to report
- f. Commissioner Nino-Reported that she had signed up for the SDAO conference and reported that she had attended the Transportation Advisory Committee meeting which will be discussed later in the meeting. Commissioner Nino also reported that she had taken the Truckers Against Human Trafficking training and was very happy to hear that the SETD staff and drivers are also taking the training.

8. OLD BUSINESS-

- a. ODOT Agreement 34220 Amendment- Paul Lewicki reported that in June the Board had approved the grant agreement to purchase 7 buses and since the last purchase we have been working to purchase low floor buses which are much more accessible and more expensive. Paul said the most recent purchase was 3 low floor buses with one high floor bus and that the buses that are on order will all be low floor buses. Paul said today we are presenting an amendment generated by ODOT in response to our request to move some of the excess money around in the grant to purchase a second large low floor bus which ODOT worked out and so we can do that. The first low floor is coming through the Cares Act and both buses are remanufactured Gillig buses. Paul said since the Board Pack went out, we have discovered the availability of driver barricades that can be installed on the Gillig buses we are purchasing. The barricades will protect drivers from COVID-19 and other safety challenges that they face and are the same type barriers that are on Tri-Met buses. We will be asking for ODOT to amend the 34220 agreement to purchase both driver barriers. Executive Director Hazen said that Paul did a great job of working with ODOT in reallocating funds to be able to purchase the second Gillig bus. Staff is recommending that the Board approve the amendment to Grant Agreement 34220.

Commissioner Withers moved to approve the ODOT amendment to Grant 34220 amending the agreement and reallocating these dollars to be used for the purchase of a remanufactured Gillig bus.

Commissioner MacDonald seconded the motion.
Roll Call Vote

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

6-Aye 0-Nay
Motion passed.

9. NEW BUSINESS

- a. Statewide Transportation Improvement Fund (STIF) FY 2021-23 Project Prioritization- Executive Director Hazen reported that the Transportation Advisory Committee had met on January 13th to review and prioritize the list of projects for the STIF. Hazen reviewed the items on the prioritization list. Hazen said TAC had great discussions and spent a great deal of time deciding on how to place the projects. Hazen explained that the \$800,000 that is for new projects under Future Use is an estimate of the carryover of STIF money from projects starting late, driver shortage and COVID-19. Hazen said he had applied for a Need Based Cares Grant to fund the for relocation of operations, but we did not get it. Hazen said there is another 5339 Grant that is for buses and bus facilities that will be coming available that he plans to apply for. The \$800,000 may be used for part of our local match for that grant. Hazen said the STIF funding cannot be taken away. Commissioner Alegria asked about FEMA assisting with the relocation. Hazen said that he and Paul are working on a FEMA plan that will be brought before the Board next month. Hazen said staff is recommending the approval of the TAC project prioritization list for FY 2021-23 STIF program.

Commissioner Nino moved to approve the STIF Project Prioritization list for FY 2021-23 program as recommended by the TAC.

Commissioner Boothe-Schmidt seconded the motion.

Roll Call Vote

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

6-Aye 0-Nay
Motion passed.

- b. Letter of Support City of Warrenton Community Paths Grant Application- Kathy Kleczek, Transportation Options specialist explained that that she had received a letter from the City of Warrenton Public Works Department requesting a letter of support for a project they were applying for that would expand their pathways (multiuse) throughout Warrenton and beyond.

Commissioner MacDonald moved to approve the letter of support for the City of Warrenton and have the Board Chair sign

Discussion- Commissioner Withers asked if we could have some advertising placed on the paths. Kathy said that it is a great idea and will be working on ideas like that and more.

Commissioner Nino seconded the motion.

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

6-Aye 0-Nay
Motion passed.

- b. SDAO Conference- Chair Taylor said that she had received notification from SDAO that you should be receiving your conference log-in within the next couple of days. Commissioner Alegria said that Mary sent us a list that shows all who are registered but no personal log in information is listed. Kathy Kleczek reported that SDAO would be sending individual log in information within a few days. Commissioner Nino commented that as a new Board member the Board training, she received at the SDAO Conference last year was invaluable. Commissioner Nino asked that Kathy as a SDAO Board member let SDAO know that it would be nice to have this training available again. Kathy said she will pass that information along. Mary reported that SDAO records all the Conference presentations and makes them available to SDAO members following the Conference. These sessions can be accessed on the SDAO website. Commissioner Withers asked about networking with others that are attending the Conference. Kathy said that there will be virtual hallways and roundtables and other opportunities to network with others. Kathy also reminded everyone to attend the meetings including the Caucus meeting as she is up for reelection and could use the support.
- c. Executive Director Evaluation- Chair Taylor said that it is time to begin the Executive Director evaluation process. We will need to meet with Sue Farmer to go over the evaluation prior to meeting with Executive Director Hazen. Chair Taylor appointed Commissioner MacDonald and Commissioner Withers to be on the evaluation committee. Due to other meetings, Charles requested notifying him a couple of weeks prior to the meeting. Chair Taylor said the first meeting will be on February 15, 2021.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that the drivers will be receiving their Covid-19 vaccines this week per the Oregon vaccine tier schedule since driver's provide NEMT services on our routes. Hazen reported he will be meeting with Michael McNickle, Public Health Director and Chris Laman from Columbia Memorial Hospital tomorrow to discuss setting up a transportation plan for those who do not have transportation to the COVID-19 Vaccine clinics. He has talked with Senior Services who have said there is a definite need. Hazen said we need to make sure that people do not have a barrier to receiving this vaccine. Hazen asked the Board for consensus to offer the vaccine transportation at no cost. Chair Taylor asked the Board members to speak up if they did not agree to the free service and there were no objections. Executive Director Hazen also said that there will need to be a Board Strategic Priority work session held within the next few weeks. He will let the Board know what day it will be. Hazen reported that he has not received any applications for the Budget Committee vacancy and asked the Board to talk to friends or other possible applicants and email him there contact information to him or Mary. Commissioner Withers asked how much time is involved. Hazen said there will be a training and a meeting which last about 1 to 2 hours. Hazen also let the Board know that there will be a TAC meeting on February 17th to review the section 5310 and STF project applications.

12. LEADERSHIP TEAM REPORTS- Commissioner Nino asked how people can access receiving Food Bank deliveries at home through the delivery service at SETD and wondered if there could be outreach for the program. Paul said he will have Jennifer get back to Commissioner Nino. Kathy said there is a previous North West Transportations session that Jennifer attended where she explains the program that she will bump up for Commissioner Nino.

13. OTHER ITEMS- None

Meeting was adjourned 11:10 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Pamela Alegria

Date _____