



**Sunset Empire Transportation District  
Board of Commissioners  
February 25, 2021  
Zoom Board Meeting Minutes**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:01 AM.

2. ROLL CALL:

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

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

3. CHANGES TO AGENDA- No changes.

4. PUBLIC COMMENT (3 minutes)- No comments.

5. APPROVAL OF THE JANUARY 28, 2021 BOARD MINUTES AND FEBRUARY 17, 2021 BOARD WORK SESSION MINUTES-

**JANUARY 28, 2021 BOARD MEETING MINUTES**

Commissioner Read moved to approve the January 28, 2021 Board Minutes.

Commissioner Alegria seconded the motion.

Discussion- Commissioner Alegria said the wording of the second sentence in the Financial Reports minutes needs to be corrected. It will be changed to: "Hazen and Kelley will meet this afternoon to discuss reimbursements."

Roll Call Vote:

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

Motion passed unanimously

**FEBRUARY 17, 2021 BOARD WORK SESSION MINUTES**

Commissioner Booth-Schmidt moved to approve the February 17, 2021 Work Session Minutes.

Commissioner Read seconded the motion.

Discussion- The date in the heading of the minutes should be changed to February 17, 2021. On page 8 on line 10 the word "only" should be added.

Roll Call Vote:

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

Motion passed unanimously

6. FINANCIAL REPORTS-

- a. DECEMBER 2020- Financial Officer Kelly Smith presented the December 2020 Financial Reports and asked if there were any questions. Commissioner Nino asked about the listed phone reimbursement. Kelly said this was for a payment we made on a phone line that was transferred to Tillamook. Tillamook then reimbursed us for the payment.

Commissioner Boothe-Schmidt moved to approve the December 2020 Financial Reports as presented.

Commissioner Alegria seconded the motion.

Discussion- Commissioner Alegria asked what the difference between 1299 AR Conversion and 1210 Accounts Receivable System on page 13. Kelly said she will look that up and report back.

Roll Call Vote:

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

Motion passed unanimously

- b. JANUARY 2021-Financial Officer Kelly Smith presented the January 2021 Financial Reports and asked if there were any questions. Commissioner Nino asked why there was still a payment owed for August 2020 for Salon Boheme when they have made many monthly payments. Kelly stated that Salon Boheme had prepaid for August through December so it should clear off. Commissioner Nino also asked if the amount taken off Mary Parker’s card is the total amount of the fraudulent charges. Mary said yes it was the total amount. Commissioner Alegria asked if a number in parenthesis is the same as a minus and if so, could all the reports have the parenthesis used consistently. Kelly said she will try to format all reports to have parenthesis instead of a negative sign.

Commissioner Boothe-Schmidt moved to approve the January 2021 Financial Reports as presented.

Commissioner Nino seconded the motion.

Discussion-None

Roll Call Vote:

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

Motion passed unanimously

## 7. REPORTS FROM CHAIR AND COMMISSIONERS

- Chair Taylor-Reported that the Executive Director Evaluation Committee has met, and the forms have been sent out.
- Commissioner Alegria-Reported that the SDAO conference was an excellent conference especially Julie on the Board Meeting session.
- Commissioner Withers- Absent
- Commissioner Boothe-Schmidt-Nothing to report.
- Commissioner Nino-Reported that she had attended Special Districts Association of Oregon Conference and said it went very well and she was very impressed. Nino added that the technology worked well, and she had no problems with it and stated that she got a lot of value out of the sessions. Commissioner Nino also reported that she had picked up her County Elections packet and had some questions which Mary answered after checking with the Clerks and Elections office. Nino added that this will be her first election.
- Commissioner Rebecca Read-Amended her original “nothing to report” comment and reported that she had attended the SDAO Conference and found it very effective. She said she would like

the Board to someday use the information from the conference. Commissioner Read also said that she would like to have a conversation about Marketing and Telling Our Story.

g. Commissioner MacDonald- Absent

8. OLD BUSINESS-

a. ODOT AGREEMENT 34220 UPDATED AMENDMENT- Executive Director Hazen reported that after the Board approved the amended Agreement 34220 at the January meeting, he discovered that one of the vehicles that was going to be replaced had already been replaced several years earlier. Hazen said this has been corrected and he had emailed the corrected amendment out to the Board. The amendment from January was included in the Board Pack with the correct vehicle information- OPTIS No. V001480; 2014 Ford/Defender; 1FDGF5GT9EEB70471 placed right above the highlighted incorrect vehicle information-OPTIS No. V000522; 2009/Ford/StarCraft; 1FDWE35F62HA04693. Hazen requested that the Board approve the updated amendment to Agreement 34220 and authorize the Board Chair to sign it.

Commissioner Nino moved to approve the updated amendment to Agreement 34220 and authorize the Board Chair to sign it when received.

Commissioner Read seconded the motion.

Discussion- None

Roll Call Vote:

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

Motion passed unanimously

b. BUDGET COMMITTEE APPOINTMENTS- Executive Director Hazen reported that there were no applications received for the Budget Committee, however there are three seats up for appointment. Hazen said two of the current members are willing to be reappointed and staff is recommending that Christine Lolich be reappointed to seat #5 and Mary Ann Brandon be reappointed to seat #6 each for three-year terms. There was discussion about finding another Budget Committee member and that the application is available on the SETD website.

Commissioner Alegria moved that the Board reappoint Christine Lolich to seat number 5, and Mary Ann Brandon to seat number 6 for three-year terms on the Budget Committee.

Commissioner Boothe-Schmidt seconded the motion

Discussion- None

Roll Call Vote:

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

Motion passed unanimously

9. NEW BUSINESS

a. BUDGET COMMITTEE MEETING DATE- Executive Director Hazen said that the Board needs to set the dates for the Budget Training and 2 Budget Committee Meetings. Chair Taylor asked Executive Director Hazen to explain what the training consists of. Hazen said that it can change from year to year but this year the Budget layout will be quite different, so everybody needs to get an idea of what that entails. Hazen said he will not be discussing the actual budget in the

training but will be discussing the effect that Covid 19 has had on the budget. After discussion, the Board determined that the Budget Training will be on May 7<sup>th</sup> at 1:00 pm to 3:00 pm. The first Budget Meeting will be on May 17<sup>th</sup> at 9:00 am and the second Budget Meeting if needed will be on the May 24<sup>th</sup> at 9:00 am.

Commissioner Boothe-Schmidt moved to set the 2021-2022 Budget Training on May 7<sup>th</sup> from 1:00 pm to 3:00 pm and the first Budget Meeting on May 17<sup>th</sup> at 9:00 am and the second Budget Meeting if needed on May 24<sup>th</sup> at 9:00 am.

Commissioner Nino seconded the motion

Discussion-None

Roll Call Vote:

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

Motion passed unanimously

- b. **2021-2023 STRATEGIC PRIORITIES-** Executive Director Hazen explained that he had taken the Strategic Priorities input from the Board Work Session and combined or added them to the existing Strategic Priorities list. There was Board discussion and a request to add the word “locations” after bus shelters.

Commissioner Nino moved to approve the 2021-2023 Sunset Empire Transportation District Strategic Priorities with the discussed amendments.

Commissioner Booth-Schmidt seconded the motion.

Discussion- None

Roll Call Vote:

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

Motion passed unanimously

- c. **2021-2023 SPECIAL TRANSPORTATION FUND (STF) PROJECTS APPROVAL-**Executive Director Hazen explained that the Transportation Advisory Committee (TAC) met on February 17<sup>th</sup> and approved the proposed STF projects and made a recommendation to the Board that both projects be approved for funding by STF.

The first project is to continue to support fixed route service and paratransit service by providing \$125,795 in STF funds benefiting seniors and people with disabilities by continuing current services for their transportation needs to access healthcare, shopping, and social activities.

The second project is to stand up a fare free transportation program for people scheduled to receive their COVID-19 vaccinations at various locations in the county. This will be a program that utilizes both fixed route and paratransit services. Priority will be given to seniors and people with disabilities but will also be open to the public. \$60,072 will be used for this project. The Health Department will confirm that the person requesting transportation has an appointment prior to their being scheduled.

Commissioner Read moved that the Board approve the recommendation by the Transportation Advisory Committee to fund the two projects with STF funds.

Commissioner Boothe-Schmidt seconded the motion

Discussion- Commissioner Boothe-Schmidt said she was concerned that there might be HIPPA problems when confirming appointments. Executive Director Hazen said he had checked about this and there will not be any problems.

Roll Call Vote:

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

Motion passed unanimously

- d. 2021-2023 §5310 PROJECTS APPROVAL- Executive Director Hazen explained that the Transportation Advisory Committee (TAC) had met on February 17<sup>th</sup> and reviewed the proposed projects to be funded by §5310. Hazen said TAC is recommending to the Board that the proposed 12 projects be approved for funding by §5310.

Commissioner Alegria moved to approve the 12 projects with 5310 funds

Commissioner Nino seconded the motion

Roll Call Vote:

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

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen apologized for not including his report in the Board Pack this month when it somehow got deleted by mistake. Hazen reported that ridership was down in January by 31% and year to date ridership is down 41%. Hazen reviewed the new federal requirements for using masks which excludes face coverings and requires having masks that cover the nose and mouth and have no gaps. Gators must be doubled up. Masks now must be worn while at bus stops, while on transit property and on the buses and there is signage explaining new requirements posted including large poster boards at the Transit Center. Hazen explained that we are supposed to enforce the new requirements from a compliance point not an enforcement point, however if someone refuses to wear a mask and does not have a legitimate reason not to, they will be excluded from our system for 90 days. We will also report that person to the Transportation Safety Administration (TSA), who will follow up and may fine the person between \$250 and \$1500. If someone cannot wear a mask, they are required to have a certification from their doctor verifying not wearing a mask is a disability as defined under the American with Disability Act and the CDC, FTA and TSA have made it very clear that acceptable exceptions are very narrow. SETD has an eligibility review process in place that will determine if they qualify for the exemption. Hazen reported that SETD's on-time performance for January was 60.5%, Tillamook was at 70.6% and Lincoln County 59.8%. Hazen pointed out SETD has 9 routes, Tillamook has 7 routes and Lincoln only has 5 routes so Tillamook and Lincoln both have better odds of being on time. Hazen discussed the COVID vaccine transportation plan explaining the first phase will be using Paratransit services to transport people from their home to the vaccination sights. The second phase will be when the vaccine becomes more available, and there are mass vaccine clinics, our intention is to set up temporary pop-up park and rides and we will shuttle them to the vaccine sights. Hazen said the third phase will take place next Monday when he attends the PTAC meeting and as chair will be proposing that a portion of the CARES ACT money that is left over be distributed to rural transit agencies so that they

can also set up stand-up COVID vaccination transportation programs as well. Hazen said to save time he will be asking for an amendment to the CARES ACT funds. Executive Director Hazen said he thought the SDAO Conference went great, and they did a great job virtually. Hazen said he played trivia and he won the treasure hunt. Hazen said he has been working on and will be submitting the STF, 5311, 5310, and 5304 grants by March 1<sup>st</sup>.

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

13. OTHER ITEMS-

Meeting was adjourned at 10:50 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](mailto:mary@ridethebus.org)

DRAFT