



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

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, Commissioner Debbie Boothe-Schmidt and Commissioner Rebecca Read

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

3. CHANGES TO AGENDA- None

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE FEBRUARY 25, 2021 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the February 2021 Board Minutes
Commissioner Read seconded the motion.

Discussion-None

Roll Call Vote:

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

7-Aye 0-Nay

Motion passed.

6. FINANCIAL REPORTS-

February 2021 Financial Report- Executive Director Hazen explained that the Credit Card statements arrived much later than usual so he had emailed the Board copies of the Credit Card Statement with the updated Exception Report and Statement of Activity yesterday. Hazen replaced the original Exceptions Report with the updated Exceptions Report to view and Kelly asked if there were any questions. No further changes or corrections were made.

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

Commissioner MacDonald seconded the motion.

Discussion- None

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

7-Aye- 0-Nay-

Motion passed.

7. REPORTS FROM CHAIR AND COMMISSIONERS

a. Chair Taylor- Nothing to report

- b. Commissioner MacDonald- Reported that he had sent his Executive Director Evaluation. The City of Seaside is going to be installing another electric charging station at the Convention Center.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Reported that he had sent in his elections paperwork and he was proud to say he had received his first Covid vaccine. Withers also reported that while he was riding the 101 towards Seaside last Thursday it was raining very hard and there was a lady standing alongside the road and the bus driver pulled over to pick her up even though she had not flagged down the bus. Commissioner Withers said he did not know the driver's name, but it was really a nice gesture.
- e. Commissioner Boothe-Schmidt- Reported that she has been volunteering at the Covid Vaccine call center and have been encouraging people to use the bus to the clinics.
- f. Commissioner Nino- Reported that she had completed her Executive Director Evaluation and submitted her SETD Commissioner Re-Election application to Clatsop County Elections and attended the Transportation Advisory Committee Meeting which had to do with adjustments to the 5310-project list.
- g. Commissioner Read- Reported that she has submitted her Executive Director Review and her candidate information for the May elections.

8. OLD BUSINESS- None

9. NEW BUSINESS

- a. Fare Collection as a Service Agreement-
Executive Director Hazen reported that he has been working an E-fare system for several years. Hazen said an E-fare system will allow SETD to track important statistical information about our riders and will also make riding the bus easier for our riders. SETD put out an RFP, reached out to four companies and received two proposals. One from Cubic and the other from Token Transit. Hazen said Cubic had bought Delerok who is the provider for Rogue Valley Transportation District, Lane Transit District and Cascades East Transit. Token Transit is the provider for Columbia Area Transit and seven transit agencies that are part of the Cascades West Council of Governments. Hazen said he, Paul, and Jason evaluated the proposals and then met with each of them. The evaluation criteria consisted of
 - Adequacy, completeness, thoroughness, and effectiveness in addressing all the required functions, capabilities, and services
 - Demonstrated operation of the service in at least one other agency
 - Operational references
 - Price, payment, and terms

Executive Director Hazen explained that after evaluating both systems, the committee selected Token Transit. The decision was made for several reasons: Token Transit does not charge a startup fee, it is being used by 2 NWOTA partners, it can be used with the Transit App. that we have available for our riders, they support the NW Connector Pass.

Executive Director Hazen said the Terms of Service have been reviewed and approved by legal counsel and staff is recommending that a motion be made to approve the terms of service and authorize the Board Chair to sign.

There was discussion about the plans for the Token Transit system roll out, outreach, marketing and education. Hazen said he plans to have staff available at bus stops to explain the program to riders.

Commissioner Withers volunteered to assist with the outreach and thanked Jeff and staff for always moving forward on technology and keeping our transit agency in the forefront of technology.

Commissioner MacDonald moved to approve the terms of service and authorize the Board Chair to sign

Commissioner Nino seconded the motion

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

7 Aye 0 Nay
Motion passed

b. ODOT Agreement 34737-

Executive Director Hazen explained that this Agreement is for a Needs Based CARES Act grant that we have been awarded. This grant application was for the purchase of two Driver Supervisor vehicles to be utilized while supervising drivers on routes or for response to issues. Included in the grant application was additional funding for the continued purchasing of disinfecting supplies.

We were awarded funding for one Driver Supervisor vehicle in the amount of \$25,000 and \$20,000 for the purchase of disinfecting supplies. We are members of the Oregon Cooperative Procurement Program (OrCPP) where we have access to purchase from existing State price agreements. We will be utilizing this program for the purchase of the vehicle.

Commissioner Nino moved to approve the ODOT Agreement #34737 in the amount of \$45,000 and authorize the Board Chair to sign it.

Commissioner Booth-. Schmidt seconded

Discussion-None

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

7 Aye 0 Nay
Motion passed

c. Request for Use of Transit Center Parking Lot-

Sondra Carr reviewed the request that she has submitted for the use of a portion of the Astoria Transit Center parking lot for an Astoria Night Market. Sondra explained that Night Markets are a cross between a general market like the Astoria Sunday Market and art fairs. They are more artistic and creative but also have vendor and local business booths. Sondra said that the section of town that the Transit Center is in is becoming a more quirky and creative part of town. She said she has talked with several business owners in the area about how to pull more people who are interested in this sort of thing down to our part of town. Sondra said there is a list of the businesses she has talked to included in the proposal and they were unanimously in support of the Night Market. Sondra said she will continue to talk with people, but this is a slow process, and she does not want the Board to think that we are just jumping into this. The earliest date they could see doing this is October 9th and this may not be possible with Covid. Sondra contacted the Portland Night Market (PNM) management team and spoke with Emma Meeker. They discussed working collaboratively, but Sondra said that the PNM has committed to mentoring us regardless of their desired involvement and have advised us to start small and limit this to twice a year during good-weather months. Emma Meeker is talking with the city and county to see what their liability would be and collect this information for us. Sondra said they are asking for information on the potential use of the space located on the east side of the Transit Center parking lot which would not include the bus drive-through area or the area next to the building. Barriers would be set up to lessen impact on riders.

Sondra added that this is still in the information-gathering and initial planning phases so what we are offering here is the preliminary idea and will be open for discussion with everyone as we move forward. There were Board comments, suggestions, and discussion on the details of the plan. Executive Director Hazen suggested that based on the discussion he suggested that the Board make a motion to give a preliminary ok and give

him permission to negotiate a contract with the organization and bring this back to the Board at the May 27th meeting.

Commissioner Boothe-Schmidt moved to give Executive Director Hazen the opportunity for more conversation with Sondra and bring it back at the April Board meeting.

Commissioner MacDonald seconded the motion

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

7 Aye 0 Nay

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed several items and reported that the Transportation Advisory Committee met yesterday March 24th to approve a correction to the 5310 Grant due to the match money not being added in. The total was \$278,000 should have been \$307,000.

12. LEADERSHIP TEAM REPORTS- Open discussion with Board.

13. OTHER ITEMS- None

Meeting was adjourned 11:10 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Pamela Alegria

Date _____