



**Sunset Empire Transportation District
Board of Commissioners
April 22, 2021
Board Zoom Meeting Minutes Approved**

1. CALL TO ORDER - Chair Tamra Taylor called the meeting to order at 9:07 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, Transportation Options Specialist Kathy Kleczek, Human Resources Manager Sue Farmer, Mobility Manager Jason Jones

3. CHANGES TO AGENDA-Executive Director Hazen requested that item 9b be removed from agenda.

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE March 2020 BOARD MEETING MINUTES-

Commissioner MacDonald moved to approve the March 25, 2021 Board Minutes

Commissioner Charles Withers 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-

March 2021 Financial Report-

Kelly Smith asked if there were any questions concerning the March Financial Report. Commissioner Alegria asked what longevity credit is. Executive Director Hazen explained that since we have been with SDIS insurance for a long time we receive a credit when we renew our premiums. Commissioner Boothe-Schmidt asked if we are still underbudget in the general fund and do we have any idea when those funds will be in. Hazen said these funds are for buses and the dates for receiving them keeps getting pushed back. We probably will not see them until after the beginning of the fiscal year. Commissioner Booth-Schmidt also asked about the Amtrak account. Kelly said the current amount is the January payment they still owe for February and March. Commissioner Nino asked about the status of payments from Cannon Beach. Kelley said Cannon Beach did not get invoiced from July through September. Hazen said we received a large payment from them, but the check was returned because we had invoiced them wrong. Hazen said we submitted a corrected invoice and are in the process of being paid but will check on the current balance and let the Board know.

Commissioner Withers moved to approve the March 2021 Financial Reports

Commissioner Alegria 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- Reported that she had attended the Safe Routes to School meeting with Kathy Kleczek. There is no way to make an accurate determination of how many cars there will be going up to the Seaside school during the current Hybrid schedules. The school has determined that parents will drop off students in the morning and buses will take students home after school and the backup sometimes goes up to the hospital.
- b. Commissioner MacDonald-Reported that he had a personal occurrence on Wahanna road this morning.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers-Reminded everyone to vote and to remind their families to vote for the SETD Commissioners on the ballot. Commissioner Withers also commented that it has been very busy in Seaside and Cannon Beach with heavy traffic and people walking in the streets, but our bus drivers do a wonderful job and are so patient and kind to everyone.
- e. Commissioner Boothe-Schmidt-Reported that she is still volunteering at the Covid Vaccine call center and let’s people know about our vaccine shuttle services.
- f. Commissioner Nino-Reported that she has been an interpreter at the Fair Grounds last week during a Covid Vaccine clinic and was so proud to see our buses delivering people. I also tossed around some ideas with Kathy Kleczek and Jason Jones about making some educational videos.
- g. Commissioner Read-Reported that she had attended the Sunset Parks and Recreation meeting to gather citizen input about childcare and youth programs. They are gathering information in anticipation of hiring a consultant. Commissioner Read said that she is trying to get the minutes from the meeting because one of the things she understands is that parents have barriers in getting their kids to the programs offered by the Parks District, so she will bring that to the commission meeting. Commissioner Read said she knows Jeff and folks are already in collaboration with Skyler Archibald, but she really thinks this needs some attention. Commissioner Read said she would like to have that same person describe the barriers discussed. Chair Taylor said she understood that Rebecca wanted this to be an SETD Board agenda item and recommended that this be put on the agenda after the upcoming elections because that whole board could change.

8. CONTINUED BUSINESS-

- a. Request for use of the Transit Center Parking Lot- Executive Director Hazen said that there was great discussion from the Board during the presentation about the Night Market proposal at the March Board meeting. One of the issues brought up was the Electric Charging Station not being accessible for use during the Market. Executive Director Hazen contacted the owner of the charging station who said they would not mind suspending service at the charging station for one day for the Market. Once they are notified of the Night Market date the owners will send out an electronic message to let users know of the closure. We will also post signs.
Hazen said he had not heard back from Sondra about the start time for set up, but he moved the time up to 8:00 AM so it falls within daylight hours. We plan to block off the parking lot the night before so there are no vehicles left parked in the lot the day of the market. Hazen said the fee is nominal since the District doesn’t have any expense attributed to the market.

Commissioner MacDonald moved to approve the parking lot use permit as amended and to allow Executive Director Hazen to continue discussion.

Commissioner Boothe-Schmidt 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.

- b. Board Meeting Times Discussion- Executive Director Hazen explained that Commissioner Read requested that the Board discuss when the monthly Board meetings are held. Hazen said he looked back at the District Records and found the meeting has been set for the fourth Thursday at 9 am since 2010. Commissioner Read said the reason why she had brought this up is that she had heard from people that daytime meetings are hard for people to attend that work daytime jobs and it kind of cancels out some folks from being involved or who desire to be a commissioner. Read said she was not necessarily promoting that we have to change the date but was wondering if we could have a little brainstorm as to how we can improve on this and younger people fall into this category more often than older people and retired people. Commission Alegria said she agrees with Rebecca that the meeting should be held at night for more participation. Chair Taylor asked Commissioner Alegria what time she was comfortable with. Commissioner Alegria said after dinner. Commissioner Withers said he agreed with getting input from a younger demographic in a Board meeting however a 3-hour meeting starting at 7 pm for those of us that have to drive the farthest is a disadvantage so if we do this it would have to be at 5:30 or over at 8:00 pm at the latest. Commissioner MacDonald said he is kind of retired but still working and has to adjust time off 3 weeks in advance. Commissioner MacDonald added in the he past we have tried having an evening meeting in Seaside but those that come from the North are on the road until 10:30 pm. Commissioner Nino said she really like the motivation behind Rebecca’s proposal, and I do think that we should have more younger people in leadership which is a positive thing. Commissioner Nino said she agreed that we should not be making it too late but for the commissioner’s however this is a monthly meeting and I think we can set the time aside and plan it ahead and 5:30 is not super late. Commissioner Nino also said one of the good things that has come up in Covid times is our video system has been refined and if we do it at 5:30 we might be getting participation from the public even if you work full time. Commissioner Boothe-Schmidt said she agreed whole heartedly. When we only have daytime meetings it doesn’t give everybody that could run for these positions a chance to run, and we miss out on a lot of talent. Commissioner Boothe-Schmidt also said that after Covid we should have meetings in South County because she has heard they feel left out and added that nighttime meetings are tough but there is a lot of talent out there that we are leaving behind. Chair Taylor said having later meetings would work better for her. Chair Taylor asked Executive Director Hazen how to get public input. Executive Director Hazen said we can do an outreach campaign to acquire public input. Director Hazen said he has been an elected official before and there is not perfect time for a Board meeting. We are also not a 9 to 5 economy in Clatsop County as the economy has shifted quite a bit to the service industry, but it would be nice to get more younger people involved. Hazen said as far as staff goes, we will do whatever the Board wants. Commissioner Read said she would like to be involved with that message because this is a marketing opportunity, and we can talk about all of the things we are working on. I think it would really fall flat if it was not a dynamic message. Executive Director Hazen said that Mary has been doing this job for many years and can write a good message for this.
- c. Board Retreat-Executive Director Hazen said in the past we have had a Board Retreat when we have set Strategic Priorities but have not done anything outside of that. Commissioner Nino said we were going to go to Portland on the Columbia Connector before Covid, but maybe we could do an activity where we could socialize a little bit. Executive Director Hazen said staff would be keyed up to make sure conversations did not violate Public Meeting Laws, so socializing brings up red flags for me. Commissioner Withers said we need to figure out how we are going to move forward and will we be having meetings that are part in person and part zoom. Executive Director Hazen said that sounds more like a work session and that sounds like a good idea. Executive Director Hazen asked to have this discussion after the Budget meetings. Chair Taylor asked to have this put on the June Board meeting agenda.

9. NEW BUSINESS

- a. Amendment Statewide ODOT Agreement 32499 Transportation Options -Executive Director Hazen that this amendment is to extend the existing agreement by one year and adds \$97,775.21 to the Grant to fund the Transportation Options program through fiscal year 2022.

Commissioner MacDonald moved that the Board approves the amendment to ODOT Agreement 32499 and authorize the Board Chair to sign it.

Commissioner Nino seconded the motion

Discussion-Commissioner Alegria asked why the agreement does not specify Driver awareness to pedestrians and bicyclists. Executive Director Hazen said both are incorporated in the program.

Kathy Kleczek also explained both are incorporated in her notes and scope of work.

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. Covid-19 Vaccination Transportation Update- Jennifer Geisler reported that there has been a nation-wide effort to assist those without transportation to get their Covid vaccine. SETD opened free transportation for elderly and disabled to be brought to and from their scheduled vaccine appointments. This service is by appointment, so riders have to call in and schedule their ride. About 70% of those using the service have not used this type of service before. Jennifer said in April SETD started the Covid Vaccine clinic shuttle service that provides bus service during the Covid Clinics. The routes run between the Astoria Transit Center to the Clatsop County Fairgrounds and from the bus stop at the Seaside Cinema to the old Seaside High School.

- c. Approval of letter of support for Warrenton Arbor Corridor Pedestrian Walkway signed by Chair Taylor.
Commissioner MacDonald moved to approve the letter of support
Commissioner Alegria 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

10. CORRESPONDENCE- Letter from Jason Jones: Executive Director Hazen read a letter Jason Jones had wrote describing a special Travel Training he had done.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report.

12. LEADERSHIP TEAM REPORTS-Open Board discussion with Team.

13. EXECUTIVE SESSION-Chair Taylor closed the Board Meeting and opened Executive Session- for ORS192.660(2)(i) 11:00 AM

14. Chair Taylor re opened regular Board Meeting at 11:15 AM-

Commissioner MacDonald moved to approve Executive Director's 2021 Evaluation
Commissioner Booth-Schmidt seconded the motion

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

Aye-7 Nay-0
 Motion passed

Commissioner Withers moved to increase Executive Director Jeff Hazen salary by 4% starting July 1, 2021
 Commissioner MacDonald seconded the motion
 Discussion- Commissioner Boothe asked how the 4% raise was determined. Chair Taylor said the committee looked at other Transit Executive Directors in the region and determined that Jeff should be brought up to the same level.

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

Aye-7 Nay-0
 Motion passed

15. OTHER ITEMS- None

Meeting was adjourned 11:20 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Date _____