



**Sunset Empire Transportation District  
Board of Commissioners  
May 27, 2021  
Corrected 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, 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- None

4. PUBLIC COMMENT (3 minutes)- None

5. APPROVAL OF THE MARCH AND APRIL 2021 BOARD MEETING MINUTES-

Chair Taylor explained that the March 2021 Board Minutes were not included in the April 2021 Board pack but were approved by the Board during the meeting. Both the March and April Board minutes are included in the May Board pack for approval.

Commissioner Withers moved to approve the March and April 2021 Board Meeting Minutes

Commissioner MacDonald seconded the motion.

Discussion-Commissioner Read stated that as a point of order staff should be listed in the minutes with title first, then name and last name after that. Commissioner Nino said that tough was misspelled on page 3 of the April minutes.

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-

Financial Officer Kelly Smith asked if there were any questions. Commission Alegria said she had asked what accounts conversion means. Smith said it is showing what was there when we converted from the previous accounting program to the new software. Commissioner Alegria asked why this was in brackets. Smith said she will have to check and get back to her.

Commissioner Alegria moved to accept the April 2021 Financial Reports and that Smith will check out the AR/AP conversion

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.

7. REPORTS FROM CHAIR AND COMMISSIONERS-

- a. Chair Taylor- Congratulated those that had ran for election and won.
- b. Commissioner MacDonald- Complemented all those in the Budget process. We did a phenomenal job in a short time. MacDonald said when he worked at Medix we would do special transports which were very expensive but something to think about when thinking about safety and liability.
- c. Commissioner Alegria-Nothing to report.
- d. Commissioner Withers- Nothing to report.
- e. Commissioner Boothe-Schmidt- Nothing to report.
- f. Commissioner Nino- Reported she was happy to have participated in the election and is very thankful for every vote. Thank you.
- g. Commissioner Read- Reported that she had brought to the attention of Chair Taylor and Executive Director Hazen that in her capacity as a Board Commissioner people come to her with their ideas and questions and as she also serves in the Public Safety Coordinating Council, and she has become aware that there are pretrial defendants and parolees that live in outlying areas like Hamlet and Vernonia that are transportation challenged. Read has gathered information about this with Public Defender Kirk Wintermute and the pretrial court staff to see if there might be a connection where SETD could be of assistance. Currently arrangements and appointments are made remotely. It is not a critical need right now but as people are going back to “in person” appointments it is very important that people comply with their parole and pretrial requirements so that they can have a successful transition in those programs. Read said she is sure that it would be very cost effective if we could make sure that those people complete their programs and if the transportation district might be able to assist with that. Read said she is collecting data and wants the other commissioners to know what she is doing and if there is any input or interest maybe now is the time to start that process. Executive Director Hazen said that Vernonia is outside of our county, so we do not provide transportation there, but Columbia County does. We do not have any routes to Jewell or Hamlet. Hazen asked Read if the courts are willing to pay for service if something could be set up. Read said this is just a beginning discussion but she felt like there was connectivity of some sort with the transportation district and there may be some sort of provisions that the courts have for this. There was input and discussion by other Board members. Read will get information from the pretrial folks and see where we go from there. Executive Director Hazen said that SETD does work with parole and probation and provides rides for them, and it has worked well.

8. OLD BUSINESS-

- a. Board Meeting Times- Executive Director Hazen reported that at the April 22<sup>nd</sup> Board meeting there was discussion about changing the day and time that the Board holds its monthly meetings. Staff put out notifications of a brief 2 question survey to solicit input. The surveys were sent and displayed throughout the county starting on April 27<sup>th</sup> and closed on May 19<sup>th</sup>. SETD received 7 responses which were included in the May Board Pack. Hazen displayed a list of local City and County meeting times. There was Board discussion and input about changing the meeting time, public notification, and methods of outreach for meetings. Chair Taylor asked for a motion.

b.

Commissioner Alegria moved to place the Board Meeting notifications in the paper  
There were not a second to this motion

9. NEW BUSINESS

a. Intergovernmental Agreement with the City of Cannon Beach

Executive Director Hazen explained that SETD has been operating the Cannon Beach Shuttle for several years. We currently charge \$66.00 per hour, and we will continue with that rate and then increase it in year two of the agreement to \$68.00 per hour (+3%). Under this Agreement, we operate Route 17 in Cannon Beach Monday through Friday during the summer months and Route 21 in Cannon Beach on the weekends year-round, however Cannon Beach is not charged for the service of Route 21 while we operate the Seaside Streetcar during the Summer. Staff is recommending that the Board approve the IGA with Cannon Beach to operate the Cannon Beach Shuttle and authorize the Executive Director and Board Chair to sign the Agreement.

Commissioner Nino moved to approve the City of Cannon Beach IGA

Commissioner Withers 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. Translation Services

Executive Director Hazen said there was a discussion at the recent budget meeting about the need for SETD to use a professional translation service for outreach and training materials. Hazen said we had been relying on staff that are bilingual for translating materials into Spanish versions but due to the different dialects of Spanish there were conflicts in the translations. We were told that Microsoft Word had a good translation function that was universal. Commissioner Nino disagreed with what we had been told. Hazen said he did some research into the State of Oregon's procurement program and reached out to all the transit agencies in Oregon to see who they use. Hazen selected five companies that are under contract with the State to compare pricing. Some of them are currently used by other transit agencies in Oregon.

We estimated that we use at least 120 documents a year that need to be translated. These include press releases, news, and signs that average 250 on average. Using those numbers and comparing the five organizations, the annual cost to translate these materials would be \$2,190-\$11,400 per year.

Commissioner Nino suggested that the service we choose will also be able to assist with the video productions that Jason is doing. Commissioner Nino asked how long the contracts usually last. Executive Director Hazen said he had not thoroughly looked at the contracts yet but will have that information at the next meeting.

c. Route Schedule Changes

Chief Operating Officer Paul Lewicki explained that he has adjusted the existing run times to several routes to improve on time performance overall. We have wanted to do this for a long time and has taken a great deal of research and data collection. A lot of the stress that the drivers

have is because they want to stay on time, but the schedules and the conditions make it almost impossible, and this has a direct impact on them. The routes that are being changed are routes #10, #15, #16, #20 and #101. Lewicki also explained that due to the Cares Act we will be adding two new buses to the #101 route which will allow additional frequency.

We would like to implement these changes effective on July 1st to give us time to do public outreach on the changes and to solicit input on the changes. This will return to the Board at the June 24th meeting for final approval.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT-

12. LEADERSHIP TEAM REPORTS- Open discussion with Board.

13. OTHER ITEMS- Comments placed on Facebook during the meeting.

[Stanford Lynx](#) ·

1:33:53

I have been asked 'why I do not just ride my Fat Tire Bicycle over the New Youngs Bay or the Astoria-Megler Bridges?'

Because it is very dangerous, the bike lanes are very narrow, and filled with tire damaging debris. Being able to load my bike using the Apex Fat Tire Option bike racks on the bus to cross the bridge would be very helpful, and so much safer.

[Stanford Lynx](#) ·

32:06

As a person with damaged hearing, (I have a profound hearing loss, from wounds suffered in SE Asia) - I very much appreciate the CC Subtitles with this Facebook/SETD Board of Commissioners Meeting. I also want to thank the SETD bus driver that helped me get the wallet I had lost on the 10 bus. I do not know his name, but he stopped me as I walked on the street. He told me that my wallet was at the Transit Center.

My wallet was there, and all the cash, bank cards, IDs, etcetera were there, nothing missing.

I would like a PM with the driver's name so I could thank him more personally.

THANK YOU!

Post script:

Looking forward to SETD getting the Fat Tire Option bicycle racks

[Willow Amy Morrigan](#) ·

1:52:29

Bicycling is wonderful but why is there no bike rack on the Lower Columbia Connector?

Meeting was adjourned 11:10 AM

Mary Parker, Recording Secretary

Secretary/Treasurer \_\_\_\_\_

Pamela Alegria

Date \_\_\_\_\_