



**Sunset Empire Transportation District
Board of Commissioners
January 27, 2022
Zoom Board Meeting Minutes**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Charles Withers, Commissioner Rebecca Read, Commissioner Guillermo Romero was excused.

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

3. CHANGES TO AGENDA- Chair Boothe-Schmidt requested moving the Financial Reports to be next on the agenda to allow Financial Officer Kelly Smith to attend a class.
 Commissioner Read moved to approve the agenda as changed
 Commissioner MacDonald seconded the motion
 No objections
 Motion passed
4. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS NOVEMBER AND DECEMBER 2021- Executive Director Hazen said that the December 2021 Financial report had been corrected and he had emailed the corrected report to the Board members.

NOVEMBER 2021- Commissioners asked questions about a few items and staff clarified it for them
DECEMBER 2021- No changes

Commissioner MacDonald moved to approve the November 2021 and December 2021 Financial Reports as presented
 Commissioner Nino seconded the motion
 Discussion- No further

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

6-Aye
 0-Nay
 1-Excused
 Motion passed.

5. PUBLIC COMMENT (3 minutes)-None
6. APPROVAL OF THE DECEMBER 2021, BOARD MEETING MINUTES-
 Spelling errors were mentioned, and corrections made.
 Commissioner Alegria moved to approve the December 2021 Minutes
 Commissioner MacDonald seconded the motion
 Discussion- None
 Roll Call Vote:

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	

Aye	x	x	x	x	x	x		
Nay							excused	

6-Aye
0-Nay
1-Excused
Motion passed.

8. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that the Holiday Party was great. He added that during the snowy weather he remembered having to take chain classes every 30 days whether it was icy or not. He said he respects the effort that goes in from the drivers and staff. Commissioner MacDonald attended the NWACT meeting. He reported that there were some interesting items from transit that he will forward on to Executive Director Hazen. Commissioner MacDonald also added that there were future projects that they prioritized that he would like the Board to be aware of and he received word that new safety signage is going up in Tillamook County and he is hoping Clatsop County is next.
- b. Commissioner Alegria- Reported she wanted to commend driver on the Lower Columbia Connector on how he handled a sensitive issue with a passenger in a very accommodating way so it did not erupt to an unpleasant situation.
- c. Commissioner Withers- Commissioner Withers thanked Executive Director Hazen and Chief Operating Officer Lewicki for handling things so well during the many icy and snowy days we had. Commissioner Withers said he had also ridden the bus to Portland. It was quite a feat to maintain service during those conditions.
- d. Commissioner Nino- Reported that she had attended the staff Holiday Lunch and it was lovely and Paul’s steaks were very good. Commissioner Nino also said she brought her partner to the lunch, and it was nice to show him around our facilities and how it gave her a sense of pride. Commissioner Nino thanked everyone for inviting them. Commissioner Nino reported that it was amazing how usually we do not get snow here, so we are kind of paralyzed when we do. She said people would ask her about getting over the pass into Portland and it was great to say you can take the bus. Commissioner Nino added that she had to take the bus to Portland during that time and it was comfortable, warm, and easy to figure out and everyone felt safe. She said she was glad to have tested that.
- e. Commissioner Reed- Reported that she is not using a lot of fossil fuel and could maybe get an atty-girl for that. Commissioner Reed also reported that she is keen on the Returning Citizens Program and would want to make sure that we emphasize equity considerations which needs to be a part of the plan. Commissioner Read also said she would like to be on the committee that helps work on this plan.
- f. Commissioner Boothe-Schmidt- Reported that she had also attended the Holiday Lunch but because of another engagement did not eat, but it looked very good. She also reported that she recently had a flat tire and her husband brought her to town and she said it was nice because she knew if he couldn’t take her home, she could always ride the bus and that is a nice option to have.

9. CONTINUED BUSINESS-

- a. DISTRICT LEGAL COUNSEL UPDATE- Executive Director Hazen explained that he had shared a letter from SETD’s legal counsel, Heather Reynolds where she discussed that she had joined the law firm of Haglund Kelley, LLP. The firm is in Portland and has an office in Astoria. Heather requested to transfer the primary responsibility of our work to Josh Stellmon, the Astoria resident partner for Haglund Kelley as she begins to lessen her workload.
Commissioner Alegria moved to approve the professional services of Josh Stellmon, and the agreement
Commissioner Withers seconded the motion
Discussion-
Commissioner Read said she is impressed with Mr. Stellmon’s background and appreciate that he is engaged in our community. That speaks well of him.
Commissioner Nino said she admired Josh’s background and professional experience. She also said she likes his experience in Washington because we have agreements with them, and we have people who live

there and work here, and that she appreciates his perspective with that. Commissioner Nino also asked about the payment section on the agreement where it says counsel will be reimbursed for copying and mailing charges because the previous agreement for the firm said they would not charge for copying or mailing charges. Executive Director Hazen said he was ok with that because it would have to be approved by him prior to payment and would be very minimal. Josh also added that he has never charged for copying or mailing.

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

6-Aye
 0-Nay
 1-Excused
 Motion passed.

10. NEW BUSINESS- None

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report explaining that in his excitement to go on vacation his report had not been included in the Board Pack, so he had emailed it to the Board when he returned.

13. LEADERSHIP TEAM REPORTS- Review of Team monthly reports and open discussion with Board. There was discussion about current and anticipated supply problems and the problems that could occur with the 10 buses that are on back order that may not be available for a year to a year and a half. ODOT Regional Transportation Coordinator Arla Miller said that ODOT was having a meeting tomorrow about extending the grant agreements out for another year to make sure the grants do not expire for the buses that are on order. Arla also said that she has heard that tires are going to be the next shortage so if you have room in your preventative maintenance budget it would be a good idea to start bulking up on tires, wiper blades, oil filters and other maintenance supplies.

14. OTHER ITEMS- Commissioner Alegria asked about reviewing Board Policies and if we should set a fixed date to have it reviewed. Chair Boothe-Schmidt said she encouraged the Board to go over the policies, so we are doing what we are supposed to be doing and if you have any questions or suggestions to give her a call. Commissioner Read asked what kind of training employees receive if she could get an overview of what is included in employee training and how often it is held. Executive Director Hazen asked if the Board would like him to do a presentation about the employee and supervisor trainings. The Board agreed that they would.

Meeting was adjourned 10:30 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
 Diana Nino

Date _____