



**Sunset Empire Transportation District
Board of Commissioners
February 24, 2022
Approved 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 and Commissioner Rebecca Read. Commissioner Guillermo Romero 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- None
4. PUBLIC COMMENT (3-minute limit)- None
5. APPROVAL OF THE JANUARY 2022 BOARD MEETING MINUTES-
 Commissioner MacDonald moved to approve the January 2022 Board Minutes
 Commissioner Nino seconded the motion
 Discussion- Commissioner Read asked about the overview of Employee and Supervisor training discussed under #14 of the minutes. Executive Director Hazen said that this will be on the March agenda.

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.

6. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS JANUARY 2022- Commissioners asked questions that staff answered and clarified. Staff also discussed the status of several grants.
 Commissioner Reed moved to approve January Financial Reports as presented
 Commissioner MacDonald seconded the motion
 Discussion- No further discussion

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.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner MacDonald- Reported that he was impressed with the SDAO Budget Training Session and encouraged those that missed it to go into SDAO and review it specifically as we go into this year's Budget. Commissioner MacDonald reported that he was going to ride the Columbia Connector but found it very difficult to access the bus at the train station because of the homeless situation. He got off the max into another world just littered with garbage and he and the 5 people with him were unable to use the sidewalk to wheel their luggage or walk on the sidewalk to get to the train station. Commissioner MacDonald said the homeless situation is very bad there and very scary for anyone that might want to take the bus. He also said that the area around the train station is very good but getting there is the problem.
- b. Commissioner Alegria-Reported that she agrees to what other Board members have been saying about the SDAO Conference. She also said she would like to tag on to what Commissioner MacDonald said about the conditions at the transit center area in Portland and this being a detriment that could affect the success of the Connector. Commissioner Alegria said she does not know where the Greyhound station has gone, but added that she travels back and forth on the bus a lot and the deterioration in that area is awful and she was wondering if there has been discussion between transit services that are using the Amtrak station and what they could do about that. From what she understands the Union Station is public property, but the Greyhound station is private property, but no matter which direction you go you encounter the same situation. Executive Director Hazen said that there have not been discussions because we have no authority in that area, but the city of Portland struggles with that and they are working on some things however cities are struggling including here because there are court rulings that have come down that you cannot move people off of a public space unless you have a shelter for them to stay at so they can camp out wherever they want.
- c. Commissioner Withers- Reported that he thought the SDAO Conference went very well and that just trying to get 200 to 300 people organized on Zoom is difficult and they did that very well. Commissioner Withers said he enjoyed the sessions and really enjoyed the Executive Director Evaluation session. He added he was surprised to see that there were several Executive Directors that attended the session. Commissioner Withers also said at the end he did not think that all the smaller districts should have been grouped together. Although he said he understood why they had done this, but he added with all the special circumstances transit has like changing over to electric vehicles and all the other things we need to do, transit needs to be separate.
- d. Commissioner Nino- Reported that the SDAO Conference was very good, and they had fantastic materials and presenters. She was very inspired by the "Dancing in the Rain" presentation which she said could apply to anything including this organization, but it also could be applied to the district, our personal lives, and relationships. Commissioner Nino said the Budget session was fascinating and wonderful and like Tracy and Rebecca she wants to go back to this and understand it more for the future because Jeff and staff do a great job but if we didn't have you guys, we would need to know a lot more.
- e. Commissioner Read- Reported that the SDAO Conference was well crafted and enjoyed it and she agreed that the Budget segment was very helpful but posed more questions than answers because she really doesn't know what she needs to know about the Budget. Commissioner Read asked if the Board used to do retreats. Executive Director Hazen explained that the Board does a planning retreat about every 2 years. Commissioner Read said the FTA segment brought up a lot of issues about development and where we can go from here and enhancing what we do here which was the most important message she came back with. She did appreciate all the others like the Fake News, Legislative Relationships, At large Caucus, Recruiting Board Members, Board Chair Basics, and Emotional Intelligence. Commissioner Read said she is looking forward to revisiting these and

suggested that maybe when we go to things like this, we should organize our own roundtable soon after so we can debrief considering the time and effort we put into attending.

- f. Commissioner Boothe-Schmidt- Reported that she really thought that the SDAO Conference was done very well. She said that the “The Dancing in the Rain” keynote speaker was great and that she has attended 3 SDAO conferences and all their keynote speakers have been fantastic. Commissioner Boothe-Schmidt said she had attended the State Budget Training yesterday and has the next 2 sessions set up on her calendar. Commissioner Boothe-Schmidt said it is still confusing and wants to watch the video when it comes out to get her questions answered. She encouraged the other Board members to also watch the State Budget Training video’s.

8. NEW BUSINESS-

- a. Budget Officer Appointment- Executive Director Hazen explained that the Board needed to designate a Budget Officer prior to the budget cycle. The Board has appointed the Executive Director for many years, but another staff person like the Finance Officer can also be appointed.

Commissioner MacDonald moved to appoint Executive Director Hazen as the Budget Officer and encourage training of Finance Officer Kelly Smith in the process
 Commissioner Alegria seconded the motion

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.

- b. Budget Committee Appointments- Executive Director Hazen explained that there was a vacancy on the Budget Committee last year and that vacancy has not been filled. There are also four other seats up for appointment on the Budget Committee. Three of the current members have stated that they are willing to be reappointed and we have received an application for the seat 3 vacancy. Hazen said staff is recommending that the Board reappoint Melinda Ward to seat number 1, Tita Montero to seat number 2, Clark Powers to seat number 3, and John Lansing to seat number 4 each for three-year terms on the Budget Committee. Hazen encouraged the Board to see if they could find someone to fill the remaining vacancy within the next 2 months. Commissioner Nino asked if it would be a conflict of interest if a Budget committee member was related to staff or one of the Board members. Executive Director Hazen said yes if they were related to staff, and you would have to consider the optics and what it looked like if they were a relative of a Board member. Commissioner Nino asked what if the Budget committee member was a friend or close acquaintances of staff or a Board member. Executive Director Hazen said that would not be a problem. Commissioner Nino asked what the process is for someone to apply to be on the Budget Committee. Hazen said applicants must be registered to vote in Clatsop County and a letter explaining the applicants interest and background be emailed directly to him. Commissioner Read said she was not familiar with Melinda Ward and asked what her qualifications are. Executive Director Hazen said Melinda has been on the Budget Committee since before he started and asked Kathy Kleczek to share information about Melinda with the Board. Kathy said Melinda is a long-time resident of Seaside and has been the Chief Financial Officer for Pizza Feta, Bella Espresso, and El Mundo’s for men for 20 plus years. She is now doing accounting for Seaside Hotels. Commissioner Read said it looks like Melinda checks all the boxes for qualifications and added that she was happy she still wants to extend her service. Commissioner Read also said that Clark Towers looks like he is a good fit. Commissioner Read added that she plans to

talk to Kevin Leahy about another matter and will ask him if he knows anyone that might want to be on the Budget Committee.

Commissioner Nino moved to reappoint Melinda Ward to seat number 1, Tita Montero to seat number 2, Clark Powers to seat number 3 and John Lansing to seat number 4 for 3-year terms on the Budget committee.

Commissioner Read seconded the motion

Discussion-Commissioner Withers asked if we would be voting separately for reappointment or all together. Chair Boothe-Schmidt said the motion was made to vote for appointment together.

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.

- c. FY 2022-2023 Budget Meeting dates- Executive Director Hazen explained that the Board needs to determine what dates will work for the Budget Committee training and for the actual Budget Committee meetings. There was discussion about what times and days would work best. Commissioner Read moved to approve the 2022-2023 Budget training be held on May 6th from 9 am to 11 am and that the Budget Meeting be held on May 18th from 9 am to 3 pm and if needed a second Budget Meeting be held on May 25th from 9 am to 11 am.

Commissioner Nino seconded the motion

Discussion- None

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.

- d. Supplemental Budget- Executive Director Hazen explained that the Supplemental Budget being proposes is to move funds budgeted in Contingency to Materials and Services. Hazen said if you look at our current budget we are under budget for Material and Services by \$174,000 so in reality we do not need to do a Supplemental Budget at this time but Hazen said he wants to do this now because of the rapid rise in fuel prices and the potential for additional supply chain issues concerning oil, tires, oil filters and wiper blades which was discussed in our last meeting with Arla Miller our Regional Transit Coordinator. Resolution 2022-01 proposes to move \$110,000 to Materials & Services in the General Fund. \$75,000 would be for fuel and \$35,000 would be for Vehicle Repair/Outside Services. The Materials & Services budget of \$1,261,000 will increase by \$110,000 to \$1,371,000. The Operating Contingency budget of \$127,700 is being reduced by \$110,000 to \$17,700.

Executive Director Hazen said staff is recommending that the Board approve Resolution 2022-01.

Chair Boothe-Schmidt read Resolution 2022-01 followed by a 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.

9. CORRESPONDENCE- None

10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed and discussed his monthly report.

11. LEADERSHIP TEAM REPORTS- Review and discussion of Team Monthly Reports.

12. OTHER ITEMS-

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____
Diana Nino

Date _____