



**Sunset Empire Transportation District
Board of Commissioners
November 5, 2022
Board Meeting in Seaside, Oregon**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called meeting held at the Seaside Holiday Inn to order at 10 AM
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Charles Withers and Commissioner Guillermo Romero excused.

Staff: Executive Director Jeff Hazen, Executive Assistant Mary Parker and Kathy Kleczek TO Specialist

Guest: Arla Miller Region 2A Transit Coordinator, Oregon Department of Transportation

4. CHANGES TO AGENDA- None
5. PUBLIC COMMENT- Arla Miller thanked the SETD Board of Commissioners for all they do, how supportive they are and how well they work together as a group to get things a done. Arla also said she truly appreciated what the Board has done and the time that they have given serving on the Board.
6. APPROVAL OF SEPTEMBER 22, 2022, BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the September 22, 2022, Board Minutes
Commissioner Withers seconded the motion
Discussion- A correction to the spelling of Commissioner Read’s last name was made

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

APPROVAL OF THE SEPTEMBER 28, 2022, SPECIAL BOARD MEETING MINUTES

Commissioner Read moved to approve the September 28, 2022, Board Minutes

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	

7. REPORTS FROM COMMISSIONERS

Commissioner Alegria- Requested that there be an SETD emergency contact information guide made for the Board.

Commissioner Withers- Reported that the City of Cannon Beach had passed a Transportation Plan and which he has a copy of, and it states that SETD was consulted in the process and asked Executive Director Hazen if SETD had been consulted. Executive Director Hazen said yes SETD was involved.

Commissioner Read- Reported that she also wants to discuss emergency contact information for the Board, and she has other comments she will be making later in the meeting.

Commissioner MacDonald- Nothing to report.

Commissioner Nino-Nothing to report

Commissioner Boothe-Schmidt- Reported that she had attended the Forestry Tour and it was put on very well. Commissioner Withers and Commissioner Read also attended. Commissioner Boothe-Schmidt also reported that several County elected officials were introduced but Special District’s elected officials were not introduced until Commissioner Withers brought it to their attention.

8. FINANCIAL EXCEPTIONS AND INFORMATION REPORTS FOR OCTOBER 2022- Executive Director Hazen answered questions. No corrections or changes were made to the report.

Commissioner MacDonald moved to approve the October 2022 Financial Reports
Commissioner Read 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
Motion passed

9. CONTINUED BUSINESS-None

10. NEW BUSINESS-

a. TRANSPORTATION ADVISORY COMMITTEE (TAC) APPOINTMENTS-Executive Director Hazen explained that there are four seats on the TAC whose terms have expired. Mary did public outreach via press releases, notifications on the buses, notifications in shelters, Facebook posts, and an announcement on the website seeking interested individuals to submit an online application for the openings. The current seats which have expired are:

- Seat 1 is currently held by Larry Miller, the Executive Director of the Astoria Senior Center and represents seniors. Larry would like to be reappointed.
- Seat 2 is currently vacant due to Patrick Preston who is not employed as a driver at SETD.
- Seat 3 is currently vacant due to Mel Jasmin resigning due to health issues.
- Seat 4 is currently held by Chris Breitmeyer, the President of Clatsop Community College and represents educational institutions. Chris would like to be reappointed.

Hazen reported receiving one application from Renee Bickmore who is seeking to represent people with disabilities. However she is not attending today’s meeting.

Executive Director Hazen said staff is recommending the reappointment of Larry Miller to Seat #1, the reappointment of Chris Breitmeyer to Seat #4 and the appointing of Renee Bickmore to Seat #2.

Executive Director Hazen reported we will continue to our outreach for someone to fill seat #3. There are a total of 9 seats on the TAC with the other 5 will be expiring next year.

Commissioner Nino moved to reappoint Larry Miller to Seat #1, Chris Breitmeyer to Seat #2 and appoint Renee Bickmore to Seat #2.
Commissioner MacDonald 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
Motion passed

- b. ASTORIA TRANSIT CENTER SIDEWALK REPAIR AND APPROVAL- Executive Director Hazen explained that there are tripping hazards where the sidewalk has moved on Marine Drive and along 10th Street which need to be repaired. There are also a few spots on the plaza that need to be corrected as well. Hazen said he had contacted a local contractor, but it did not work out, so he contacted Terra Firma and they prepared the quote which is included in the Board Pack. Executive Director Hazen said staff is recommending that a motion be made to approve the quote from Terra Firma for \$28,365.97 to make repairs to the sidewalks and walkways on the plaza at the Transit Center.

Commissioner MacDonald moved to approve the quote from Terra Firma for \$28,365.97
Commissioner Read seconded the motion
Discussion- There was discussion about several items in the contract, but no changes were made.

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

6-Aye
0-Nay
Motion passed

- c. COLUMBIA MEMORIAL HOSPITAL MEMORANDUM OF UNDERSTANDING (MOU)- Executive Director Hazen explained that the Board had previously approved this MOU with Columbia Memorial Hospital in 2020. Hazen said the copy included in the Board Pack is the MOU that was approved previously, and the only changes being made to the original MOU are the vehicle listings and the cost per hour. Executive Director Hazen said he will make those changes and bring the clean copy of the MOU to the December meeting. Staff is recommending that a motion be made to approve the MOU with Columbia Memorial Hospital and authorize the Board Chair to sign it.

Commissioner Withers moved to approve the Columbia Memorial Hospital MOU and authorize the Board Chair to sign.
Commissioner- Nino seconded the motion

Discussion- Commissioner Read asked if this agreement had ever been used? Executive Director Hazen said no. Commissioner Read asked how it would be coordinated with the County and the schools and other services and if there is a bigger scope. Executive Director Hazen said if the County Emergency Operations Center is activated, we will be represented there. Hazen said the County Emergency Plan can be accessed through the Clatsop County website. Executive Director Hazen that if there is a large event the EOC for the County will prioritize and designate where buses will be used. Arla Miller also said that if there is a large event in Clatsop County Executive Director Hazen can contact her and ask for more buses and she will assist with that.

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

6-Aye
0-Nay
Motion passed

11. CORROSPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT

13. LEADERSHIP TEAM REPORT

14. ADJOURNMENT

Meeting was adjourned 11:30 PM

Mary Parker, Recording Secretary

Secretary/Treasurer _____ Date _____

Diana Nino

