



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES**

June 28, 2018

DRAFT

1. CALL TO ORDER- Vice Chair Carol Gearin called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Vice Chair Carol Gearin, Commissioner Kevin Widener, Commissioner Bryan Kidder, Commissioner Pamela Alegria, Secretary/Treasurer Lylla Gaebel
Chair Kathy Kleczek and Commissioner Tracy MacDonald excused.

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Human Resources Tami Carlson, RideCare Manager Jason Jones, Transit Center Manager John Layton, Transportation Options Specialist, Matthew Weintraub.
3. CHANGES TO AGENDA- Commissioner Gaebel requested the addition of the SDAO Legislative Issues form added to the agenda. Vice Chair Gearin placed this under f. in New Business.
4. PUBLIC COMMENT- None
5. APPROVAL OF MAY 24, 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the May Board Minutes
Commissioner Widener seconded the motion
Motion passed unanimously
Commissioner Alegria said the work complimentary and Hal Gard's last name were misspelled on page 5
Commissioner Gaebel moved to amended her motion to approve the May minutes as corrected
Commissioner Widener amended his second
Amended Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener- No Report
 - c. Commissioner Gaebel- Reported that she had been invited to attend the Transit App training by Operations Manager/Deputy Director Lewicki and also got to ride on one of the new buses which rides very smooth. Commissioner Gaebel also attended the Senior and Disabled Committee meeting where Executive Director Hazen presented the plan to change the committee to the Transportation Advisory Committee.
 - d. Commissioner Kidder- Reported he had worked with Mary before the role out of the Transportation App and she did a very good job of spreading the word. Commissioner Kidder said he also would like to have a tutorial of how best to use the Transit App. Commissioner Kidder said he has been discussing the new app and the fare reductions in the community and there seems to be a lot of excitement for both
 - e. Vice Chair Gearin- Reported she had been on vacation for the last Budget Meeting so she may need to ask questions today.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the May Financials and Exceptions reports.
Commissioner Gaebel moved to accept the May Financials as presented
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously

8. PUBLIC HEARING- FY 2018-2019 BUDGET- Vice Chair Gearin opened the Budget Hearing at 9:15 AM. Mary Ann Gregit asked if there were 2 new buses coming and asked if any of them will be on the Route 10. Executive Director Hazen said yes they will. Commissioner Alegria moved to approve Resolution 2018-02 approving the FY 2018-2019 Budget and the tax rate of \$0.162 per \$1000 of assessed value. Commissioner Widener seconded the motion Motion passed by roll call vote Vice Chair Gearin closed the 2018-2019 Budget Hearing at 9:25 AM.

Name	Aye	Nay	Absent
Chair Kleczek			x
Commissioner Gaebel	x		
Commissioner Gearin	x		
Commissioner Widener	x		
Commissioner MacDonald			x
Commissioner Alegria	x		
Commissioner Kidder	x		

9. PUBLIC HEARING- FARE AND PASS POLICY- Vice Chair Gearin opened the Public Hearing at 9:28 AM. Executive Director Hazen reported he had looked for and asked for feedback on naming the Reduced Fare Monthly Pass so it does not have any connotation to low income. Commissioner Gaebel said the Senior and Disabled Committee had looked at the name of the Reduced Fare Monthly Pass and the general consensus was that the name should stay the same. Lin Anderson from Seaside said she thought the word “reduced” does have a connotation to it. Lin also said one of the suggestions she liked was Share Fare. Commissioner Kidder suggested using a name like Sunset Pass for the reduced fare pass. Commissioner Alegria asked if the 6 month review that the Board had requested was included in the amended Fare and Pass Policy. Executive Director Hazen said he had overlooked this and would add the 6 month review to the policy. Vice Chair Gearin said she had asked Executive Director Hazen about the Summer Fun Pass being eligible for students that are over 18 and still in high school. After further discussion and clarification, Executive Director Hazen said he would change the eligibility wording in the policy to say “any student from elementary through high school who has not yet graduated from high school.” Mary Ann Greget, from Astoria asked if all of the SETD buses are accessible and come with lifts. Executive Director Hazen clarified that all of the SETD buses are handicapped accessible. Vice Chair Gearin closed the Public Hearing at 9:50 AM Commissioners Widener, Gearin, Gable and Commissioner Alegria said they did not have a problem with the pass being called the Reduced Fare Pass. Executive Director Hazen asked to move forward and if a new name is created it will be brought back to the Board.

Commissioner Gaebel moved to approve the updated Fare and Pass Policy with the new rates and implement effective July 1, 2018
 Commissioner Widener seconded the motion
 Motion passed unanimously

10. OLD BUSINESS- None

11. NEW BUSINESS

- a. DRUG & ALCOHOL POLICY UPDATE- Human Resources Officer, Tami Carlson reviewed the revised Drug and Alcohol Testing Regulation Part 49 CFR Part 40 which became effective January 1, 2018. 49. CFR Part 40 regulates the US Department of Transportation (USDOT) and the USDOT Agencies. The updates include expanded opioid listings in response to the opiate crisis. SETD's Policy update is a full policy revision provided by RLS & Associates Inc. RLS has been contracted to provide policies and training by the Oregon Department of Transportation. SETD put a Drug and Alcohol Policy Addendum in place on January 1, 2018 under authority of Executive Director Hazen. Tami said that staff is recommending that the Board adopt the update Drug and Alcohol Testing Policy. Commissioner Alegria commented that there are no definitions of types of opioids (which was currently changed from opiates) in the policy which would be helpful because opioids now includes heroin. Tami said heroin has always been included and there is a website that lists specific names of illegal drugs which she will send to the Board. Executive Director Hazen said they did not put street names of the currently tested drugs because they would have to update the policy continually. Vice Chair Gearin asked if on page 54 under a., if the policy should state that all employees (not just covered employees) may be tested at any time. Tami said yes that would be corrected. Commissioner Alegria said that transportation is misspelled at the top of page 52 and under Test Refusal at the beginning of each sentence Fail should be "Fail's."
- Commissioner Gaebel moved to approve the Drug and Alcohol Policy E 800 as amended and corrected here today
Commissioner Kidder seconded the motion
Motion passed unanimously
- b. SURPLUS VEHICLE DISPOSITION- Operations Manager Lewicki explained that the vehicles being disposed of are not in stable condition and unable to be donated or sold.
- Commissioner Kidder moved to allow the staff to dispose of the Surplus Vehicles as described in their memo.
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously
- c. ODOT GRANT AGREEMENT 32868- Executive Director Hazen reported that this was a competitive grant for preventative maintenance. The grant is for \$24,000 and has a match requirement of \$6,000
- Commissioner Gaebel moved to approve Grant Agreement # 32868 and authorize the Vice Chair to sign it.
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously
- d. ODOT GRANT AGREEMENT 32841- Executive Director Hazen reported that this was also a competitive grant that will provide funds to purchase a new vehicle to replace one that is on the disposal list. The grant is for \$174,250 and has a match requirement of \$30,750 which is included in next year's budget.
- Commissioner Gaebel moved to approve Grant Agreement 32841 and authorize the Vice Chair to sign.
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
- e. ODOT GRANT 32854- Executive Director Hazen reported that this was also a competitive grant that will provide funds to purchase three new vehicles that are also on the current vehicle disposal list.

The grant is for \$457,623 and has a match requirement of \$52,377 which is included in next year's budget.

Commissioner Gaebel moved to approve Grant Agreement 32854 and authorize the Vice Chair to sign

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- f. SDAO Legislative Issues- Commissioner Gaebel handed out the SDAO Legislative Issues form from Special Districts. Commissioner Gaebel said we have talked about the Urban Renewal Districts and the impact it has on our budget due to property values being frozen. Commissioner Gaebel said that at one time SDAO used to have some say so as to whether they should go forward and according to our attorney all we can do is send in our input and they just have to acknowledge they received it and we get absolutely no input. Commissioner Gaebel added that Seaside is talking about putting another Urban Renewal District on top of the one they currently have. Commissioner Gaebel would like SETD to request that SDAO pursue legislative changes when enough of the Special District members in an area get together and request it, so that at least it goes on the record. Commissioner Widener said he had received something in the mail from SDAO and they do have people working on this. Commissioner Gaebel said she would like Executive Director Hazen to contact other special districts in this area, get their input and bring the information to the July Board meeting so that the Board could have something approved and sent to SDAO by the August 13th deadline. Commissioner Gaebel also said in July we elect officer and the Board Chair appoints Board members to committees and if we are going to have someone be on a committee at SDAO they should be appointed to have the authority to speak for the Board. Vice Chair Gearin said we could ask SDAO about this, but because there are other special districts in the area, someone from one of them could apply to be on the SDAO Board and could speak for the area not just about the transportation district. To assume that SETD can have someone just from our district on the SDAO Board doesn't work because of the number of other special districts involved. Commissioner Widener said that he concurred with that and what he had received from SDAO went to everyone and he had already applied. The Board directed Executive Director Hazen to contact other special districts in the County and have them complete the SDAO Legislative Issues form, gather support and bring the information to the July Board meeting.

12. CORROSPONDENCE- NONE

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the June Director's report and added that the Columbia Pacific CCO has selected Tillamook County Transportation to be the new local brokerage provider, but there are still some rides being scheduled through the State which has contracted with First Transit to provide this transportation. Executive Director Hazen reported that DHS debt has been paid off and the charging station is changing ownership. Commissioner Gaebel asked if staff could be more proactive in monitoring cars that aren't charging and parking in front of the electric charger. Executive Director Hazen said that staff is working on better plan for monitoring all parking. Hazen also added that new shelters are in progress at the Dollar General store in Gearhart and in across from the Logger in Knappa.

14. LEADERSHIP REPORTS-Reports submitted for June 2018: Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, RideCare- Jason Jones, Human Resources-Tami Carlson and Transportation Options- Matthew Weintraub.

15. PUBLIC COMMENT-None

16. OTHER ITEMS- Lin Anderson from Seaside commented the trash receptacle at the McDonalds South shelter seems to always be loaded up. Operations Manager/Deputy Director Lewicki said that staff is implementing a new program where we rely on our drivers to report the condition of shelters so we can get our maintenance out there to clean them up.

Meeting was adjourned at 10:35 AM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date _____

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- June 2018.

Mission Statement
Provide safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

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