



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES**

July 26, 2018

DRAFT

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Bryan Kidder, Commissioner Pamela Alegria, Commissioner Tracy MacDonald. Vice Chair Carol Gearin excused.
Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager Paul Lewicki, Human Resources Tami Carlson, Transit Center Manager John Layton, Executive Assistant Mary Parker
3. ELECTION OF OFFICERS- Chair Kleczek opened the Board of Commissioners annual elections.
Commissioner Widener nominated Lylla Gaebel as Board Secretary Treasurer
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously

Commissioner Gaebel nominated Bryan Kidder as Board Vice Chair
Commissioner MacDonald seconded the motion
Discussion- None
Motion passed unanimously

Commissioner MacDonald nominated Kathy Kleczek as Board Chair
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously
4. CHANGES TO AGENDA- None
5. PUBLIC COMMENT- None
6. APPROVAL OF JUNE 28, 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the June 28, 2018 Board Minutes
Commissioner Widener seconded the motion
Discussion- 4 spelling corrections: word, correspondence, fails and role
Commissioner Gaebel amended motion to approve minutes as corrected
Commissioner Widener amended second to approve minutes as corrected.
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener- Reported that he has been hearing about the possibility of adding security on Fridays at the Astoria Transit Center since there are not as many staff in the office.
 - c. Commissioner MacDonald- No Report
 - d. Commissioner Gaebel- No Report

- e. Commissioner Kidder- Asked about transportation to the Empty Bellies facility on 202 and if we had been contacted and shared that a friend at the Retirement Village that wanted you to know that she is very happy about the recent fare changes at SETD.
 - f. Chair Kleczek- Distributed post cards about the North Coast Tourism Summit asking all to help get the word out and how important the Studio is for getting feedback from people living here about tourism.
8. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the June Financials and Exceptions reports. Commissioner Kidder asked why the State employee tax was behind. Tracy will look into this and bring information back to the next meeting. Executive Director Hazen noted that the Supplemental budget needed to be added into the financials. Commissioner Gaebel wanted to make sure that corrections, comments and requested information comes back to the Board at the next meeting similar to the meeting minutes so that it is recorded and the auditors know. Tracy said she would.

Commissioner Gaebel moved to accept the June 2018 Financials as presented
 Commissioner Widener seconded the motion
 Discussion- None
 Motion passed unanimously

9. OLD BUSINESS-

- a. SDAO Legislative Issues- Executive Director Hazen reported that he had reached out to other Special Districts in Clatsop County letting them know what the Board would like to legislatively pursue and has not received any response. Commissioner Gaebel asked that a copy of the Legislative Issues sent to SDAO also be sent to our legislators so they are aware of the kind of legislation we are looking for.
- b. Seaside Relocation Update-Executive Director Hazen reported that the original property he was looking at has been rented and that the Seaside School District reported that they do not have space to store our buses. A space that he had looked at next to the previous Angelina's restaurant is now being remodeled. A suggestion was made to look at the Seaside Airport for bus parking.
- c. Title Change for Operations Manager/Deputy Executive Director- Executive Director Hazen said he wanted to consolidate the title of the Operations Manager/Deputy Executive Director to Chief Operating Officer (COO) and said he also had updated the COO Job Description so the COO can be a signer on the bank accounts. Commissioner Gaebel said she would like to have assurance that only one of you would be out of town at a time as that would be the whole purpose of having someone who could fill in during the director's absence. Executive Director Hazen said he could not guarantee that and added we are all plugged in and are only a phone call away and we are constantly checking our phones. Commissioner Gaebel said we have encountered a time here when we had no communication available and bus service was imperative and sometimes electronic transmission does not work and that is the only way I will vote for this is if I have that kind of assurance. Chair Kleczek said that she wanted to make it is clear that what we are voting on is not a job description, we are voting on a job title and what is being brought up is a different discussion that possibly the Board needs to address. There was further discussion on what the Boards responsibility is in staff job descriptions and salary ranges. Commissioner Gaebel said she had not got an answer to her request that this job description be brought to the next Board meeting

Commissioner Kidder moved to accept the title change from Operations Manager/Deputy Executive Director to Chief Operating Officer.
 Commissioner Widener seconded the motion
 Discussion-None
 5 Aye
 1 Nay
 Motion passed

Commissioner Kidder moved to place discussion of the Board's Policy of defining and approving Job Descriptions on the August Board Meeting Agenda. Chair Kleczek said she did not think it needed to be a motion and asked for Board consensus. There was Board consensus that discussion of the Board's Policy on Job Descriptions be on the August Board Meeting agenda.

Commissioner Alegria asked if there was a movement for the Board members to have a job description. Chair Kleczek said yes there was.

d. Board Policies-

- i. B-101-Board Elections- Executive Director Hazen said they had added the requirement of commissioners being a registered voter and maintaining residency in the county while serving and also under 4. added a, b or c term limit options.

Commissioner Gaebel moved to accept B-101 with 4.c

Commissioner MacDonald seconded the motion

Discussion-Commissioner Kidder asked if section 4 matches up with county and State policies. Executive Director Hazen said no this will be your internal policy. Chair Kleczek said that we are currently doing 4.c but we are bringing this before the Board to clarify and discuss it. Commissioner Kidder asked if this matches with what other transportation services do. Chair Kleczek said we did not check but there are other Special Districts that have term limits and some do not. Commissioner Widener said this is a county elected position and the power deserves to be shared equally and you can fire or remove somebody at any time during the term but I believe that it should be rotated now and then and appointing the same person becomes a default setting. Commissioner Gaebel said that Commissioner Kidder was elected as Vice Chair which is normally in training for the Chair. Commissioner Alegria said one year does not seem to be a lot of experience. Chair Kleczek said we have the election of new officers every year.

Aye 5

Nay 1

Motion passed

- ii. B-306- Board Governance- Executive Director Hazen said he had capitalized a B on Board and had made gender neutral changes where the policy said *he* to say he/she and there have been requests by Board members to receive keys to the buildings so he added 3 options for this under number 7. Commissioner Alegria said she did not understand why the Board would need access to the buildings. Commissioner Gaebel said she is coming in to sign checks at least once a week and staff is often away from the window in the front transit office so it is sometimes difficult to find a way in. Chair Kleczek said she had been given a key in case of emergency situations.

Commissioner Gaebel moved to accept B-306 with 7.a and 7.b

Commissioner MacDonald seconded the motion

Discussion-Commissioner Widener said he thought keys should be designated to the Chair only. Commissioner Kidder asked how often Commissioner Gaebel needed a key.

Commissioner Gaebel said it has happened a few times when staff is away from the window in front and Tracy is not in her office and when going back and forth between offices when it is winter and pouring rain. Commissioner Kidder said I am assuming you are asking for a key to access administrative office only and not to other buildings in Warrenton and the Kiosk? Commissioner Gaebel said that is a good point.

Commissioner Gaebel amended her original motion and moved to accept policy B-306 including 7.a and amending 7.b to say "Administrative offices only".

Commissioner MacDonald seconded the amended motion.

Discussion- Commissioner Kidder asked if the Executive Director should be notified when Board members are coming in to meet with staff. Chair Kleczek said yes and that is

covered in the policy. Chair Kleczek said if the Board is given a key to Astoria only then in an emergency there is no key to open Operations or the Kiosk.
Commissioner Gaebel requested to amend her motion to include 7.a, 7.b amended to say access to Administrative facilities only and 7.c amended to say all facilities.
Commissioner Kidder called the question
Motion passed unanimously

Chair Kleczek called a 5 minute recess at 10:05 AM

Chair Kleczek called the meeting back to order at 10:10 AM

- iii. B-310- Executive Director Hazen said he had combined B-813 and B-814 into this policy concerning legal counsel and added whoever is selected is licensed and registered in the state of Oregon. Commissioner Alegria asked to add “who” rather than “that” and in the last sentence add “in which” the lawsuit was brought.
Commissioner Gaebel moved to approve B-310 as corrected and the elimination of Board Policies B-813 and B-814
Commissioner MacDonald seconded
Motion passed unanimously
- iv. B-804- Executive Director Hazen said this policy has been changed to say that only Board Officers will be signers and all checks will have 2 signers with at least one being a Board Officer and that only qualified depositories will be utilized for public funds according to ORS 205.002. Commissioner Gaebel asked if the Chief Operating Officer position as being a signer should be added to this policy. Executive Director Hazen added that the Board Officers, Executive Director and the Chief Operating Officer shall be authorized signers on District Bank Accounts at all times.
Commissioner Gaebel moved to approve B-804 adding the COO to one with changes to be wordsmithed by staff.
Commissioner Kidder seconded the motion
Motion passed unanimously
- v. B-807- Executive Director Hazen said that #1 of policy has been incorporated with B-311.
Commissioner MacDonald moved to accept B-807
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously
- vi. B-811- Executive Director Hazen said this policy clarifies that Board members will be reimbursed for expenses on approved trips. Meals and incidentals will be for actual costs not to exceed GSA and M&I rates. Hazen said staff cannot cover multiple people’s costs when going out of town due to credit card limits. So we are asking that this would become a true reimbursement where Board members charge their credit cards and then receive a reimbursement. Commissioner Gaebel said she has heart burn over this as this means that only people on our Board who have the financial means to pay up front for conferences or traveling out of town will be able to afford to go. Commissioner Gaebel said she would rather see there be a credit card designated for the Board that has a high enough limit to use for travel as this really sends the message that if you are not wealthy enough to have a credit card with room to charge you are not welcome to go anyplace. Commissioner Widener said he would second that and said when he goes to conferences he is not going on vacation and this would be a hardship and a little unfair. Commissioner Alegria agree with this and said this is a little discriminatory and could prohibit someone from going to a conference. Commissioner MacDonald said he concurred with the other commissioners and said he is dealing with adjusting to retirement. Executive Director Hazen suggested the policy go back to the Policy Committee and that what he is hearing is that this policy should be eliminated as the Board does not want a Board

reimbursement policy. Commissioner Kidder said he did not think that striking the policy completely should be the first course of action. He also suggested having a company card that one person holds on to for making arrangements for larger expenses. Commissioner Gaebel said that members could pay for their meals and get reimbursed. Chair Kleczek said that even if we get credit cards for the Board there still needs to be a report of who used it and for what.

Commissioner MacDonald moved to send B-811 back to the Policy Committee

Commissioner Gaebel seconded the motion

Discussion- Commissioner Alegria said that the federal government does requires receipts for all purchases or there is no reimbursement.

Motion passed unanimously

- vii. B-815- Executive Director Hazen said that the update from Ordinance 2018-01 was added which includes “and are within budget constraints” to policy.

Commissioner Gaebel moved to approve B-815

Commissioner MacDonald seconded the motion

Discussion-None

Motion passed unanimously

- viii. B-816- Executive Director Hazen requested that an additional change be made to this policy which would change *Operations Manager/Deputy Executive Director* to Chief Operating Officer and deletes the *RideCare Manager*.

Commissioner MacDonald moved to accept B-816 and changes

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- ix. B-817- Timber Revenue-Executive Director Hazen explained that this is a new policy with choices a, b, c, d or e to designate where timber revenue that exceeds the budgeted amount will be placed. Commissioner Gaebel said the Budget Committee has made this recommendation for several years. Commissioner Kidder asked why just timber revenue overage was included in policy and no other funds. Executive Director Hazen said we are following what the county has been doing. Commissioner MacDonald said he liked the combination choice so if a good deal came up we could act on it. Commissioner Gaebel said that what the Budget Committee was trying to do was give direction to staff on what to put in the budget and that should be put in this. Commissioner Gaebel also said that timber revenue can fluctuate and the county did a 15 year average to use as the budgeted amount and we talked about doing a 10 year study. Commissioner Kidder said he was on the Clatsop County Budget Committee and the county uses a 10 year average of what they spend for budgeting Commissioner Kidder asked if we do not need to save for long term debt going forward. Executive Director Hazen said we do still have 2 long term debts that we are paying off but this gives us options.

Commissioner Alegria moved to accept B-817 with option a, b, c, d and e.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Gaebel said this does not address what the budget committee has recommended. Executive Director Hazen said that it would be included in the Financial Policy.

Motion passed unanimously

10. NEW BUSINESS

- a. Meeting Dates for November and December- Staff has given several options for the combined November and December meeting.

Commissioner Kidder moved to schedule the November-December combined Board meeting on November 29, 2018 at 9 AM.

Commissioner Gaebel seconded the motion

Discussion- None

Motion passed unanimously

- b. ODOT Public Transportation Conference-Executive Director Hazen asked who would like to attend the October 28th thru October 31st conference in Bend. Commissioner Widener, Commissioner Kidder, Commissioner MacDonald, Commissioner Kleczek and Commissioner Alegria said they would like to attend.
- c. Request for use of Transit Center Property- Executive Director Hazen reported that he had received a call from Astoria City manager Brett Estes concerning the owners of the Butcher Block requesting use of the transit plaza near the clock to serve food. The city will not allow them to use the sidewalk outside of their business. Chair Kleczek announced she may have a potential perceived conflict of interest due to one of the co-owners being a previous employee of hers. Butcher Block owner Jeremy said he would like to utilize the area to serve pre-smoked and barbecued meat that will be warmed and served at the plaza kitchen. Jeremy said there would be no mess and they would blockade the customers from any harm and have a hand washing station. He said he would only be doing this a couple of times a month. Jeremy said it is a matter of drawing people in and having some fun. Commissioner Gaebel said she tried and liked his product but having it on our property makes us liable and we could end up getting sued. We also have the Point Bus that parks there and the Washington bus parks there and there is a shelter there that may be used for eating instead of it being available for riders. Commissioner Gaebel suggested that Jeremy use the park across the street but Jeremy said the permit has to go through Astoria Parks and Rec is too long of a process. Commissioner Kidder said with anything there is risk but I am willing to take a chance.

Commissioner Kidder moved to approve the Transit Center plaza use permit and authorize Executive Director Hazen to sign it.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria said she agreed with Commissioner Gaebel. I think it opens up a can of worms for other businesses to come and ask for use of the property and our first priority as a Board is to our riders and property. Executive Director Hazen said the permit holds the licensee harmless and they must maintain a liability insurance policy of 1.5 million dollars and we also are covered by SDIS as well. Jeremy said I am very happy to just do a trial period and if you say nay I will quit or if you let me try and are not happy with it I will make whatever changes you ask for.

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

Motion failed

- d. FY 2018- Executive Director Hazen reviewed the annual ridership report. Commissioner MacDonald said he fully supports the Streetcar and suggested utilizing the route you did a couple of years ago and try to build it up.
- e. Committee Assignments – Chair Kleczek reported there is one less committee due to the closing of RideCare. Chair Kleczek make the following appointments for FY 2018-2019.
 - i. Transportation Advisory Committee- Commissioner Kidder and Commissioner MacDonald alternate
 - ii. Executive Director Evaluation and Compensation Committee- Chair Kleczek, Vice Chair Kidder and Secretary/Treasurer Gaebel
 - iii. Northwest Oregon Commission on Transportation- Chair Kleczek and Commissioner Gaebel alternate
- f. Executive Director Evaluation- Chair Kleczek reported that the committee has met many times to gather the information from the Board. Commissioner Gaebel asked if Executive Director Hazen wanted to have this during the regular Board meeting. Chair Kleczek said he had requested to have this in an open meeting. Chair Kleczek passed out envelopes to the Board which contain the Executive Directors self evaluation and the combined scores of the Boards evaluation. Chair Kleczek said it is the Evaluation Committee’s recommendation that the Board approve the evaluation and authorize the Board Chair to administer the evaluation to the Executive Director either one on one, with the Vice Chair or the Board Secretary present. It is the committee’s recommendation that the Board approve the evaluation without a pay increase. Executive Director Hazen clarified that he had requested not to have a pay increase this year.
 Commissioner Gearin commented to Executive Director Hazen that you did everything in your power with CCO and you acted appropriately. Executive Director Hazen said that was a failure. Commissioner MacDonald said he was sure that the wires between your office and the CCO were hot and I do not think you could have done any better. Commissioner Widener said he would go along with that. Commissioner MacDonald said we were talking but no one was listening.
 Commissioner Gaebel moved that the Board accept the recommendation of the evaluation committee and authorize the Board Chair to administer the evaluation with the recommendation of no salary increase at this time.
 Commissioner Widener seconded the motion
 Discussion-None
 Motion passed unanimously

- 11. CORROSPONDENCE- Executive Director Hazen shared the Oregon Health Authority Audit report which announces they have stopped auditing us as has been required for the last several years per our original repayment agreement.
- 12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report and announced that the Dollar General store in Gearhart will have a bus shelter in front of it. The Dollar General store in Knappa will have a Connector shelter in front of it. Executive Director Hazen announced the Active and Fit Program where Blue Cross members can become a member of several local gyms for a \$25 membership fee and \$25 monthly fee, however Hazen said we are going to pick up the gym fees for our employees so essentially they can become members and utilize these facilities for free.
 Executive Director Hazen said the Safety Committee recommended we open up the showers that have been being used for storage at operations so that we have a private shower that employees can utilize for cleaning after spills or contamination.

Tomorrow will be the last day of operations for RideCare. We will be taking the staff out to lunch and we are happy that Stephanie and Kelsie got hired by Tillamook. Commissioner Gaebel asked that Executive Director Hazen let the RideCare staff how much the Board appreciates them and for their staying with RideCare until the end. Commissioner Gaebel also said she commended Hazen for his dedication to the District's health plan and getting people into the gym.

Executive Director Hazen reported that he had engaged with a legal firm for specific labor and employment issues and this firm has worked with other transportation services in the state.

Commissioner Kidder asked about the driver that had been assaulted on the bus. Executive Director Hazen said that the rider came on board and said she wanted a ride but did not have a ticket and Kathy said she could not ride without a ticket. The rider then began to leave and turned on Kathy and started beating on her. Luckily another rider stepped in and blocked the rider from causing further injury. The police arrested the rider however since Kathy was not injured, most of the charges were dropped. We are going to award the rider that helped Kathy with some kind of award. Commissioner Gaebel would like the Board to give an award to the rider that helped and then maybe a certificate for a dinner or something.

13. 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.

14. PUBLIC COMMENT-Commissioner MacDonald said he had tried to cross the street to catch the bus at Walmart and said it was very dangerous. Executive Director Hazen said that ODOT, Clatsop County and Warrenton are looking at this area and strategizing to correct this.

15. OTHER ITEMS-

Meeting was adjourned at 11:45 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- July 2018.

Mission Statement

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