



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES**

August 23, 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, Commissioner Kevin Widener, Vice Chair Bryan Kidder, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Secretary/Treasurer Lylla Gaebel was excused.
Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Chief Operating Officer, Paul Lewicki, Human Resources Tami Carlson, Transit Center Manager John Layton, Executive Assistant Mary Parker
3. CHANGES TO AGENDA- Executive Director Hazen requested delaying the Transportation Advisory Committee Appointments until the September Board Meeting.
Commissioner Kidder moved to accept the Agenda as amended
Commissioner Gearin seconded
Motion passed unanimously
4. PUBLIC COMMENT- None
5. APPROVAL OF July 26, 2018 BOARD MEETING MINUTES-
Commissioner Gearin moved to approve the July 26, 2018 Board Minutes
Commissioner Widener seconded the motion
Discussion- Correction page 11 paragraph f. change “Commissioner Gearin commented” to “Commissioner Gaebel commented”. Page 6 # 9.c add apostrophe to Board’s and align paragraph page 11.
Commissioner Gearin moved to approve minutes as corrected
Commissioner MacDonald seconded to approve minutes as corrected.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener- Reported that it has come to his attention that a member of the Board has been in discussion with one of our drivers and has taken a stand on the union and he feels this is inappropriate.
 - c. Commissioner MacDonald- Reported there may be an area for bus parking in land across from the Gearhart school. He also reported that the new bus shelter was being put up at the Gearhart Dollar General store.
 - d. Commissioner Gearin- No Report
 - e. Commissioner Kidder- Reported he has had people ask him about the big white bus and the lack of signage on buses. He said he would like to hear in the future about unifying signage on buses, shelters and SETD property.
 - f. Chair Kleczek- Reported about the opportunities for the public to give input on all aspects of tourism at the North Coast Tourism Summit being put on by Travel Oregon on September 25th which is followed by several other networking workshops and events being held over the next several months. More information and workshop schedules can be seen on the Travel Oregon website and will be posted in several locations.

7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the July Financials and Exceptions reports. Executive Director Hazen said Tracy has added an area at the bottom of the Exceptions Report that will contain responses to questions from the previous Board Meeting. Personnel services had not been updated and was changed to \$5995. There will still be a little more coming in from RideCare but it is dwindling down and probably will not have much to talk about after October.

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

8. OLD BUSINESS-

- a. SDAO Legislative Issues- Executive Director Hazen reported that he had talked with the legislative representative at SDAO and that there has not been any new urban renewal legislation for Special Districts since 2009, however there currently is a legislative group working on enhancing what was passed in 2009. Executive Director Hazen also said if there is a renewal of an urban renewal project they must get approval from us to support it or not. Executive Director Hazen said he changed the letter to Senator Johnson removing the reference to the 2017 legislative session. Commissioner Gearin asked if there was a way to bring the Special Districts together, so they are all aware. Chair Kleczek said she would like to see it stated more strongly that legislation is very lax as far as what the requirements are for including Special Districts. Commissioner Kidder suggested setting up a phone call with Senator Johnson. Executive Director Hazen said he had planned on setting up a meeting with her soon. Commissioner Gearin suggested that SETD schedule a meet and greet with other Special Districts in the area, so everyone could get to know each other and the issues and requirements concerning urban renewal.

Commissioner Gearin move to accept the letter with the suggestions added by the Board and that the Board Chair sign it
Commissioner MacDonald seconded the motion
Discussion-Commissioner Gearin requested that a final copy of the letter be sent to the Board. Chair Kleczek reminded the Board that there could not be any discussion of the letter between the Board members.
Motion passed unanimously

- b. Seaside Kiosk Relocation Update-Executive Director Hazen said he wanted to give a shout out to Debbie Bauer as she is friends with the owners of the Daisy Mae Sandwich shop which is located at the Seaside Outlet mall. Debbie discussed our need to move the Transit Kiosk with them and they offered to carve out an area in the front of their store for our Kiosk. Executive Director Hazen said he met with the owners and all are waiting to hear back from the mall management and leasing agent. Executive Director Hazen said this will only be a temporary solution as we look at other options.

Commissioner MacDonald moved to support the Seaside Kiosk and staff moving forward with this option and allow the lease negotiations.
Commissioner Gearin seconded the motion
Discussion- Commissioner Kidder asked how this satisfies the access to the main highway with the buses getting in and out, does it satisfy all those things and is there a crosswalk for foot traffic? Executive Hazen said the buses pull in across the street and there will be no change in routes or access to the highway and there is a crosswalk to access the mall from the bus stop.
Motion passed unanimously

- c. Transit App Statistics- Chief Operating Officer, Paul Lewicki distributed a report to the Board on the data from the Transit App for the last 4 weeks which included Portland, Columbia County and

Tillamook County data because they are also in the same GTSF feed from Trillium. Paul explained the details of the report. Paul said these things do not necessarily show what we were looking to get from the App but they show relationships and trends from the area. There were 12,000 views and 1400 clicks on SETD Routes. Chair Kleczek asked if the app posters were still being posted. Mary said the shelter location posters and app information posters were posted in all shelters, but she would make sure.

10:00 Chair Kleczek requested taking a 5-minute break

10:06 Meeting was called back into session

- d. Follow Up On Job Titles and Descriptions from Last Meeting- Executive Director Hazen said since he had put together the Board Pack for today's meeting, Commissioner Gearin had called George Dunkel at SDAO about the Board's responsibility with Job Titles and descriptions. Commissioner Gearin said for the record she was confused about what she read in July Board minutes, so she called George Dunkel for clarification. George said Job Descriptions are Policy and the Board is responsible for setting Policy. The Board authorizes job descriptions and salary range. The Executive Director or CEO can write job descriptions but the Board votes to adopt them. Executive Director Hazen said he also contacted George Dunkel and George indicated if there is a cost involved the Board should be involved. Hazen said obviously if we have a new position, part of getting approval for the new position would be getting Board approval of the job description. If there is a financial aspect, the Board needs to be involved to approve that. Executive Director Hazen said looking at the cover memo in the packet, at the City of Astoria the Board approves any new job descriptions and then any changes to the job descriptions are administrative which Executive Director Hazen said he would lean towards as a recommendation unless there is a cost involved or there is an impact such as moving the position to a different scale. There was further Board discussion about the Board's involvement in job descriptions.

Executive Director Hazen suggested that the motion include that the Executive Director is responsible for writing job descriptions and the Board will approve all new job descriptions and any changes to job descriptions that have a financial impact on the District.

Commissioner Alegria asked if that statement could be cleaned up a bit for the motion.

Commissioner Widener said this is the redefining of the position that Executive Director Hazen is in now. Commissioner Gearin asked that Mary write out the motion.

Commissioner Kidder requested a 5-minute recess for Mary to write the motion at 10:21 AM
Meeting called back to order at 10: 27 AM

Commissioner Gearin moved that the Executive Director is responsible for writing job descriptions and the Board will approve any new job descriptions and changes to job descriptions that have a financial impact on the District.

Commissioner MacDonald seconded the motion

Motion passed unanimously

9. NEW BUSINESS

- a. Enterprise Zone Boundary Amendment- Executive Director Hazen reviewed the letter the District received from CEDR regarding a proposed amendment to increase the Clatsop Enterprise Zone boundary by 2.2 square miles. The letter explains what Enterprise Zones are and the intention of the expansion. This has a potential impact on property tax revenues for taxing agencies, so they are required to seek comments and questions from the taxing agencies in the affected expansion areas which is due on August 30th. Executive Director Hazen said he will include the Board concerns in a response letter.

Commissioner Gearin said she was claiming a potential conflict of interest because Dick Delphia owns property near the Port of Astoria. The Board discussed their concerns about the impact the Enterprise Zone would have on the District. It was clarified that only new property and new buildings will be affected. Executive Director Hazen said the letter states that the Board is welcome to submit written comments. Chair Kleczek said the comments she has heard from the Board so far have been questioning the value that we would see as a District, clarity of the actual zone, how much would be impacted, increased demand for service with less revenue, employee housing and the number of employees. Commissioner Gearin commented that Kevin Leahy had sent a copy of the letter to SDAO and requested that Executive Director Hazen also send a copy of the letter with Board concerns to SDAO. Chair Kleczek pointed out the upcoming government meetings that are listed in the letter. Executive Director Hazen said the Board could designate someone from the Board to go to these meetings and voice their concerns. Vice Chair Kidder asked if we could authorize Executive Director Hazen to go to the meetings and express the Boards concerns. Executive Director Hazen said he could read the completed letter at the meetings. Chair Kleczek asked if the Board agreed to authorize the Executive Director to read the completed letter at the upcoming meetings and have the Board Chair Kleczek or Vice Chair Kidder review the letter before sending. The Board agreed.

10. CORRESPONDENCE- Chair Kleczek read a letter of appreciation from the Oregon Transportation Commission thanking Executive Director Hazen for addressing them about the NWACT. Executive Director Hazen read a thank you email from a family who complimented SETD driver Penny Miller who had helped them safely get from Rainier to the Warrenton KOA for a camping weekend. Paul will make sure Penny is recognized for this.
11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report and added an update informing the Board that the IGA with Columbia County for the Intercity Grant that the Board approved last year and was delivered to Columbia County was never signed by them and cannot be located. Columbia County has been reimbursing SETD up to this point, but we have also found that the budget they have is not correct and now there are no funds left in the grant. Executive Director Hazen explained SETD wants to continue the Columbia Connector route and estimates the cost to SETD will be \$100,000 to operate it until the end of the fiscal year which he said we will be able to do. Executive Director Hazen said we are going to continue discussions on possible changes to the route depending on what is the best solution for all. Chair Kleczek asked if Columbia County will have to pay back some of the Grant since they have misappropriated the funds. Executive Director Hazen said the Grant was split equally and both of us have spent our half of the budget which should have been spread out over a 2-year budget. Executive Director Hazen said he will keep the Board updated and will set up a better system of getting copies of agreements completed, copied and returned for our records. Commissioner Alegria asked why the Transportation Advisory Committee (TAC) appointments were delayed. Executive Director Hazen said we had missed notifying the applicants in time to attend this meeting but will notify and have the applicants at the September Board Meeting. Executive Director Hazen said he is proposing that the TAC move from 7 members to 14 members and asked the Board to consider this before the next meeting. Commissioner Alegria said as a transit user she does not considers bus shelters as amenities but considers them infrastructure and requests this is changed. Executive Director Hazen will look into this.
12. LEADERSHIP REPORTS-Reports submitted for July 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.
13. PUBLIC COMMENT-None

Chair Kleczek called a 5-minute break at 11:30 AM

Chair Kleczek called meeting back to order at 11:40 AM

14. SDAO BOARD BEST PRACTICES SELF ASSESSMENT – Rob Mills a consultant from SDAO led the Board through a 90-minute self-assessment. Rob explained that he will collect data from the Board and then prepare a summarized report that he will send back. Rob said once you have received the final report, there will be a requirement that the Board reviews the report at the next Board meeting and starts planning for your improvements. Rob said that the Board participated in an assessment in 2015 and copies of the previous assessment will be given to the Board following today’s assessment.

Meeting was adjourned at 1:00 PM

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- August 2018.

Mission Statement

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