



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
September 27, 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, Commissioner Carol Gearin and Secretary/Treasurer Lylla Gaebel

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-
4. PUBLIC COMMENT- None
5. APPROVAL OF AUGUST 2018 BOARD MEETING MINUTES-
Commissioner Gearin moved to approve the August 2018 Board Minutes as corrected.
Commissioner Kidder seconded the motion
Discussion- Commissioner Gearin made a correction under #5 stating a comment was not made by Commissioner Gaebel.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener-No Report
 - c. Commissioner MacDonald- Reported he had attended a public meeting concerning installation of a traffic light at Avenue S and Hwy 101.
 - d. Commissioner Gearin- No Report
 - e. Commissioner Gaebel- Requested having more healthy snacks instead of all the sweet doughnuts.
 - f. Commissioner Kidder- Said he had looked at the Daisy May's location and is looking forward to hearing the Seaside Kiosk relocation report and also reported that Executive Director Hazen had done a good job of voicing the Boards concerns on the Enterprise Zone at the Clatsop County Commissioner's meeting last night.
 - g. Chair Kleczek- Reported she had attended the Travel Oregon North Coast Tourism Summit kickoff in Garibaldi and that it was one of the best, most productive well-organized events she has been to in a long time and that she thinks the region will really benefit from Travel Oregon's investment in the area with this. Commissioner Kleczek also said the variety of people in the room and their participation in the conversation was phenomenal and most encouraging is the number of factors coming together to discuss and come up with some viable plans to move forward to increase the livability and the sustainability of the tourist industry here.

Chair Kleczek introduced staff member Donna Buganan who is the new Payroll and Accounts Payable clerk. Donna said she has mostly worked in and managed medical offices until 2012 when she managed a construction company. Donna has been working at RideCare for the last couple of years and is currently helping in Paratransit. She is finishing up training for payroll and accounts payable and will also be training to provide coverage for lunches in the Transit Center when needed. Welcome Donna!

7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the August General Fund Financial, Exceptions and Information Report. Commissioner Gaebel reported that Tracy will now only be printing checks every other week due to not having weekly checks for RideCare anymore. Chair Kleczek asked what items 8031 and 8032 are covering. Tracy said 8031 is for subscriptions like Quickbooks and 8032 is for MindShift which is \$4000 a month. Tracy said she will clarify which subscriptions and services are under 8031 and 8032 at next month's Board meeting. Chair Kleczek asked about item 8130 payroll processing fees being over budget. Tracy said the increase is from startup fees and cross over costs for the GNSA the new payroll program. Tracy also said there would be higher monthly fees but that the new program will save staff time. Tracy reviewed RideCare's financial reports. Commissioner Gaebel pointed out that the final checks for RideCare employees also included payoff of their sick time.

Commissioner Gaebel moved to accept the August 2018 financials as presented

Commissioner Gearin seconded the motion

Discussion- none

Motion passed unanimously

8. OLD BUSINESS-

- a. TRANSPORTATION ADVISORY COMMITTEE APPOINTMENTS- Executive Director Hazen reviewed that the Board approved changing the Senior and Disabled Transportation Advisory Committee to the Transportation Advisory Committee at the May 2018 Board meeting and staff began outreach for recruiting for the vacant seats on the committee. Executive Director Hazen referred to the overview he had placed in the Board pack that compared increasing the committee membership from the current 7 members to as many as 14. Also 3 members whose terms expired in June 2018 have indicated they want to remain on the committee, Larry Miller in Position 1, Patrick Preston in Position 2 and Margaret Chenowith in Position 3. Position 4 is vacant, and Position 5 is held by Barbara Carson whose term expires June 30, 2019. Position 6 is vacant, and Position 7 is currently held by Bryan Kidder with Tracy MacDonald as the alternative. Executive Director Hazen said with the committee at 7 members only one person would need to be approved from the applicants and recommended Doug Pilant, General Manager at Tillamook County fill the required out of District position. Board directed staff to contact Barbara Carson to find out if she wanted to remain on the committee. Commissioner MacDonald said he would contact her.

Commissioner Gearin moved to appoint Chris Breitmeyer to position 4

Commissioner MacDonald seconded the motion

Discussion- Commissioner Kidder said he had a concern that Chris would be just as unavailable as some of the other folks you are trying to fill, qualified no doubt, but as president of the college how often is he going to make a meeting. Commissioner Gearin asked how often the meetings would be. Executive Director Hazen said he plans on having 2 meetings before the end of the year and 2 meetings going into March and then quarterly. Commissioner Gearin said she thought that Chris as president of the college is an individual that unless an emergency comes up he will do what he says he is going to do. Commissioner Alegria said Chris represents the institutional aspect of it but had concerns about his attendance. There was confusion about the motion being about the number of committee members. Commissioner Gaebel said she guessed she was confused because she was waiting for a call for do we want to change the committee number first. Commissioner Gearin said she had asked that question, and no one said a word. Chair Kleczek said we are discussing the motion on the table.

Aye- Commissioners Alegria, Widener, MacDonald, Gearin, Kidder and Kleczek

Commissioner Gabel abstained due to there not being discussion on the number of committee members.

Motion passed 6 Aye and 1 abstention

Commissioner Widener moved to increase the number on the committee to 9
Commissioner Gaebel seconded the motion
Discussion- Commissioner Gaebel said having 9 will allow us a better outreach.
Commissioner Gearin said if you keep it at 7 and you have 3 people that show up all the time and you have Chris and Bryan you will always have a quorum. Commissioner Alegria said that she likes having 9 and having more voices. Commissioner MacDonald said that a 7-member committee that is dedicated will have success. Commissioner Widener asked how much legislative authority this board or committee will have. Executive Director Hazen said this advisory committee will be recommending the STIF plan to the Board and then the Board will approve it, however if the Board changes it they will have to document their change in the application to ODOT. Commissioner Widener said he believed having 9 is correct. Commissioner Kidder said he was in favor of the 9 which means there will be 2 more to be appointed.
Aye- Commissioners Alegria, Widener, Gaebel, Kidder and Kleczek
Nay- Commissioners MacDonald and Gearin
Motion passed 5 Aye and 2 Nay

Commissioner Kidder moved to nominate Lin Anderson and Tita Montero for the 2 open positions.
Commissioner MacDonald seconded the motion
Discussion- Commissioner Alegria asked to have a motion for each.
Commissioner Kidder withdrew his first motion and then moved to nominate Lin Anderson to position #5
Commissioner MacDonald withdrew his first second and seconded the second motion
Discussion- There was discussion supporting Lin and her on going attendance and interest in at the Sunset Empire Transportation Board Meetings.
Motion passed unanimously

Commissioner Kidder moved to nominate Tita Montero to position #7
Commissioner MacDonald seconded the motion
Discussion- There was discussion Tita's experience locally and her connection to the Hispanic community being needed on the committee.
Motion passed unanimously

Commissioner Gaebel moved to change the term limits for the 2018 terms to 2020 and change the 2019 terms to 2021.
Commissioner MacDonald seconded the motion
Discussion- Commissioner Kidder said his position is up next May for election so he would be serving whether he was a Commissioner or not. Commissioner Gaebel said you are on that committee as a transit provider representative which can always be changed.
Motion passed unanimously

Commissioner Gearin moved to appoint Larry Miller, Patrick Preston and Margaret Chenowith to the Transportation Advisory Committee as they had requested.
Commissioner Gaebel seconded the motion
Discussion- None
Motion passed unanimously

Commissioner Kidder moved to appoint Doug Pilant to position #8
Commissioner Widener seconded the motion
Discussion- None

Motion passed unanimously

- b. SEASIDE KIOSK UPDATE- Executive Director Hazen said he is still waiting to hear back from the General Manager who has been trying to contact the leasing agent and partners. One partner is ok with the proposal, but the other partner has not responded. Commissioner Gaebel recommended that Jeff call the mall general manager again and follow the call up with an email. Executive Director Hazen said he would. Commissioner Kidder asked if we are still taking steps to get out of the building we are in now. Executive Director Hazen said yes. He will keep the Board posted on any updates.
- c. BOARD ASSESSMENT RESULTS- The Board received the SDAO Board Assessment results from August 2018 and the Impressions and Recommendations letter from Rob Mills. Chair Kleczek said Rob did not make any recommendations except to “stay the course”, however she said she would like to have a conversation as to what “stay the course” means to us as a Board and individually at the Board Retreat. Executive Director Hazen said we are looking at scheduling the Board Retreat in January.

Commissioner Gaebel moved to accept the report from the SDAO Board Assessment
Commissioner Widener seconded the motion
Motion passed unanimously

9. NEW BUSINESS

- a. SERVER ISSUES- Executive Director Hazen reported that SETD suffered a catastrophic failure of its computer network with the biggest issue being the loss of the financials. Paul took the data array to a data recovery business in Portland to see if they could recover the financials. Mind Shift who is SETD’s IT support, responded to the call for assistance with a sales pitch which left a very bad taste in John, Paul and his mouths. Executive Director Hazen said that he thought Mind Shift’s service up to this point, has been good, however they advised us that we would not get our financials back and tried to sell us a \$30,000 piece of equipment. After looking at other options we found a company that would look at the data array and determine if the data could be saved for \$99 and they found they could save it. Executive Director Hazen said he felt that the District was up against a time crunch. The auditors were waiting for final reports from Tracy for the audit and more importantly the final reconciliation report was due to the CCO by September 15th. Executive Director Hazen said he did not think that the CCO would have allowed us to extend this date and this final reimbursement was for \$150,000. Hazen said he felt it was critical we got our financials back and he let the Board know what he did. John and Paul are looking at better options, but we will not be renewing our contract with Mind Shift which is up in a month and may need to use a local service temporarily. Discussion of backing up the financials was discussed with a strong recommendation of using an external separate hard drive or usb that is backed up daily. Executive Director Hazen said that the online back up that had been set up stopped working on October of 2016, and we were not notified so John is looking into this and we have the name of a cyber attorney we may use. Commissioner Gaebel asked if our insurance will cover some of our loss. Executive Director Hazen will investigate this. Commissioner Alegria thanked John for the excellent report that he had wrote. Chair Kleczek said in recalling the Mind Shift contract she thought it had a time frame for us notifying them if we were not going to renew the contract. She added that these are exactly the things she brought up when we were considering using them including their ultimate goal being to have us buy into their equipment and replace our stuff with their stuff. Commissioner Gaebel asked that staff look at the Mind Shift contract now, in case it automatically rolls into a new contract and the Board may need to make a motion today to allow staff to terminate the contract.

Chair Kleczek called a recess at 11:09

Chair Kleczek called the meeting back to order at 11:20.

Commissioner Gaebel said she did not like how this came down and believes that when the information came to us with a contract, that is going to expire within a month, we should have had the information on how it would be terminated if we made that choice and I am willing to go along with authorizing staff to do what they have to do but I definitely want it to on record that we expect to have that information so we can do our job because it should not be the director's job. Chair Kleczek said the information that she has looked up says the contract did not go into effect until after October 2016 so she believes that it actually went into effect in November or December of 2016 and if we have 30 days before the renewal we are ok, however we required some additional terms of service and changed the contract, which Jeff is trying to get a copy of from Mind Shift's server right now. The earliest that they would have began providing us service would have been December 1, 2016. Executive Director Hazen reported that there is no auto renewal on the contract, so we have 30 days from when we went live.

Commissioner Gearin moved to terminate the contract with Mind Shift as soon as possible

Commissioner Alegria seconded the motion

Discussion- Chair Kleczek they are providing us a service that does provide connectivity and access to documents and data and are helpful to our staff if it is not a major failure so we need some kind of direction to go along with this, so we are not just flying by the seat of our pants.

Motion Passed Unanimously

Commissioner Gaebel moved that we authorize staff to pursue other options that may be interim or long term for our IT needs

Commissioner Widener seconded the motion

Discussion- Chair Kleczek said because of the dollar amount we need to make sure that we follow the law depending on who and how we contract with them and this is not something that we can put off. It is important that we have some kind of IT solution and stressed although John did an excellent job of helping with the current problems he is the IS person and Transit Center Manager and not the IT person and we need true IT service needs protection.

Commissioner Gaebel added to her original motion- to include that everything needs to be brought back to the Board and that if we need to have an emergency meeting to make a decision we have one.

Commissioner Widener seconded the changed motion

Discussion- Chair Kleczek raised the question what kind of authority does the Board need.

Commissioner Gaebel added to her motion that the Board authorizes the Chair to sign any necessary documents to pursue what needs to happen at this time but not a contract.

Commissioner Widener seconded the changed motion

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report- and added that we will be meeting with attorneys in October and will begin the ATU negotiations in November. The next Tourism Studio is being held in Seaside on October 17th and will be strictly about transportation and he will have a much bigger role at this meeting. Paul reported that Columbia County is reducing their services and changing their routes, Paul is working with Todd to re-align what we do with them and we may possibly go into Kelso with or without a stop in Rainer. Executive Director Hazen said that the Board will be making

some big decisions coming up. Contingency this year is about \$ 160,000 but we just spent about \$50,000 on the data recovery and Paul is talking about the Lower Columbia Connector because of the funding issue which will probably wipe that out. Jeff said he asked Doug Pilant what he thought the union attorney fees would be and he said about \$50,000. We will need to look at that and the budget line by line, so we are ahead of this game and make the appropriate carve offs. We also do not know what the negotiations impact will be. It is going to be a very tight year. Just know that the supplemental budget will be coming sooner than later. Commissioner Gaebel said she is glad that the Budget Committee pushed hard for the contingency fund this year and did their job.

Commissioner Gaebel moved that we approve the over \$50,000 expenditure that was signed in an emergency by the Board Chair and our Chief Operations Officer

Commissioner MacDonald seconded the motion

Discussion- Chair Kleczek said this was a very uncomfortable moment and if it had not been an emergency and there had not been the urgency she would have deferred and would have waited, and she appreciates the confidence of the Board.

Motion passed unanimously

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

Commissioner Gearin asked Paul about SETD partnering with the City of Warrenton to relocate so that we are out of the inundation zone. Paul said this in its infancy, but we met with the County Emergency Management Team yesterday and the issue came up to make them aware of our desire. Commissioner Kidder asked about the bus maintenance charges that have hit the budget hard this last month? Paul said this is based on repairs on 14-year-old buses and one of the most expensive repairs was \$8,000 to replace an engine on a paratransit van that the Paratransit drivers like because it is well designed and can accommodate the passengers that are carried on Paratransit. Commissioner Kidder asked if the new buses are up to speed. Paul said the new buses have been back 4 times for many problems, but one bus is back that appears to have all systems working and the other bus should be back next week. Commissioner Gaebel asked if we are looking at adding liquid springs to our older buses. Paul said not actively because the cost would be \$14,000 per bus these are older buses but going forward we will include liquid springs on new buses however we are going for low-floor kneeling buses that at this point liquid springs are not configured for. Commissioner Gaebel asked what kind of security is available for our drivers as far as quick notification if they are attacked. Is there an SOS they can push that would tell dispatch to listen so that notification could be made, do they carry any pepper spray? Paul said drivers do not carry any defensive weapons and the electronics on the bus has a button they can push that marks the video for reference and there is a button that sends an email alert that is not always responded to promptly. Paul said that in reality, drivers pull over and call 911. Paul said that he would look into this.

13. PUBLIC COMMENT-Lin Anderson said she has heard from several people that if you are disabled you cannot shop Walmart because the bus stop is way too far away from the store.

Meeting was adjourned at 12:00 PM

Mary Parker, Recording Secretary

Secretary Treasurer Lylla Gaebel

Date_____