



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES**

**October 25, 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, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Carol Gearin and Commissioner Tracy MacDonald excused  
  
Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager Paul Lewicki, Transit Center Manager John Layton, Mobility Management Jason Jones, Transportation Options Mathew Weintraub, Executive Assistant Mary Parker
3. CHANGES TO AGENDA- Jeff Hazen asked to add the introduction of an employee. Chair Kleczek said this would follow Public Comment.
4. PUBLIC COMMENT- None
5. EMPLOYEE RECOGNITION- Executive Director Hazen introduced Makenzie who was selected as Employee of the Quarter for her outstanding service as a driver for SETD. Executive Director Hazen shared a lifesaving event that she was involved with along with one of our other drivers. COO Lewicki also shared that she is now being utilized as a backup Driver Supervisor.
6. APPROVAL September 27, 2018 BOARD MEETING MINUTES-  
Commissioner Gaebel moved to approve the September 2018 Board Minutes  
Commissioner Gearin seconded the motion  
  
Discussion- Discussed how corrections are made.  
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- Reported that she had taken a bus to the bus barn in Warrenton and would like to propose for consideration since SETD employees work at the Bus Barn that there be an actual stop at the Bus Barn. She also added that Weyerhaeuser, Bayview apartments and other homes are located along Skipanon Drive.
  - b. Commissioner Widener-No Report
  - c. Commissioner Gearin- Reported she had gone on the website and watched the video about bus services and Human Trafficking and passed the test.
  - d. Commissioner Gaebel- Reported she had attended the Driver Meeting on Tuesday with Pamela and Kevin and watched the Human Trafficking video. Commissioner Gaebel thanked Mary for the fantastic healthy snacks at today's meeting and Mary does send me the minutes to review which is routine for the secretary/treasurer.

- e. Commissioner Kidder- Reported that during the elections a topic that has come up in a lot of forums has been transportation especially in how it pertains to economic development and emergency preparedness. Commissioner Kidder asked that whenever the Board gets together for brainstorming or Strategic Planning that we remember that those 2 areas where our transportation efforts can play a big role and many people look to us to help in that regard.
- f. Chair Kleczek- Reported that there has been 2 North coast Tourism Studios in the past month and offered new info cards about the upcoming meetings to help inform the public. Chair Kleczek said one group that is lacking at these events are the City and County officials which are the communication links between handling emergency planning and tourism planning and go hand in hand. Chair Kleczek encouraged everyone to talk to anyone that you know that is staff or an official of the City or County and encourage them to attend these studios because they are a needed link to have at these meeting. Commissioner Gearin asked about what kind of funding does SETD receive from the State. Executive Director Hazen said he would send Commissioner Gearin a link to the ODOT website where funding information is available.

8. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the September Financials and Exceptions reports. Questions from the Board were answered.

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

9. OLD BUSINESS-

- a. Lower Columbia Connector Route Options- COO Lewicki shared an update on discussions with Columbia County Rider’s pending service cuts.
- b. Budget Update – Executive Director Hazen reported that we will have a Supplemental Budget, but we are waiting on Columbia County decision on how they are going to move forward with any cuts to the Lower Columbia Connector. Direction was given for Executive Director to get a definitive date to when we will know about cuts.
- c. Seaside Kiosk Update- Executive Director Hazen still has not heard back from the outlet mall owners/managers. Discussion was held on other potential alternatives. This discussion will be continued until the next meeting.

10. NEW BUSINESS

- a. Transit Asset Management Plan Resolution- Executive Director Hazen explained that the Federal Transportation Administration is now requiring that transportation providers receiving federal funds either create or adopt a group Transit Asset Plan that protects assets purchased with federal funds. The Oregon Department of Transportation has developed a Group TAM plan that we can adopt and be one of the 46 other transit providers in Oregon adopting this plan. Staff is recommending that the Board approve Resolution 2018-03  
 Commissioner Gaebel moved to approve Resolution 2018-03 by short title.  
 Commissioner Widener seconded the motion  
 Discussion- Commissioner questions about this plan were answered.  
  
 Motion passed by roll call vote.
- b. Title VI Plan Update- Executive Director Hazen said that ODOT has approved this plan and it is on our website.

Commissioner Alegria moved to adopt the Title VI Plan Update

Commissioner Gearin seconded the motion

Discussion- The Board discussed the need to utilize the language in the plan to reach out to user groups to encourage their participation on advisory committees.

Motion passed unanimously

11:06 Chair Kleczek called a 10 minute recess

11:18 Chair Kleczek called for the Board to go into Executive Session under ORS192.660(2)(d)

Discussion of labor negotiations with attorney.

11:50 Chair Kleczek the Executive Session was closed, and the Board Meeting called back to order.

- c. Intergovernmental Agreement with Tillamook County Transportation District- COO Paul Lewicki presented an IGA that will allow us to use the ECOLANE dispatch software under TCTD's license.  
Commissioner Gearin moved to approve the IGA with Tillamook Transportation District for shared use and funding of the Ecolane DRT Software and authorize the Board Chair and the Executive Director to sign.  
Commissioner Widener seconded the motion  
Motion passed unanimously
- d. Transit Center Hours- Finance Officer Tracy Lofstrom proposed that the opening hours of the Transit Center be changed from 7:00 am to 8:00 am and that the Transit Center be closed from 12 noon to 1 pm for staff lunch breaks. Discussion was held by the Board and they agreed with the later opening time but did not want the Transit Center to be closed during the noon hour.  
Commissioner Gearin moved to change the Transit Center Office Hours to 8 AM to 6 PM on Monday through Sunday  
Commissioner Kidder seconded the motion  
Aye- Commissioner's Kidder, Gearin, Gaebel, Alegria, Kleczek  
Nay- Commissioner Widener  
Motion passed
- e. Holiday Party – Executive Director Hazen asked for guidance from the Board if they wanted to continue with having a District holiday party. Discussion of options for the event were held and the Board agreed that the District should continue with the party and recommended an expenditure of \$4,000 for it.
- f. SDAO Conference- Executive Director Hazen asked who wanted to attend the upcoming SDAO conference in Sun River February 8<sup>th</sup> through 10<sup>th</sup>. Commissioner Widener, Kidder, Alegria, and Kleczek said they would like to attend.

11. CORRESPONDENCE- Chair Kleczek read a letter from Rob Mills asking if the Board reviewed the consultant Impressions and Recommendations and what actions were taken on the flagged items and if additional consulting support would be helpful? Chair Kleczek said Mary has drafted a response saying yes the Board went over his report and they plan on meeting in January for a Board retreat where they will dive deeper into some the flagged items.

Executive Director said we received an announcement from the FTA that they are increasing the annual random drug testing requirements to 50% of the safety sensitive staff.

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his monthly report and announced that the Transit Advisory Committee Meeting has been scheduled for November 28<sup>th</sup> at 10 AM. Paul

reported receiving a thankyou letter from a rider thanking Jesse and Sue for their friendly professional driving. Executive Director Hazen said since we no longer have “tickets” there has been some problems for services that used to purchase large quantities of tickets from us. One of these was the Sheriff’s Department. They annually distributed about \$10,000 of tickets for people going between the Sheriff’s office, court and the Parole and Probation office. They came up with a great idea. They will purchase embossed poker chips to use as fare. Executive Director Hazen reported that he and Paul, John and Tracy have met about our IT needs and will have something before the Board at the November Board meeting. Chair Kleczek asked what has Mozy and the insurance company reported as far as liability? Executive Director Hazen said Mozy will not return our phone calls. John said the Mozy contract has ran out. Commissioner Alegria asked if our attorney could write a letter. Executive Director Hazen said we would have to pay our attorney, but the other avenue is going down the road with the insurance.

- 13. Management Team Reports submitted by Transit Center-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-
- 15. OTHER ITEMS- Chair Kleczek reported that an item was recently brought to her attention concerning Board Policy 309, that regards political endorsement. Discussion was held about not using Board members position when endorsing candidates for office.

Meeting was adjourned at 11:45 AM

Mary Parker, Recording Secretary

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Secretary Treasurer Lylla Gaebel

Date\_\_\_\_\_

An audio recording of the Sunset Empire Transportation District’s Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- October 2018.

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