



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
November 29, 2018**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:05 AM
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Kevin Widener, Commissioner Pamela Alegria, Commissioner Carol Gearin and Commissioner Tracy MacDonald. Secretary/Treasurer Lylla Gaebel was excused.  
  
Staff Present: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki and Executive Assistant Mary Parker
3. CHANGES TO AGENDA-Commissioner Gearin requested to add discussion about access to the proposed Seaside Grocery Outlet. This was placed under 9.e on the agenda.
4. PUBLIC COMMENT- None
5. APPROVAL of THE OCTOBER 25, 2018 BOARD MEETING MINUTES-  
Commissioner Kidder moved to approve the October 2018 Board Minutes  
Commissioner Gearin seconded the motion  
Discussion- Commissioner Gearin reported she had emailed corrections which had not been made to the draft minutes and Mary read for the record; add a comma after Commissioner Gearin's name in roll call and remove the word "and", on page 6 under #9, add an apostrophe "s" after county and move the word "closed" to follow Chair Kleczek's name in the sentence opening executive session.  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- None
  - b. Commissioner Widener- Reported he wanted to comment on the accusations and comments made at the previous meeting regarding his outside political activities. Commissioner Widener said he had signed a card agreeing to give his name only to be used on the Tiffany Mitchel website, had never given permission for his title to be used as such on that website, had never been on that website and that his title has been used incorrectly and this is not the first time you have done this to me. As Board Chair you have responsibilities to treat everyone equally and fairly and you are not, and I think if the Board looks at the history, they know that. What I do outside of this is my business and this should have been addressed in a different manner and brought to my attention. It is not illegal for me to list my name on Tiffany's website. Commissioner Widener said he has been staked out because of his history with Indivisible which Tiffany was the head of. Commissioner Widener said he has been active in housing, transportation and health care issues and won a door to door race. He said this was inappropriate and not the first time Chair Kleczek has done this to me. You have a beautiful habit of creating an illusion of a problem where none exists and you are pointing it towards me and I have no idea why. You do not like my visibility and you never have, and you have been slapping me for the last year. Commissioner Widener asked Chair Kleczek for an apology and that she step down as Board Chair immediately or that the Board fire her.
  - c. Commissioner MacDonald- Reported that he had enjoyed the OTA Conference, the staff and the key note speakers did a great job and some subjects stretched his imagination a bit.
  - d. Commissioner Gearin- Nothing to Report
  - e. Commissioner Kidder- Reported that he enjoyed the OTA Conference and it was very pleasing to see that our District is doing a lot of the things, if not more than the other Districts.

- f. Chair Kleczek- Reported that she thought that it was a great conference, learned a lot and was able to share information she had learned at the next ACT meeting.

7. FINANCIAL REPORTS- Executive Director Hazen reported that Financial Officer Tracy Lofstrom is on vacation so he would be reviewing the September Financials and Exceptions report. Executive Director Hazen said under 4100 and 4300 the month needed to be changed from September to October. Executive Director Hazen verified that the billboard agreement was signed in 2011, is for 25 years and the sign company has a way out of the agreement, but SETD does not. Executive Director Hazen reported that Salaries and Wages is over budget by \$36,000 for the month and \$93,000 for the year. Vehicle Maintenance and repairs is over budget, but there is a grant that will fill the gap for this. Executive Director Hazen said that there will need to be a Supplemental Budget hearing scheduled. He will send out a doodle poll to the Board to set a date. Chair Kleczek asked that the \$460 expense for the email account be checked because it is the same amount that was being paid when RideCare was still operating. There was Board discussion about the Salaries and Wages being over budget since July 2018. The Board directed Executive Director Hazen to drop all other things to find out why and schedule a Board meeting in December to report information about what is found to the Board.

Commissioner Gearin moved to approve the October financials as presented  
Commissioner Widener seconded the motion  
Discussion- None  
Motion passed unanimously

8. OLD BUSINESS-

- a. Special Districts Insurance Services (SDIS) Best Practices 2018- Mary reported that SDIS insurance offers a discount on premiums each year through their Best Practices program. The program focuses on reducing loss and improving operations. This year's requirements were focused on preventative maintenance. Mary said all requirements were met which will give the District a 14% discount on the annual liability insurance premium.
- b. Lower Columbia Connector

Lower Columbia Connector – Paul Lewicki gave an update on Columbia County Rider reporting that they will be cancelling the Lower Columbia Connector Service to Portland on the weekends and plans on stopping this service in January. Paul said we are looking at how we can provide service to Portland 2 times on Saturday and 2 times on Sunday. Staff is putting together a program to apply for a grant from the state to cover the cost of adding this service. Executive Director Hazen will check if service to Portland is considered a major service change and what public notification requirements would be. Chair Kleczek said without funding from Columbia County we are actually providing service 7 days a week, so we need to know if there is some sort of emergency funding available from the state. Following further discussion, the Board requested that Executive Director Hazen bring what total costs for extending the Columbia Connector would be to the December Board meeting.

Chair Kleczek called a recess from 1025 to 1030

- c. Seaside Kiosk Update- Executive Director Hazen reported that he had received a call from the Seaside Health Foods store location saying they had rented the location to someone else and we are out of the Seaside outlet Mall location on December 31<sup>st</sup>. Other options suggested were a sight across from Safeway on the side of the building by Domino's Pizza. Other options might be to do nothing and sell passes on the buses again. Executive Director Hazen said he had not heard back from the city of Seaside about the Visitors Center. Several other locations were suggested including sharing space with the Seaside Rotary at the mall, asking the Sunset Parks and Recreation to sell tickets and a storefront in a commercial triplex on North Holladay.
- d. Fare Language Update- Paul Lewicki said that riders, drivers and staff have had difficulty interpreting the Fare Schedule language including the updated Appendix A which was approved in June 2018. Paul said language is not clear as to where and how the passes can be used. Paul submitted changes to the Board for

the Day Pass, Monthly Pass and the Student Summer Fun Pass. After discussion the final changes were applied and will be distributed to staff and drivers.

Commissioner MacDonald moved to approve Appendix A as changed and that all passes, and single fare is good to go Clatskanie.

Commissioner Widener seconded the motion

Discussion- Day passes and monthly passes will be valid anywhere in Clatsop County and are valid to Clatskanie.

Motion passed unanimously

## 9. NEW BUSINESS

- a. Oregon Public Transportation Conference Reports- Executive Director Hazen said that he thought it was a great idea for those that attended to write a report and he hoped everyone enjoyed reading them as it showed the impact that the conference had on staff attending. Executive Director Hazen said he thought it was one of the best he has ever been to and was very well organized.

- b. Transportation Advisory Committee Update- Executive Director Hazen reported that we had a very good first meeting yesterday and the Board should be very happy with who they have appointed and requested the Board appoint Diana Nino from the Lower Columbia Hispanic Council to the committee, who attended the meeting yesterday, asked great questions but did not vote. Diana is an OHP outreach person for the Lower Columbia Hispanic Council.

Commissioner Widener moved to appoint Diana Nino to the Transportation Advisory Committee.

Commissioner Gearin seconded the motion

Discussion- Commissioner Kidder asked if Diana would be in position 6. Executive Director Hazen said that he had changed the original category list and Diana would be in the Limited English Proficiency category and she deals with low income. Commissioner Widener said he has met Diana and supports her being on the committee. Commissioner MacDonald also said he supports Diana being on the committee. Commissioner Gearin asked if Barbara Carson didn't want to come back. Executive Director Hazen said that she never responded, and this is a new committee.

Motion passed unanimously

Executive Director Hazen asked for Board approval of the Transportation Advisory Committee Bylaws including the highlighted lines that were added to the original Bylaws and the spelling correction of the word "area" on page 4. Chair Kleczek requested that Barbara Carson be removed from the roster and that the word "and" be removed from position 8 description on page 10.

Commissioner Gearin moved to adopt the Transportation Advisory Committee Bylaws as corrected.

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- c. Budget Committee Involvement with Supplemental Budgets- Executive Director Hazen reported that this came up at the last Board Meeting. Executive Director Hazen said he included Oregon Local Budget information in the Board Pack which says including the budget committee when adopting a supplemental budget is a local policy decision of the governing body. Executive Director Hazen advised that the Board would need to direct the Board Policy Committee to meet and write a policy to include the Budget Committee. Following Board discussion, it was recommended that the Supplemental Budget Meeting would be held and public announcements made according to Local Budget Law.

- d. Christmas Eve/New Year's Eve Operating Hours- Chief Operating Officer Paul Lewicki reported that the ridership on Christmas Eve and New Year's Eve has been very low after 6 PM and recommended that the Board approve ending route service at 6:00 PM on each of these days.

Commissioner MacDonald moved to close route service at 6 PM on Christmas Eve and New Year's Eve.

Commissioner Gearin seconded the motion

Discussion- Commissioner Kidder said that there needs to be a lot of public notification done in advance. Chair Kleczek added that there needs to be notification up well in advance that is specific to each of the routes final start and finish times.

Motion passed unanimously

- e. Seaside Grocery Outlet- The Board discussed submitting a letter to the planning commission expressing the District's concerns on the impact to traffic flow on HWY 101

Commissioner Gearin moved to approve writing a letter to the Seaside Planning Commission that states that the SETD Board is concerned about the impact that the construction permit for the Grocery Outlet and any other business in that area will have without the provision for funding construction of a left hand turn lane or other traffic control provisions in a timely manner at the intersection of avenue O and Hwy101 and to give the Board Chair permission to sign the letter, include the site study in the letter and give staff permission to testify on the Boards behalf at the next Planning Commission Meeting in Seaside.

Commissioner Widener seconded

Discussion-None

Motion passed unanimously

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen gave a report on REMIX software. He discussed the 5310 funds and Mobility Management Department and the Ecolane software. Hazen reported that a meeting has been set up with ODOT staff to discuss Matt's T.O. role. He and Matt will be at that meeting. Ridership is up 11%. Due to the non response from Mozy, he asked for Board for approval to contact an attorney that was recommended by SDIS. The Board gave consensus to contact an attorney. Chair Kleczek requested that plans for the Board Retreat begin as soon as possible.

12. 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.

13. PUBLIC COMMENT- None

14. OTHER ITEMS-

Meeting was adjourned at 12:30 PM

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- November 2018.

*Mission Statement*

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