



**Sunset Empire Transportation District  
Board of Commissioners Meeting Minutes  
December 18, 2018  
Draft**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:00 AM
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald. Commissioner's Pamela Alegria and Carol Gearin were excused.  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki Executive Assistant Mary Parker
3. CHANGES TO AGENDA-Vice Chair Kidder requested Commissioner report be added following approval of the minutes. Executive Director Hazen requested adding a notice received by the Seaside Planning Commission.
4. PUBLIC COMMENT- No comments
5. APPROVAL OF THE NOVEMBER 2018 BOARD MEETING MINUTES-  
Commissioner Gaebel moved to approve the November 2018 Board Minutes  
Vice Chair Kidder seconded the motion  
Discussion- None  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Widener- No Report
  - b. Commissioner MacDonald- Reported that he had appreciated and enjoyed the Holiday Party.
  - c. Secretary/Treasurer Gaebel- Presented Mary with a box of candy in appreciation of her doing a fantastic job of organizing the Holiday Party. Mary thanked Donna, Tracy and others for also helping.
  - d. Vice Chair Kidder- Reported that he was sorry he missed the party but glad everyone had a good time.
  - e. Chair Kleczek- Reported that it was wonderful to share the season with everyone at the Holiday Party.
7. OLD BUSINESS-
  - a. Personnel Costs- Executive Director Hazen reported that he, Tracy and Paul had done a deep dive into comparing last year and this year's personnel costs and included this information on the two reports included on page 6 and 7 of the Board Pack and that the budget that he wrote was not enough to match the impacts that were made on the general fund.  
Chair Kleczek commented that the Executive Director's raise was included in the budget, the budget committee increased the budget for staff wage increases, so not budgeting enough is only partially the problem because the Board was told that additional staff's wages were in the budget, so she has concerns with just getting numbers that compare this year to last year with no further plan on how to not have this happen again as I still see us in trouble with payroll. Executive Director Hazen said he took full responsibility. Chair Kleczek said this is not just on the Executive Director, it is also the Board's responsibility to make sure that when numbers are proposed that they are realistic. Secretary/Treasurer Gaebel requested discussing how the Board can have more knowledge and training so we are better informed to make financial decisions during the Budget process. Vice Chair Kidder said the Budget Committee should have the same training.
  - b. Lower Columbia Connector- Executive Director Hazen reported that the problems of overpayment with Columbia County were his fault due to overbilling that was done in the first 2 quarters in the first year of the biennium. However, Executive Director Hazen said that SETD will be made whole with the money that the State passed through to Columbia County that will come to us. Vice Chair Kidder asked if there

are services that we are providing that when we bill will not be covered. Executive Director Hazen said yes. Commissioner Gaebel said she would like to hear Paul's report before any further discussion. Paul reported that CC Rider will be eliminating the weekend Connector service from Rainier to Portland. SETD will still meet CC Rider in Rainier on weekdays with only minor adjustments having to be made to our schedule. Paul discussed the route options that were included in the Board Pack and said staff was recommending Option 4 with SETD meeting CC Rider twice a day in Rainier on the weekdays and on weekends extending service from Rainier to Longview/Kelso to the Amtrak station. There will be a minor impact to the Route 15 route and will increase current costs by about \$15,000.

Public comment- Tita Montero asked that the calculations of the route costs be checked as she was getting different totals. Vice Chair Bryan Kidder requested that any agreement with CC Rider is in writing and it is signed.

Commissioner Gaebel moved to table deciding until after the Supplemental Budget Hearing.

Commissioner Widener seconded the motion

Motion passed unanimously

Following the supplemental Budget Hearing:

Commissioner Gaebel moved to approve Option #1

Commissioner Widener seconded the motion

Discussion None

Motion passed unanimously

- c. Seaside Kiosk Update: Discussion was held about relocating the Seaside Kiosk operation. Vice Chair Kidder moved to hold off on deciding on the lease until after we complete the Supplemental Budget and see how it will fit in.

Commissioner Widener seconded the motion

Discussion- None

Aye- Vice Chair Kidder, Commissioner Widener, Chair Kleczek, Commissioner MacDonald

No- Secretary/Treasurer Gaebel

Motion passed

Following the Supplemental Budget Hearing:

Vice Chair Kidder moved that SETD lease a portion of the office at 39 and N. Holladay and have legal counsel review lease agreement and authorize Chair Kleczek and Executive Director Hazen to sign the lease.

Commissioner Widener seconded the motion

Motion passed unanimously

- d. IT Services-John Layton reported that SETD's computer services are going in the right direction and that he has been looking at IT services to provide service for us. John chose Ifocus because we used them in the past and their IT services were always good and only had problems with their website services. John said our server is now backed up 3 ways and is stored off sight. The proposed cost for Ifocus is \$2,150 per month however the contract has not been sent back from our attorney. Executive Director Hazen said he would bring the Ifocus contract to the January 2019 Board meeting for approval.

- e. SDAO- Discussion was held on who would be going to the SDAO Conference in February.

Vice Chair Kidder moved that only the Board Chair and the Executive Director attend the SDAO Conference.

Commissioner MacDonald seconded the motion

Discussion- None

Aye- 3 Chair Kleczek, Vice Chair Kidder, Commissioner MacDonald

Nay- 2 Commissioner Widener, Secretary/Treasurer Gaebel

There was a question about the number of votes needed to approve the motion. Executive Director Hazen called SETD's Legal Counsel, Heather Reynolds who said that it takes a majority of the membership.

Commissioner Widener moved that only the Board Chair and the Executive Director attend the SDAO Conference

Vice Chair Kidder seconded the motion

Motion passed unanimously

Addendum- Chair Kleczek asked the Board how they felt about a Board member attending the conference that paid their own way. Board consensus was that it would be acceptable.

Vice Chair Kidder moved that Chair Kleczek be the SETD voting delegate at the 2019 SDAO Conference

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- f. BOARD RETREAT- Executive Director Hazen reported that he had contacted George Dunkel about using SDAO Consulting services for the Board Retreat that will also include a Team Building session. On December 5<sup>th</sup> George Dunkel said he was waiting to hear back from Bill.
- g. SEASIDE PLANNING COMMISSION- Response from Seaside Planning Commission has approved the plan with a right hand in and right hand out access. A study for the left-hand turn lane will be done by ODOT. Following Board discussion, the Board agree not to appeal.

At 11:45 AM Chair Kleczek called for a recess until 11:55 AM to update Supplemental Budget forms

8. NEW BUSINESS

- a. SUPPLEMENTAL BUDGET HEARING- RIDE CARE- Executive Director Hazen presented the RideCare Supplemental Budget which is necessary due to receiving higher than budgeted amount of interest and provider services reimbursements. The changes are highlighted in yellow. Staff recommends adopting the RideCare Supplemental budget by approving Resolution 2018-05.

RESOLUTION 2018-05 RIDE CARE FUND			
Name	Aye	Nay	Absent
Chair Kleczek	x		
Commissioner Alegria			x
Commissioner MacDonald	x		
Commissioner Widener	x		
Commissioner Kidder	x		
Commissioner Gaebel	x		
Commissioner Gearin			x

Chair Kleczek read Resolution 2018-05 which was approved by roll call vote.

GENERAL FUND-Executive Director Hazen presented the General Fund and Capital Reserve Fund Supplemental Budget which are necessary due to increased personnel costs and increased material and service costs. The Board made several changes to the proposed budget by not using the built in Connector Route Option #4 and instead using the current Connector Route which is option # 1. This resulted in a savings of

\$30,000. \$15,000 can then go into covering rent for the Seaside Transit Office and to pay for Ifocus for the next 6 months. The remaining \$15,000 will be put into contingency.  
 Chair Kleczek called for a recess until 1:30 PM So changes could be made to the Supplemental Budget and Resolution 2018-04 updated. Executive Director Hazen made the following changes: \$10,000 was taken out of wages, \$2,325 out of fuel and \$2,325 out of preventative maintenance. These are the components used to calculate the hourly service rate.

Commissioner MacDonald moved that the Board adopt the updated Resolution 2018-04

Commissioner Widener seconded the motion

Discussion- Commission Gaebel said she will vote for this but is very concerned about this 3-year lease and I hope going forward that we do not skimp on contingency.

RESOLUTION 2018-04 GENERAL FUND			
Name	Aye	Nay	Absent
Chair Kleczek	x		
Commissioner Alegria			x
Commissioner MacDonald	x		
Commissioner Widener	x		
Commissioner Kidder	x		
Commissioner Gaebel	x		
Commissioner Gearin			x

Chair Kleczek read Resolution 2018-04 which was approved by roll call vote.

9. 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.
10. PUBLIC COMMENT- Tita Montero recommended that when working on the budget or presenting worksheets at Board meetings, they be displayed on an overhead so everyone can see what is being discussed. She also suggested not to jump all over the budget or from one sheet to another and always include a year to date column. Chair Kleczek thanked Tita for attending the meeting and for her input.
11. OTHER ITEMS- SDAO Legislative Day is January 18<sup>th</sup>. Let Executive Director Hazen know if you want to go.

Meeting was adjourned at 1:40 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](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- December 2018.