



**Sunset Empire Transportation District  
Board of Commissioners Meeting Minutes  
Seaside City Hall  
March 28, 2019**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 5:30 PM
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald, Commissioner Carol Gearin.  
Commissioner Pamela Alegria excused.  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Tracy Lofstrom, Human Resources Tami Carlson, Executive Assistant Mary Parker
3. CHANGES TO AGENDA-None.
4. PUBLIC COMMENT- No comments
5. EXECUTIVE SESSION- At 5:34 PM Chair Kleczek announced the opening of Executive Session for ORS 192.660 (2) (d) – “To conduct deliberations with persons designated by the Governing body to carry on labor negotiations.” The Board and staff moved to a private conference room for the Executive Session.  
Executive Session was completed and Chair Kleczek called the Board meeting back to order at 6:10 PM.
6. APPROVAL OF THE February 28, 2019 BOARD MEETING MINUTES-  
Commissioner Gaebel moved to approve the February 2019 Board Meeting Minutes.  
Commissioner MacDonald seconded the motion  
Discussion- None  
Motion passed unanimously  
Commissioner Gearin abstained due to her being unable to attend the February 2019 meeting.
7. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Widener- No Report
  - b. Commissioner MacDonald- No Report
  - c. Secretary/Treasurer Gaebel- No Report
  - d. Commissioner Gearin- No Report
  - e. Vice Chair Kidder- Reported that the Board will be hearing information from Transportation Advisory Committee about STIF options and wanted to say that the committee really dug into some good information, asked lots of good questions and he was hopeful that the Board will appreciate the work that went into it and accept the good deliberations that were made.
  - f. Chair Kleczek- Reported she is looking forward to receiving the Strategic Plan report. She has also been working with the Executive Director Evaluation Committee and we are looking forward to having it completed and presented at the next Board meeting. Chair Kleczek also attended the NWACT meeting.

8. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the February Financial Exceptions Report had gave the Board a corrected financial report because the original did not have the Grants broken out. Tracy reported that salaries and wages are over budget. Executive Director Hazen commented that we will have to do another supplemental Budget for personnel services. Chair Kleczek stated her concern over being over budget on salary and wages which are incrementally increasing every month.

Commissioner Gaebel moved to accept the financials as presented  
Commissioner Widener seconded the motion  
Discussion- None  
Motion passed unanimously

9. OLD BUSINESS- None

10. NEW BUSINESS

a. Appointment of SETD Budget Officer FY 2020- Executive Director Hazen announced that a Budget Officer needed to be designated for the upcoming SETD Budget cycle

Commissioner Gaebel moved to appoint Executive Director Jeff Hazen as the Budget Officer for SETD Budget process for Fiscal Year 2020.  
Commissioner Gearin seconded the motion  
Discussion- None  
Motion passed unanimously

b. Approval of FY 2020 Budget Meeting Dates- Executive Director Hazen presented a list of possible dates for the upcoming SETD FY 2020 Budget meetings. Following Board discussion, the following dates were approved.

- Budget Training Wednesday May 8<sup>th</sup> 9:30 AM
- First Budget Meeting Wednesday May 15<sup>th</sup> 9:30 AM - 4:00 PM
- Second Budget Meeting Wednesday May 22<sup>nd</sup> 10:00 AM – 3:00 PM
- Budget Hearing/Board Meeting Thursday June 27<sup>th</sup> 9:00 AM

Commissioner Kidder moved to accept the Budget Meeting dates and added times for the meetings.

Commissioner MacDonald seconded the motion  
Discussion-None  
Motion passed unanimously

c. Financial Software Purchase- Tracy Lofstrom reviewed the report she had prepared comparing three new Financial Software programs for possible purchase for SETD. Tracy reviewed the proposals submitted by Avail, Abila and AccuFund detailing the differences in each of the programs and how the newer technology would benefit supervisors and staff. She recommended procuring the AccuFund software. The plan is to go live with the new program on July 1, 2019.

Commissioner Kidder moved to authorize the Executive Director to purchase the AccuFund software for an estimated cost of \$72,000 for the first year and authorize the Executive Director and Board Chair to sign agreement.  
Commissioner MacDonald seconded the motion

Discussion-None  
Motion passed unanimously

- d. Statewide Transportation Improvement Fund (STIF) Project Recommendations- Executive Director Hazen explained that the STIF Fund requires that submitted projects must be included in a locally adopted plan prior to being submitted. Hazen explained that the proposed projects that are before the Board today are included in the SETD Long-Range Comprehensive Transportation Plan. The proposed projects went before the Transportation Advisory Committee (TAC) who determined which projects they would recommend for the 100% list and the 130% list that may be used if SETD receives more funding than anticipated. Executive Director Hazen reviewed each of the individual projects listed.

Commissioner Gaebel moved to approve and adopt the TAC STIF recommendations

Commissioner Widener seconded the motion

Discussion –Commissioner Widener commented that we have tried the shopper shuttle before. Hazen said we did try it before, but we are going to try it again.

Commissioner Gaebel called for the question

Motion passed unanimously

- e. Executive Director Travel FY 2020- Executive Director Hazen submitted a list of the meetings and conferences he would be attending in fiscal year 2020. Commissioner Gaebel asked why the costs were not included. Hazen said that the costs will be presented with the FY 2020 Budget. Hazen said that this is the same list that was presented last year. Chair Kleczek stated that it was requested that the Executive Director present the proposed travel schedule to the Board prior to the Budget so that the Board could weigh in prior to the Budget. Chair Kleczek also said this is the same report that was submitted to the Board last year and there were no numbers attached to the report last year. Commissioner Gaebel suggested that maybe the Board of Commissioners travel and training costs should be separated from the employees travel costs in the budget.

- f. Commissioner Job Description- Executive Director Hazen reported that he had taken the comments and recommendations made at the Board Workshop and updated the job description presented.

Commissioner Kidder moved to approve the Board of Commissioners Job Description

Commissioner Widener seconded the motion

Discussion- Discussion was held regarding some of the wording. Commissioner Kidder stated that this pretty much mirrors what our discussion came up with in the meeting.

Commissioner Kidder moved to amend his motion to have the signing line say “expected” instead of “required”.

Commissioner Widener seconded the amended motion

Motion passed unanimously

11. CORRESPONDENCE- Each Commissioner received an invitation to the CEDR awards dinner. Executive Director Hazen read several Driver Thank You cards that riders had wrote to the drivers on Driver Appreciation Day.

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that House Bill 2174 had a hearing and now has been sent over for a work session. Boldt Carlisle and Smith have sent a letter saying they will no longer be providing Audit services for SETD. IFocus has completed an audit of our

system and has sent a list of what needs to be done with number one being the improvement of our back up system. The total cost to bring us up to where we need to be is about \$40,000. Bill Anderson sent us a draft of the updated Strategic Plan which has been sent back to him with a few more changes.

13. LEADERSHIP TEAM REPORTS- Reports submitted: Operations- Paul Lewicki, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, Mobility Management- Jason Jones, Human Resources- Tami Carlson and Transportation Options- Matthew Weintraub.

Commissioner Kidder asked about having the buses washed by the same cleaning crew being used to clean the buildings. Executive Director Hazen said that the cleaners that clean OPS and the Transit Center are at capacity. Paul Lewicki commented that Operations is working on establishing a regimen for washing the buses when they are at the yard, but the rainy weather makes it difficult to keep them clean.

14. PUBLIC COMMENT- None

15. OTHER ITEMS- None

Meeting was adjourned 8:10 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- March 28, 2019