



**Sunset Empire Transportation District
Board of Commissioners
DRAFT Meeting Minutes
August 22, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Kathy Kleczek called the meeting to order at 9:09 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Tamra Taylor, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Debbie Boothe-Schmidt. Commissioner Kevin Widener was excused

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT (3 minutes)- Pamela Matson McDonald commented that she had noticed that there are many cars waiting to use the SETD charging station and asked if SETD would be interested in adding another one.
5. APPROVAL OF THE JULY 25, 2019 BOARD MEETING MINUTES:
Commissioner Kidder moved to accept the July 25, 2019 Board Meeting Minutes.
Commissioner Alegria seconded the motion
Discussion- None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Asked if the Rider Report was going to be available. Executive Director Hazen said he would be discussing this in his report later in the meeting. Commissioner Alegria also added that she will probably not be able to make the December 16th meeting.
 - b. Commissioner MacDonald- No Report
 - c. Commissioner Taylor- No report
 - d. Commissioner Boothe-Schmidt- No report
 - e. Vice Chair Kidder- Reported that he would be stepping down from the Board due to family needs which will require he and his wife to move. Kidder said he was not sure of the exact date that he will step down. He said he appreciated the cooperation that the Board has given him as a new Board member and apologized that his resignation is so close to the election.
 - f. Chair Kleczek- Stated she was sorry to hear about Bryan's resignation which will leave a large vacancy when he steps down. Kleczek asked that the Board keep their eyes and ears open for candidates. Chair Kleczek reported that it has been great to see high ridership on the buses in Cannon Beach and is glad to be participating in the Travel Oregon Tourism Studio's efforts to encourage people to not use their car when they travel to the coast.
7. FINANCIAL REPORTS- Executive Director Hazen reported that the July financial reports were not ready. Hazen said this has been a hectic time for Dave who has been working on the periodic reports and grant reimbursements. The July reports will be presented at the September Board Meeting. Chair Kleczek commented that it is very important to the Board to receive the financial reports on a monthly basis so we do not fall behind on our fiduciary duties.
8. OLD BUSINESS-
 - a. Grocery Outlet Update- Executive Director Hazen reported that the City of Astoria Design Review Committee had their hearing on the outlet proposal. There was a lot of testimony there and received a lot of public with traffic congestion being the main topic. No decisions were made. The hearing will

be continued until September 5th. The letter from the Board is on record there. Vice Chair Kidder said he was glad our letter was not just a complaint and it should stand out because we identify the problems and offer solutions.

9. NEW BUSINESS

- a. City of Warrenton Urban Renewal Plan Amendment- Executive Director Hazen asked if the Board wanted to provide comment on the Urban Renewal Plan Amendment with a letter. There was Board discussion and clarification about the details in the plan. Executive Director Hazen that there is also discussion about putting the overhead wires underground on main street, so he is working with the City of Warrenton to look at the potential of having a bus stop and possibly a turnout included in the project. Chair Kleczek moved to have a letter drafted by Executive Director Hazen that SETD is included in the plan and that the plan include stops and turnouts and authorize the chair to sign.
Commissioner Taylor seconded the motion
Discussion - Commissioner Alegria asked that the word amenities not be used in the letter. Chair Kleczek said that the word amenities is a much used term that used in planning and specifically in transportation.
Motion passed unanimously
- b. North Coast Tourism Management Network Visitor Transportation Team Update- Executive Director Hazen discussed the development and purpose of the new rack card that will be distributed as a pilot program in Cannon Beach to heighten awareness of car free travel options for visitors coming to the coast. Hazen also said that Cannon Beach hotels will also have a link to transportation options included in the final reservation confirmations that they email to customers. The Tillamook County Visitors Association is funding the rack card.
- c. Drug and Alcohol Testing- Executive Director Hazen reported that in a recent review of the District's Drug and Alcohol Program he discovered that SETD was in violation of the law regarding pre-employment drug testing. Hazen explained that the Ninth Circuit Court of Appeals found that it is unconstitutional to require non-safety sensitive job applicants to pass a pre-employment drug test as a condition of employment. Hazen said we have halted this testing and will update our policy.

10. CORRESPONDENCE- None

11. EXECUTIVE DIRECTOR REPORT- Executive Director explained that the 2019 Ridership Report is not quite completed but he said he was pleased to report that ridership overall increased by 7%. Hazen said he was concerned that Route 10 had decreased by 9% this year and the same amount last year. Cruise Ship Route 11 increased by 67%, Route 12 increased by 13%, Warrenton Route 15 increased by 19%, Route 21 and the new Route 17 combined had a decrease of 1%, Route 20 increased by 6%, Route 101A increased by 12%, 101B increased by 4%. Hazen said due to the changes that Columbia County has made the Lower Columbia Connector ridership decreased by 21%. The Pacific Connector between Astoria and Cannon Beach had an increase in ridership of 19%. Seaside Streetcar had a 31% decrease. There was discussion about the Route 10 ridership. Hazen said he is looking into this and it may take someone riding on the Route 10 bus to evaluate or it may just the decrease may be from a decrease in Job Corp students riding the bus. Commissioner Taylor said she would be glad to ride the bus to help with this. Hazen said that we had Board Commissioners riding along with employees helping with data for the Long-Range Transportation Plan. Commissioner Alegria commented that the Route 10 is a long route and asked if we had considered splitting it. Executive Director Hazen said yes, splitting the Route 10 is part of the roll out in our Transportation Plan.
12. LEADERSHIP TEAM REPORTS- Reports submitted: Operations- Paul Lewicki, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker and Mobility Management- Jason Jones.
Commissioner Kidder commented that it seems like we have not seen as many maintenance incidents and asked what has been done to get us to that point? Paul thanked Commissioner Kidder for noticing that the incidents are down and said that they are, and this is the direct result of the maintenance staff and their leader Scott Smith. Paul said Scott has implemented a program which has improved the preventative maintenance intervals and to make

sure preventative maintenance is done on time and has been able to bring a lot of the repairs that we used to send out, in house which makes them less expensive and time consuming. Paul said it has been a year and a half of hard work to see any improvements. Hazen said every year we are required to have our buses inspected by a third-party inspector which we just had completed, and all our buses passed inspection. Executive Director Hazen reported that Arla Miller our Regional Transportation Coordinator from ODOT had sent a very complimentary letter to Jason thanking him for the quality of his quarterly report.

13. PUBLIC COMMENT (3 minutes)- Shawn Lines asked for a little bit of leniency on the 3 minutes if possible, saying that he was not here just for himself but said he had a statement and had been in communication with over 100 passengers and former employees and current employees. Shawn said it was an 8-minute statement it was crucial that the Board know these things and directly after the meeting he would be giving the statement to the Daily Astorian. He said he did not feel that the Board is aware of everything they needed to be and said “I hope you will take this seriously and launch an investigation of your own.” He went on to describe his concerns about the condition of the buses.

Chair Kleczek announced the 3-minute time limit for public comment had been reached and if the Board wants to take other action they can. Chair Kleczek said she would like a written copy of the statement, so we have the full version of it. Chair Kleczek said it would not be fair to anyone if we gave extra time to one person and not to the other. Chair Kleczek personally requested that Shawn submit the statement to the Board and thanked him for his time.

14. OTHER ITEMS- Chair Kleczek passed a get-well card around for Commissioner Widener and said that the District would be sending him a gift basket when he is transferred from the hospital. Commissioner MacDonald reminded everyone about the Safety Fair at Walmart on September 7th and Mary said there will be a Resource Fair at the Warrenton High School on September 6th. Commissioner Alegria asked what would be done about the public statement that was just made. Chair Kleczek said that we need to receive the entire statement, however all the items discussed fall under Operations.

Meeting was adjourned 10:05 AM

Mary Parker, Recording Secretary

Secretary Treasurer _____

Date _____

An audio recording of this meeting is available by contacting Mary Parker at mary@ridethebus.org