



**Sunset Empire Transportation District
Board of Commissioners
Draft Meeting Minutes
July 25, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Kathy Kleczek called the meeting to order at 9:00 AM

2. ROLL CALL:

Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Tamra Taylor, Commissioner Pamela Alegria. Commissioner Tracy MacDonald, Commissioner Debbie Boothe-Schmidt. Commissioner Kevin Widener was excused

Staff: Executive Director Jeff Hazen, COO Paul Lewicki, Financial Officer Dave Peterson, Executive Assistant Mary Parker, Mobility Manager Jason Jones, Human Resource Officer Tami Carlson

3. SWEARING IN OF NEW BOARD MEMBERS- Chair Kleczek officiated the swearing in of the newly elected Board Commissioners: Tracy MacDonald, Bryan Kidder, Debbie Boothe-Schmidt and Tamra Taylor.

4. ELECTIONS OF OFFICERS

Commissioner Kidder moved to elect Commissioner Kathy Kleczek as Board Chairperson.

Commissioner Alegria seconded the motion

Discussion- Commissioner Kidder commented that Chair Kleczek has done a great job as Chair.

Commissioner MacDonald agreed and said Kathy's position with Special Districts and other assignments well qualify her. Chair Kleczek thanked everyone for the vote of confidence.

Motion passed unanimously

Commissioner MacDonald moved to elect Commissioner Bryan Kidder as Vice Chair

Commissioner Alegria seconded the motion

Discussion- Chair Kleczek commented that Bryan has been an excellent Vice Chair and that she looks forward to passing the Chair position on in the future and that Bryan would make an excellent Board Chair.

Motion passed unanimously

Commissioner Kidder moved to elect Commissioner Debbie Boothe-Schmidt as Secretary Treasurer

Commissioner Alegria seconded the motion

Discussion- There was discussion about the time requirements of the Secretary Treasurer.

Motion passed unanimously

5. CHANGES TO AGENDA- None.

6. PUBLIC COMMENT- None

7. APPROVAL OF THE JULY 25, 2019 BOARD MEETING MINUTES:

Commissioner MacDonald moved to approve the July 2019 Board Meeting Minutes.

Commissioner Kidder seconded the motion

Discussion- Spelling correction of legality and Sunset were made.

Motion passed unanimously

8. REPORTS FROM CHAIR AND COMMISSIONERS

a. Commissioner Alegria- No Report

b. Commissioner MacDonald- Reported that he was feeling better and glad to be at the meeting.

c. Commissioner Taylor- Nothing to report

d. Commissioner Boothe-Schmidt- Nothing to report

- e. Vice Chair Kidder- Reported that he was happy to have the new members on board looking forward to having another good year and finding ways to expand transit options in the county.
- f. Chair Kleczek- Reported that Senator Johnson was at the last Area Commission on Transportation meeting and gave the legislative update which highlighted that the main obstacle now present is the huge divide in the legislature. Chair Kleczek also reported that we need to keep an eye on the diesel fuel tax that has been imposed in the metro area as Senator Johnson said it is likely going to be expanded to the entire state. Chair Kleczek reported that the committee reviewed the shovel ready project lists that could be eligible if funding suddenly becomes available. The ACT committee determined there is more work to be done to assure the projects have been on a list of projects, brought up before and or part of local transportation strategic plans. Chair Kleczek reported that there is a lot of movement by ODOT to improve intersections along the Highway 30 corridor from Clatskanie to Scappoose. Chair Kleczek said the ACT in this region is known as one of the most active in the state.

9. FINANCIAL REPORTS- Finance Officer, Dave Peterson reported that he is preparing to close the books for the fiscal year. Dave also reported that he will continue using the same report forms that had been being used with one change to the Exceptions Report which will be to highlight any revenue and expense items that are 20% over budget and a minimum dollar amount of activity of \$5000 a year. Dave asked if putting things of major significance on the Exceptions Report page was agreeable to the Board and said he recommended it. Chair Kleczek asked if Dave could also list any large anomalies, out of the ordinary or odd expenditure that falls outside of the 20% rule and if ok with the rest of the Board. Dave said he would include any anomalies. Dave reviewed the July Exceptions and Financial Report.

Executive Director Hazen said the Board had approved new financial software that we were going to have by July 1st, however we have put that on hold right now because Dave, who has a lot of experience in financial software, was concerned about the cost of the software we had selected and recommended we look at Caselle accounting software, get some numbers in place and also look at how to get out of the other software agreement. Executive Director Hazen there would be a very significant savings even with what we have already paid for training. Chair Kleczek asked if Caselle has the extra modules we have been looking at. Dave said this will be a fully integrated accounting software package and they specialize in fund accounting and are used throughout the state and by many of our neighbors including the City of Astoria and the City of Cannon Beach. Dave said Caselle will be here the second week in August. Executive Director Hazen said we will bring this back before the Board.

Commissioner Taylor asked if the loss we are seeing is what we would be looking at in a normal year?

Commissioner Kidder said no we do not operate at a loss, but there have been some unusual things take place this year. Chair Kleczek asked about line 4100 Contracted services looks like it is twice as much as budgeted for and was not on the Exceptions page. Executive Director Hazen said they will look into this. Chair Kleczek also asked about Miscellaneous Income line 4310 of \$6,400. Dave said this was an insurance reimbursement payment.

Commissioner Alegria said that in 10 years from now no one will know what the \$6400 under Miscellaneous Income was for. Executive Director Hazen said it is now in the minutes. Dave said it also should have been in the Exceptions Report. Chair Kleczek asked about fund balance line 3700 NW Ride Center. Dave said he will do some research on this. Commissioner Alegria asked about the NW Ride Center having a -\$7.00 balance. Dave said that things like this will be cleaned up with the new accounting software.

Commissioner Kidder moved to accept the financials as presented

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

10. OLD BUSINESS-

- a. FY 2018 Audit Corrective Action Plan Adoption- Executive Director Hazen said that SETD had deficiencies for the FY 2018 Audit. We submitted a Corrective Action Plan to the Secretary of State. We received a letter from ODOT about the deficiencies and the need to communicate the Corrective Action Plan with them. Executive Director Hazen said staff is recommending that the Board adopt

the Corrective Action Plan and authorize the Chair to sign the response letter so it can be submitted to ODOT.

Commissioner MacDonald moved to adopt the Corrective Action Plan FY 2018 and authorize the Chair to sign the letter to ODOT

Commissioner Kidder seconded the motion

Discussion- Chair Kleczek asked if we should clarify that the contact person listed in the first letter is no longer here. Executive Director Hazen said he is the contact person for ODOT.

Motion passed unanimously

- b. Cannon Beach Intergovernmental Agreement Update- Executive Director Hazen reported he gave a presentation on SETD's services and funding along with a discussion on the IGA. There was discussion about services and how happy Cannon Beach is with the Streetcar being used. The IGA will go before the Cannon Beach City Council for approval on August 6th.

11. NEW BUSINESS

- a. Meeting Dates for November and December 2019- Executive Director Hazen reported that it has been a past practice to adjust the Board meeting dates in November and December. Chair Kleczek also added that this is a busy time for staff with vacations, holiday plans and arranging for the Holiday Party and is year end. Following Board discussion, the Board agreed that the November Board meeting would be cancelled, and a combination November/December Board meeting will be held on December 16th at 9:00 AM.
- b. Oregon Public Transportation Conference (OPTC)- Executive Director Hazen reported that the OPTC Conference is going to be held at the Seaside Convention Center. October 27th thru 30th. SETD typically receive 3 full scholarships that cover lodging and unlimited scholarships for registration. Hazen said since the conference is being held in Seaside, we will not be utilizing the full scholarships. Following Board discussion, it was determined that the entire Board will be attending, and that staff will register them.
- c. Committee Assignment- Chair Kleczek made the following committee assignments for the next year.
 - Transportation Advisory Committee- Vice Chair Kidder with Commissioner MacDonald as alternate.
 - Executive Director Evaluation and Compensation Committee- Current SETD Board Officers
 - Northwest Oregon Commission on Transportation- Chair Kleczek
- d. Ridership Appreciation Day- Executive Assistant Mary Parker reported that we historically have held Ridership Appreciation Day on the same day as the Project Homeless Connect Event held in Seaside at the Convention Center. Mary explained that SETD offers bus service at no cost to our riders for the entire day and to those attending the Homeless Connect Event. The no charge bus services will only be available within Clatsop County.

Commissioner Taylor moved that we piggyback Ridership Appreciation Day with Project Homeless Connect in 2020 and offer bus services at no charge in Clatsop County only.
Commissioner MacDonald seconded the motion
Discussion-None
Motion passed unanimously
- e. Board of Directors vs Board of Commissioners- Executive Director Hazen reported that he had noticed that the positions for SETD Board members were listed as Board Director on the election forms. Hazen said that in checking with the District Formation documents refer to Board members as directors. Following Board discussion, the Board requested that Executive Director Hazen check with the County Elections Department to see if the Board could continue to use Board "Commissioner" and if there would be a way to change this in the District documents.

12. CORRESPONDENCE- None

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that Matthew Weintraub, SETD Transportation Options Specialist resigned and we will be doing interviews for that position next week. Hazen also announced that Tami Carlson, SETD Human Resources Officer has resigned and her last day will be tomorrow. Hazen said that Tami was our Paratransit Supervisor and then applied for the Human Resources position and has done a great job at it and has been a joy and pleasure to work with. Tami said it has been a pleasure and that she is starting a new chapter in her life and will stay in contact. Chair Kleczek added that the District will greatly miss Tami, her input, energy, knowledge and her desire to learn and grow and that her contributions will be greatly missed.

Executive Director Hazen reported that he has been working on the ridership worksheets and is updating the Rider Reports which he will have for the Board next month. Hazen attended a work session at the City of Astoria and updated them on our services and upcoming expansions and touched on a pedestrian campaign that has been started. Commissioner Kidder asked if there was conversation about using the Streetcar in Astoria. Hazen said he had also met with Sarah from the Astoria Downtown Historical District Association and discussed our routes and working with the city on the parking issues and coordinating some outreach and the pedestrian campaign. Commissioner Kidder asked about the CDL program that Tillamook and Clatsop College are doing which costs about \$5000 and asked what we are currently doing. Executive Director Hazen said we now require drivers to have their CDL permit. Paul said Lawrence is currently our driver trainer and covers all that is needed for a CDL which costs much less than \$5000. Commissioner Kidder asked what if we train drivers and as soon as they get their CDL they are gone. Paul said that it could happen, but we are training for bus drivers, so this is not the same as the college. Commissioner Kidder said he recently rode the Bolt bus and said he hoped that we will be taking their schedule into consideration when we plan our Portland route. Commissioner Kidder said we were paying close attention when the Grocery Outlet was going to go in Seaside, but now that they are looking at Astoria, are there any kind of issues that will be affecting us? Executive Director Hazen said the traffic in the area has several problems. Following Board discussion, the Board requested that staff draft a letter that states that the District is extremely concerned about the impact that locating the Grocery Outlet there will have on our ability to maintain our services and that at a minimum what we would like to see is the Grocery Outlet be responsible for construction of a pull out and shelter for our services which is made to our specifications.

Chair Kleczek asked that the Strategic Plan be updated.

Executive Director Hazen played a Customer Service training video for the Board.

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

15. PUBLIC COMMENT- None

16. OTHER ITEMS- Commissioner MacDonald asked if we could get a sign to the City of Seaside Public Works Department for the bus stop that was made on Necanicum.

Meeting was adjourned 11:00 AM

Mary Parker, Recording Secretary

Secretary Treasurer

Date_____

An audio recording of this Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Minutes- July 25, 2019