



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
FEBRUARY 23, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. ROLL CALL- Present: Chair Kathy Kleczek, Vice Chair Kevin Widener, Secretary/Treasurer Carol Gearin, Commissioner Jim Servino, Commissioner Tracy MacDonald, Commissioner Lylla Gaebel and Commissioner Pamela Alegria

Staff Present- Executive Director Jeff Hazen, Finance Officer Al Hernandez, Administrative Assistant Mary Parker, RideCare Manager Jason Jones, Shana Verley, Mobility Management and Human Resources Tami Carlson.
3. CHANGES TO AGENDA-None
4. PUBLIC COMMENT-None
5. RECOGNITION OF PAUL LEWICKI'S SERVICE TO THE DISTRICT- Chair Kleczek welcomed Paul Lewicki to the Board Meeting and thanked him for his 5 plus years of service to the District. Chair Kleczek presented Paul with a crystal plaque inscribed with "In appreciation of your dedication, inspiration and support of the Staff and Board of Sunset Empire Transportation District". The District's coat tree was also dedicated to Paul as he had been instrumental in assuring that there would always be a place to hang coats during public meetings. Paul thanked everyone and said he would be keeping his eye on the District.
6. APPROVAL OF THE JANUARY 5th WORK SESSION AND JANUARY 20th MEETING MINUTES
Commissioner Servino moved to approve the January 5th and January 29th minutes
Commissioner Gaebel seconded the motion
Discussion- January 29th meeting: several typos were pointed out. Commissioner Gearin requested that the minutes be changed to say she had said that the Point Bus stop in Gearhart was a flag stop. Chair Kleczek requested that Paul Lewicki's removal as a signer on District bank accounts be added to the minutes. Chair Kleczek requested that the minutes also show that the Board approved Rider Appreciation Day to specifically be on January 31, 2017 and only approved dedicating Rider Appreciation Day to Rae Goforth for the year 2017. Commissioner Widener requested that the recording be checked about his making a comment to opt out of the Linn County lawsuit as is stated in the minutes. He did not think he had said that. Commissioner Servino amended his motion to say the minutes were approved as corrected.
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment
 - b. Commissioner Widener- Reported that he had attended the SDAO Conference in Portland attending several classes and also attended the SDAO business and Board of Directors meetings. Commissioner Gaebel suggested that SETD have a delegate selected for nomination prior to the SDAO conference next year.
 - c. Commissioner MacDonald- Reported that something needs to be done about the lack of parking and the use of bus stops as parking spots in downtown Astoria.
 - d. Commissioner Gearin- Reported that she had taken the SDAO member survey.
 - e. Commissioner Gaebel- Reported that she had noticed that there was an electric vehicle parked in one of the designated charging spots that was not connected to the charger and asked if a note could be placed on car or if a sign could be posted asking owner to move car when charging is complete. Executive Director Hazen will look into this.

- f. Commissioner Servino- Reported that the Job Fair went very well and it was great to see that SETD was well represented at the Job Fair.
- g. Chair Kleczek- Reported that she had attended the SDAO Conference and there were quite a few worthwhile sessions and she had received information on several things the Board has expressed they would like to see with staff. Chair Kleczek talked with George Dunkel at the conference and suggested that the Board ask him to do Ethics 101 training geared specifically to the SETD Board following the elections in June. Chair Kleczek also reported that she had a schedule conflict on Saturday evening and thanked Commissioner Widener for taking on the role of delegate and attending these meetings. Chair Kleczek also reported that she had signed up for some of the apps offered by Tri Met which are very useful and proactive in sending out alerts prior to you leaving to go to your bus stop.

8. FINANCIAL REPORTS- JANUARY 2017

Commissioner Widener moved to accept the January 2017 Financial Report

Commissioner MacDonald seconded the motion

Discussion- AI answered several clarification and definition questions. Commissioner Alegria suggested that there be an appendix of financial and general acronyms added to the Board pack. Chair Kleczek added that the Board had requested this several times and also had requested that anytime an abbreviation is used that it first be spelled out followed by the abbreviation so there is reference. Commissioner Gaebel agreed that having an acronym list would be useful.

Commissioner MacDonald asked if SETD paid for background checks for the RideCare drivers. Jason said that RideCare is reimbursed for the background checks from the state. There were no changes made to the financials.

Motion passed unanimously

9. OLD BUSINESS

- a. Adoption of SETD 2017-2019 Strategic Plan- Chair Kleczek stated the staff is recommending the approval of the final version of the Strategic Plan that was formed during the Boards planning retreat in January and will be used to guide the staff in planning and with the budget for the next 2 years.

Commissioner Widener moved to approve the 2017-2018 Strategic Plan

Commissioner Gearin seconded the motion

Discussion- Commissioner Alegria commented that she did not think using the word relevant in the mission statement made sense, explaining if you are not relevant you shouldn't be here and as a transportation district more visibility of your entity would be important. Commissioner Gaebel said she thought having relevant in the mission statement keeps us on task so we are relevant and this is a very good thing. Commissioners Widener, Gearin and MacDonald agreed. Commissioner Servino said one of the things we wanted to do through benchmarking services was to get data back, for example how relevant are the current routes we have? We could just continue to do the routes we are doing or a more relevant way would be to look at the data and decide to make changes based on what the ridership actually is or the communicated needs. Executive Director Hazen shared that the Team had also scored the Strategic Plan and their scores aligned very closely to what the Board scored. Chair Kleczek said this was a valuable exercise and that through discussion the Board came to conclusions that we are aligning with staff which will help serve the community as a whole in the best way possible. Chair Kleczek added that the Board had discussed relevancy quite a bit during the work session so hopefully going forward we can remain relevant and become more of a go to form of transportation for our communities.

Motion passed unanimously

10. NEW BUSINESS

- a. Columbia Pacific Coordinated Care Organization Contract Amendment #4
Executive Director Hazen explained that this amendment will change the reimbursement rate to RideCare for each member from \$9.40 to \$9.90 each month. Also this amendment changes the contribution of the risk fund to \$180,000 based on the past few years. Currently they have been

depositing 5 % of the monthly capitation rate to the risk fund. Once the fund reaches \$180,000 they will not add to it, however if RideCare is paid out of that fund then they will go back to putting 5% back in the fund to bring it up to the \$180,000. Executive Director Hazen since the contract began we have been reimbursed \$177,000 from the CCO and we have reimbursed them \$118,000 and this goes back and forth. If our revenues exceed expenses then we reimburse the CCO 50% of the excess, if our expenses exceed our revenues then the CCO pays us 50% of the expense overage out of the reserve fund.

Commissioner Gaebel moved to approve the 4th amendment to the CCO contract and authorize the Board Chair to sign it.

Commissioner MacDonald seconded the motion

Discussion-There was discussion verifying that the amendment should be signed by the Board Chair.

Motion passed unanimously

b. Northwest Oregon Transit Alliance (NWOTA) Management Plan-

Executive Director Hazen gave a power point presentation on the Connector system which is also known as the Northwest Oregon Transit Alliance which was formed in 2012 between Columbia, Clatsop, Tillamook, Lincoln and Benton Counties with a Department of Energy Grant. The purpose was to improve transit services from the valley to the coast and up and down the coast by connecting services for a seamless service. The service is environmentally helpful and economically beneficial. The Connector system has received a grant to develop a management plan for the future which includes vision, long term goals, promoting stability and sustainability, setting priorities, focus on energy and resources and validate investment decisions. Currently the Connector is working on establishing a system wide driver training program. Connector goals are to improve rider access and convenience, promote awareness, improve regional service delivery, increase organizational and social stability and enhance community livability. The Connector meets monthly and has developed a 5 year plan which includes possibly combining Columbia County Rider and Sunset Empire Transportation District into one service district. Commissioner Gearin urged that they include Special Districts of Oregon in this plan. Chair Kleczek asked why the website is not named the North by Northwest Connector because the marketing does not lead to this website. Executive Director Hazen said the Connector is currently going through a rebranding and marketing change. Chair Kleczek asked if all of the previous signage, bus stops and marketing materials will no longer be used. Executive Director Hazen said they want to make the logo and marketing more relevant. Chair Kleczek said a lot of money has been invested in marketing the Connector. Executive Director Hazen asked Board members what the current logo meant and several were not sure. Executive Director Hazen said that is why the committee has been looking at a new logo. Commissioner Gearin said she agreed with Chair Kleczek that a lot of dollars have been dropped into the Connector plan and she thought the Board should vote on any branding changes. Commissioner Alegria said signage is for the user and if it means nothing and does not tell the user what it is and what it does you have lost the money spent on it. Commissioner Widener said he thought that the North by Northwest OXO was gone and it had become NWOTA and he understood that the drivers were advised not to wear the original logo. Chair Kleczek said she had sat on the Transit Alliance foundation and was part of the original meetings and committees and the North by North West Connector was never cancelled. Chair Kleczek also said the North by Northwest Connector still meets under the Northwest Oregon Transit Alliance but the problem is that the branding was never completely embraced as the website was under one name and the marketing was under a different name but the foundation is gone. Executive Director Hazen said the Alliance is working on aligning their policies, enhancing the website, installing new shelters, hiring a public information coordinator, coordinating transfers, increasing frequency on valley to coast corridors, expanding service into Yamhill County, coordinating with private providers and standardizing data collection. Commissioner Servino asked what the annual cost for being a part of the alliance is. Executive Director Hazen said members pay \$10,000 a year. Discussion of several details of the management report were clarified and discussed including the sale of passes on the website and adding a route directly to Portland. Commissioner Gearin said that changing the logo needs to go through the Board as it may include some legalities. Commissioner Gaebel said she was looking at the list of recommended entities to include in the planning and wondered if there would be outside input

before moving forward. Executive Director Hazen said that there had been community representation at a couple of the meetings. Commissioner Gaebel said this may be the time to form a subcommittee of the advisory committee made up of the recommended people listed in the plan. Chair Kleczek said during the original formation there were multiple outreach sessions for input from a wide section of the community. Commissioner Servino said that there are two parts to this and one is this plan and giving our approval the deeper part as far as the fiduciary aspect of it is that we have a \$10,000 commitment but there are other costs beyond that to the District when we provide legs of transportation to fill out this plan that we normally wouldn't run if we were not part of the plan. Chair Kleczek clarified that when the Connector was originally set up it re-established the outside bus links that had been cut in downsizing. Following further discussion the Board expressed the need for further clarification. Chair Kleczek stated that what she is hearing is that there is a lack of clarity in the management plan as it has been presented, so the Board is not able to sign off on the plan at this time due to the questions that need to be answered by the Alliance. Chair Kleczek asked that the Board send her their questions which Mary will assist in compiling and then send back to Chair Kleczek. Chair Kleczek will send the final list of questions to Executive Director Hazen who will bring the questions to the next NWOTA Meeting and bring the answers to the March Board meeting.

- c. Approval of Budget Calendar- After Board discussion the following dates were approved for the SETD Budget Meeting Calendar for fiscal year 2017-2018:
 - April 20th Budget Training 10 am – 12 noon
 - May 11th Budget Meeting 9 am – 3 pm
 - May 18th Budget Meeting 9 am – 1 pm (second meeting only if needed)
 - May 25th Board Meeting/Budget Hearing 9 am
 - June 23rd Board Meeting Adopt Budget 9 am
 - Commissioner Gaebel moved to approve the amended 2017-2018 Budget Calendar
 - Commissioner Widener seconded the motion
 - Motion passed unanimously

- d. Appointment of Budget Officer- The Board appointed Executive Director Jeff Hazen as the Budget Officer for fiscal year 2017 - 2018.
 - Commissioner Gaebel moved to approve the appointment of Executive Director Jeff Hazen as the SETD Budget Officer for fiscal year 2017-2018
 - Commissioner Widener seconded the motion
 - Motion passed unanimously

- e. Appointment of Budget Committee Members- Executive Director Hazen recommended the appointment of Tita Montero and Jeff Frane to the 2017-2018 Budget Committee with returning members Melinda Ward, Darlene Felkins, Linda Moreland, Barbara Blue and John Lansing.
 - Commissioner Widener moved to add Tita Montero and Jeff Frane to the 2017-2018 Budget Committee
 - Commissioner Alegria seconded the motion
 - Motion passed unanimously

- f. Resolution 2017-03- Executive Director Jeff Hazen explained that several lawsuits were filed following an accident where a blind person had fallen into a hole on a construction site that was accidentally left uncovered. The lawsuits filed included one against the employee. This resolution will protect SETD employees from personally being sued or held liable for this type of an accident during work.
 - Commissioner Gearin moved to approve Resolution 2017-03
 - Commissioner Widener seconded the motion
 - Roll Call Vote: Commissioner Servino aye
 - Commissioner Gaebel aye
 - Commissioner Gearin aye
 - Commissioner MacDonald aye
 - Commissioner Widener aye

Commissioner Alegria aye
Chair Kleczek aye


Motion passed unanimously

11. CORRESPONDENCE- Executive Director Hazen said that he had checked to verify that Linn County had received the letter he sent them informing them of the Boards decision to opt out of the Linn County versus the State of Oregon lawsuit. Linn County had received the letter but had not actually added SETD to the list of those opting out but did after his reminding them. Chair Kleczek and Vice Chair Widener both reported they had been contacted by constituents asking how the District had voted on joining the lawsuit or not. Commissioner Gaebel requested and the Board agreed that a press release with the District's decision to opt out of the law suit be released. Executive Director Hazen handed out the book A Rider's Voice to each of the Board members. The book was written by Ride Connection in Portland who compiled moving stories about public transit users. Executive Director Hazen will try to get more copies of the Rider's Voice to disperse locally.
12. EXECUTIVE DIRECTOR REPORT- January 2017 report included in Board Pack. Executive Director Hazen discussed the updates to his looking into electric buses and that a new smaller bus is now available. There may be a grant available and an opportunity to work with Pacific Power on this project as well. Executive Director Hazen reported that he and Shana and Shasia had attended the Job Fair at the Clatsop Fair grounds and it was well attended. Executive Director Hazen will send out a doodle poll to the Board for attending Transit Day at the Oregon Capital on April 11th.
13. LEADERSHIP TEAM REPORTS- Reports submitted for January 2017: Operations- Scott Earls, Ride Assist- Jennifer Geisler, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- John Layton, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.
14. PUBLIC COMMENT-None
15. OTHER ITEMS- Chair Kleczek asked if we are keeping track of our on time performance as there was a gentleman that came to a meeting last year and discussed the buses being on time and we said we would look into it. Executive Director Hazen said that asking the drivers to write down their time is too time consuming, but he will look into monitoring and recording on time performance.

An audio recording of the Sunset Empire Transportation District's February 2017 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- February 2017.

Meeting was adjourned at 11:47AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 3/29/17

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