



BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
APRIL 27, 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, Commissioner Jim Servino, Commissioner Lylla Gaebel and Commissioner Pamela Alegria. Excused-Commissioner Tracy MacDonald and Commissioner Carol Gearin  
  
Staff Present: Executive Director Jeff Hazen, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, Operations Manager Scott Earls, Paratransit Supervisor Jennifer Geisler, Mobility Management Coordinator Shana Verley, Human Resources Tami Carlson and Executive Assistant Mary Parker.
3. CHANGES TO AGENDA-Executive Director Hazen requested to add a letter. Chair Kleczek added to New Business 9.b.
4. PUBLIC COMMENT- June Gibson asked if the District changed buses during lunch or did they just take the driver off of the bus. June suggested that if one driver changed in Astoria and one changed in Seaside there might not be a wait time between buses. Jeff explained that we do not give lunch to two drivers at the same time. Jeff said he would check on her suggestion.
5. APPROVAL OF MARCH 23, 2017 MEETING MINUTES-  
Commissioner Servino moved to approve  
Commissioner Alegria seconded the motion  
Discussion- None  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- No comment
  - b. Commissioner Servino- No comment
  - c. Commissioner Widener- Reported he had gone to the State Capital for Transit Day and spoke with Senators Johnson and Representative Boone and Representative Witt and his aide and discussed a number of issues. We also the governor and watched the Senate pass 327- the Recreational Immunity bill pass unanimously.
  - d. Commissioner Gaebel
  - e. Chair Kleczek- Reported that she had also gone to the State Capital for Transit Day and it was a great opportunity to talk with our Representatives and Senator. Chair Kleczek also said how lucky we are to have these Senators and Representatives on our team as this is not always the case. Chair Kleczek thanked Executive Assistant Mary Parker for her work at the District in recognition of Administrative Assistant Day.
7. FINANCIAL REPORTS- MARCH 2017- Commissioner Gaebel asked when the Audit would be completed? Executive Director Hazen said the Auditors have been doing work at their office and will be here for a week in May. Commissioner Gaebel stated that when you do the Budget you need the Audit. Jeff said Al has been working with the Auditors as well. Commissioner Gaebel asked how about progress on the new Financial Director. Hazen said that he had to extend date. Commissioner Gaebel suggested having Barbara Blue be part of the interview panel. Hazen said he was not using a panel but would take that under consideration. Chair Kleczek

had concerns that entries into Dues, Subscriptions and Fees are bouncing and are inconsistent and asked that this be looked at and corrected. Chair Kleczek had several other questions and concerns about inconsistencies that Al said he would look at and make changes if needed and Al also explained how invoices were entered and the timing of checks being printed and there can be times where not all accounts will show on the printout.

Commissioner Gaebel moved to accept the March 2017 Financials as presented.

Commissioner Servino seconded

Discussion- None

Motion passed by unanimous aye vote

Commissioner Alegria asked about possibly having the checks under \$5000 coming before the Budget Committee as it is a lot of money and there is not oversight. Chair Kleczek said that any discussion on what the Board wants to see in the financials report is a Board decision and is decided at a Board meeting.

## 8. OLD BUSINESS

- a. Ordinance No. 2017-01: A Police Ordinance governing conduct in the use of District Facilities. First reading. Executive Director Hazen had provided a cover letter for the Board which included the Attorney's recommendations that the Board not be part of the appeals process. Commissioner Alegria said she would prefer the Board be part of the appeals process but understood why it would be better if they were not. Commissioner Widener said he was in favor of the Attorney's recommendations. Commissioner Gaebel agreed with the Attorney's recommendation. Commissioner Servino agreed with the Attorney's recommendation. Chair Kleczek also agreed with the Attorney's recommendations. The second reading of the Ordinance will be at the April 27, 2017 Board Meeting.
- b. Commissioner Servino had a concern about an article in the paper quoting Chair Kleczek as saying that a majority of our constituents supported leaving the law suit. He contacted Chair Kleczek who had said the article had misquoted her. Commissioner Servino requested to have this information on record in the Board minutes for clarification. Chair Kleczek clarified that what she said was "the majority of constituents that she spoke to".
- c. Chair Gaebel asked if the ashtray at the top of a garbage container at the Transit Center could be removed as it is being used and maybe post a no smoking sign on the garbage can.

## 9. NEW BUSINESS

- a. Service Policy-Reasonable Modification Policy:  
Commissioner Widener moved to approve the Reasonable Modification Policy with policy number to be determined  
Commissioner Gaebel seconded the motion  
Motion passed unanimously
- b. Executive Director Hazen reported that per the Boards request that while visiting the State capital on Transit Day there had been a conversation with legislators about the DHS Child Welfare Transportation Program being cut. These conversations did take place and Representative Boone called and said she had a conversation with the Governor and her staff and it would be extremely helpful if the District submitted a letter to the Governor with copies to Senator Devlin, Representative Nathanson, Senator Johnson, and Representative Boone. Hazen asked for approval to sign and send the letter and stated how very nice it is to have this kind of follow up from Representative Boone.  
Commissioner Servino moved to approve that Executive Director Hazen sign the letter.  
Commissioner Gaebel seconded the motion.  
Motion passed unanimously

10. CORRESPONDENCE-

- a. A letter in appreciation to Ridecare for their great service was received and will be shared with Ridecare staff
- b. A letter from Pacific Power was received thanking the District for their letter regarding Pacific Power's Transportation Electrification program
- c. A membership packet from SDAO and SDIS explaining the services they provide which will also be included in the Board orientation book.

11. EXECUTIVE DIRECTOR REPORT- Report presented in Board Pack. Executive Director Hazen said the Feasibility study is about to kick off and there needs to be a Board member appointed. Chair Kleczek asked for volunteers and Commissioner Gaebel and Commissioner Widener volunteered. Commissioner Widener stated he sits on the Senior and Disabled Advisory Committee. Commissioner Gaebel said she would relinquish her sitting on the Senior and Disabled Advisory Committee. Commissioner Widener said he would relinquish as well. Commissioner Widener said that this would be task 3 which means it would be incorporated into the Long Range Plan which is something he did and had worked with the planner and the coordinator on that Board. He also worked on the 267 which is the incorporation of the Districts and Henry will probably be the Columbia representative and he served on the Housing Board. Commissioner Gaebel said she served on the Columbia Action Team and the NWACT for a very long time and worked with Carol Richardson when she worked for ODOT and when she became a consultant and she would be available to drive to meetings when Jeff cannot make it. Chair Kleczek asked how the Board wanted to handle this. Commissioner Widener said in relation of their current relationship he would rather not have Chair Kleczek decide and that she had pretty much given her indication of how she feels. Commissioner Alegria said she would like to see this handled diplomatically. Commissioner Gaebel said it is the Chair's responsibility to select and added that she resented Commissioner Widener's comment, that it was very adversarial. Commissioner Widener said he would refer to the meeting that happened in February. Commissioner Widener said he would accept what the Board Chair wants to do but am stating for the record that he does not think it will be fair. Commissioner Servino said he would go with the procedure. Commissioner Gabel added that with Commissioner Widener's feeling she did not know if reporting would be passed on to the Chair because you consider this whole thing adversarial. Commissioner Widener said he was not making this adversarial and stated that it is Chair Kleczek's call but he said he is stating for the record that after his being on the Board for the last 5 years he is in a better position to do this. Chair Kleczek selected Commissioner Gaebel to serve on the Feasibility Study committee. Executive Director Hazen, Tami and Jennifer sat in on an on a Fire, Flood and Disaster Seminar put on by RTAP which Jeff said was one of the best seminars he has ever attended on line. There was discussion about the need for hiring more drivers. Commissioner Servino suggested working with Clatsop College or Tongue Point to develop a CDL apprenticeship program as an option. Other discussion took place with suggestions of signing bonuses or retention awards. Chair Kleczek said we have a lot of wheels turning so we need to look at all that we can because maybe paying somebody more is better than shutting down a route. Commissioner Gaebel asked about looking at truck drivers who may want to get off the road. Commissioner Servino said he hopes this is brought to the Budget Committee.

12. LEADERSHIP TEAM REPORTS- Reports submitted for October-November 2016: Operations- Scott Earls, Rider Reports- John Layton, 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.

13. PUBLIC COMMENT- Brent Price read a description of what a service animal is and asked what the District's policy is on Service animals is. Executive Director Hazen said our drivers ask 2 questions that our drivers can ask. Is that a service animal? What task does that animal preform? Hazen said the owner has to keep their animal under control and some people can bring pets on the bus in a box. Brent said that is what I have noticed that things have kind of shifted on this. Most drivers are not going to ask that question by the way. Hazen said the

drivers are required to ask the question. Chair Kleczek said the District does of a policy and the drivers receive ongoing training about this.

14. OTHER ITEMS-

An audio recording of the Sunset Empire Transportation District's April 2017 Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- April 2017

Meeting was adjourned at 10:35 AM

Mary Parker, Recording Secretary

  
\_\_\_\_\_  
Commissioner Carol Gearin, Secretary/Treasurer

Date 12/14/17

*Mission Statement*

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