



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
JANUARY 20, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Jim Servino, Secretary/Treasurer Carol Gearin, Commissioner Tracy MacDonald and Commissioner Lylla Gaebel  
  
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 Transportation Options Specialist Shasia Fry.
3. RESIGNATION OF COMMISSIONER- Chair Kleczek reported that she had received a letter of resignation from Paul Lewicki.  
Commissioner Widener moved to accept Commissioner Paul Lewicki's resignation  
Commissioner Gearin seconded the motion  
Motion passed unanimously  
Discussion- Chair Kleczek requested that the Board ask that Executive Assistant Mary take care of placing an order for a commemorative plaque.
4. CHANGES TO AGENDA- Executive Director Hazen requested that Rider Appreciation Day be added under 9 B. Commissioner Gearin asked that the appointing of a new Board member be moved up on the agenda. Chair Kleczek added Board Vacancy under 4. a. and Chair Kleczek added Board Officer Vacancy under 4. b.
  - a. Board Member Vacancy-  
Commissioner Gaebel moved to appoint Pamela Alegria to the SETD Board of Commissioners  
Commissioner Widener seconded the motion  
Discussion- Commissioner MacDonald asked if appointing Pamela to the Board would cause any problems with the Senior and Disabled Advisory Board. Executive Director Hazen said no that the replacement process was already started. Commissioner Widener asked Pamela if she would be willing to run for Commissioner in the upcoming election. Pamela answered yes.  
Motion passed unanimously  
Pamela Alegria was sworn in as Board Commissioner Position 4 by Chair Kleczek.
  - b. Board Officer Vacancy- Vice Chair  
Commissioner MacDonald moved to nominate Kevin Widener as Vice Chair  
Commissioner Gearin seconded the motion  
Discussion- None  
Motion passed unanimously
5. PUBLIC COMMENT- None
6. APPROVAL OF THE DECEMBER 8, 2016 MEETING MINUTES  
Commissioner Gearin moved to approve the December 2016 minutes  
Commissioner Gaebel seconded the motion

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Alegria- No comment
- b. Commissioner Widener- Commented that he had attended the Senior and Disabled Transportation Advisory meeting and discussed STF and 5310 funding which will also be discussed today.
- c. Commissioner MacDonald- No comment
- d. Commissioner Gearin- No Comment
- e. Commissioner Gaebel- No Comment
- f. Commissioner Servino- Distributed a brochure from the Oregon Department of Forestry which included a map of all the forest lands and recreational areas that could be discussed later in the meeting.
- g. Chair Kleczek- Commented that the Board Strategic Planning workshop went very well and that we are already working on many of the goals.

8. FINANCIAL REPORTS- NOVEMBER AND DECEMBER 2016

Al Hernandez reported that the 3 vacant parking spaces had been rented. Al clarified that professional services were budgeted for but have not been used. No corrections or changes were made to the November Financial report.

Commissioner Gaebel moved to accept the November 2016 Financial Report

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

Al reported that the HRA payment listed was made to an employee. There was a question about the payment due from the Cruise Ships which Al will look into. No corrections or changes were made to the December Financial report.

Commissioner Gaebel moved to accept the December 2016 Financial Report

Commissioner Servino seconded the motion

Discussion- None

Motion passed unanimously

9. OLD BUSINESS

- a. County of Linn v. State of Oregon and the State Forestry Department, 16V07708  
Each Commissioner voiced their opinion about the District remaining in or opting out of the law suit. Commissioner Gearin said she is very concerned that if passed that there would be damage to the watersheds and thought that the District should opt out. Commissioner Alegria said that there could be more money but at the expense of the forest and this is not the way to resolve their concerns. Commissioner Gaebel said she is also very concerned about clear cutting and the effect on the watershed and believes we should opt out. Commissioner Widener said the law suit is very difficult but his opinion is to opt out. Commissioner MacDonald said we would have to second guess people who have spent their whole lives in this so he would opt out. Commissioner Servino said he took a look at what his responsibility is as a Commissioner and the fiduciary responsibility he has as a Commissioner and to opt out now forgoes that responsibility.

Commissioner Gaebel moved that SETD opt out of the Linn County lawsuit and that a letter from the Board Chair be sent to Linn County informing them of the decision.

Commissioner Gearin seconded the motion

Discussion- Commissioner Widener said he did not like the lawsuit but said he could not turn down the money and even though it was a borderline call he would vote to stay in. Commissioner Gearin said that we may get money but it will go right back out and this is not a win-win for the taxpayer. Chair Kleczek stated that she did not agree with the lawsuit and that they chose a very nebulous point to file the lawsuit on as far as language and intention in 1941 as opposed to the plans and work that has gone on since then. Chair Kleczek also said because the lawsuit is based on interpretation of intent in 1941 a lot more than just facts may be accepted in this case. Chair Kleczek also said she had heard from our constituents and as a whole they say we should opt out.

Commissioner Alegria said she agreed with what the chair had stated and it was very well put. She also agreed with Commissioner Gearin and understands the responsibility of the Commission but there are so many other factors involved that it supersedes at this point.

Commissioner Servino No  
Commissioner Gaebel Yes  
Commissioner Gearin Yes  
Commissioner MacDonald Yes  
Commissioner Widener No  
Commissioner Alegria Yes  
Chair Kleczek Yes

- b. Rider Appreciation Day-  
Executive Director Hazen wanted to make sure that the Board approved of the 2017 Rider Appreciation Day being dedicated to Rae Goforth and in assisting with the Homeless Connect Program. The Board approved dedicating 2017 Rider Appreciation Day to Rae Goforth and in assisting with the Homeless Connect program and Rider Appreciation Day by providing free bus service on January 31, 2017.
- c. Budget Committee-  
Executive Director Hazen said that Mary would be contacting the Budget Committee members this week and will be sending out Board meeting minutes and financial reports.

#### 10. NEW BUSINESS

- a. Intergovernmental Agreement with Columbia County on Feasibility Study-  
Executive Director Hazen reviewed the need for a study to determine if it would be feasible for Sunset Empire Transportation District to take over transit services in Columbia County and if it would be of benefit to the District or not.  
Commissioner Gearin moved to approve the Intergovernmental Agreement with Columbia County for a Feasibility Study and authorizing the Board Chair to sign.  
Commissioner MacDonald seconded the motion.  
Motion passed by unanimously
- b. Special Transportation Fund Recommend Projects-  
Executive Director Hazen presented the funding recommendations from the applications presented to the Senior and Disabled Transportation Advisory Committee (S&D Committee) for Special Transportation Funds. Applicants were the Astoria Senior Center requesting \$4,250 and SETD requesting \$182,232. The S&D Committee recommended that both applicants be approved.  
Commissioner Gaebel moved to accept the recommendation of the Senior and Disabled Transportation Advisory Committee and approve both applicants for the Special Transportation Fund.  
Commissioner Widener seconded the motion  
Motion passed unanimously
- c. 5310 Funds Recommended Projects  
Executive Director Hazen presented the funding recommendations from the applications presented to the Senior and Disabled Transportation Advisory Committee (S&D Committee) for 5310 Funding. Applicants were Clatsop Community Action requesting \$336 and SETD requesting \$143,710.67. The S&D Committee did not approve Clatsop Community Action's request but did approve SETD's request. The recommendation from the S&D committee was to use the \$15,708 left from STF funds and set up a Ticket Bank that would supply tickets to community organizations on approved request.  
Commissioner Gaebel moved to approve the 5310 funds recommendation of the Senior and Disabled Transportation Advisory Committee  
Commissioner Widener seconded the motion  
Motion passed unanimously

Commissioner Gaebel moved to approve the setup of a ticket bank with the \$15,708 and allocate \$336 to go to Clatsop Community Action.  
Commissioner Widener seconded the motion  
Motion passed unanimously

d. Updated Board Bank Signatures-

Executive Director Hazen explained that the process for changing Board signers on SETD bank accounts requires verification from the Board signed by the Board Chair of each Board member being added or removed. Executive Director Hazen prepared Resolution 2017-01 and 2017-02 designating these changes. Al will be responsible for completing the bank signing process.

Commissioner Gaebel moved to approve Resolution 2017-01 removing Rae Goforth and Paul Lewicki as signers on all District bank accounts.

Commissioner Widener seconded the motion

Motion passed unanimously

Commissioner Gaebel moved to approve Resolution 2017-02 adding Jim Servino, Lylla Gaebel and Pamela Alegria as signers to all District bank accounts

Commissioner Widener seconded the motion

Motion passed unanimously

e. Selection of Legal Services Provider-

Due to the retirement of Jeanyse Snow, Executive Director Hazen sent out RFP notices for legal services for the District. The District received 2 applications. Heather Reynolds and Blair Henningsgaard, both from Astoria.

Commissioner Gearin moved to approve Heather Reynolds as District Legal Services Provider  
Commissioner Gaebel seconded the motion

Discussion- Agreement will state that requests for legal counsel will go through Board or Executive Director. Agreement will also offer alternative legal counsel in the event there is conflict of interest issues.

Motion passed unanimously

11. CORRESPONDENCE- Executive Director Hazen distributed the Strategic Plan report from the Board Goal Setting work session. Commissioner Servino requested that the date be added to the report. The Board requested sending John and Bill a thank you note for facilitating the session. Mary will purchase cards and have available for Chair Kleczek to sign.
12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported that Tillamook County Transportation has been testing a mobile application for bus tracking called "Swiftly" and which is also used by Trimet. Doug has reported that Swiftly seems very user friendly and works well for rural transit. Executive Director Hazen will be looking at what costs would be for District. Executive Director Hazen said due to Walmart construction busses will no longer be stopping across from Costco. This will be in effect starting on Monday January 23<sup>rd</sup>. Commissioner Gearin reported that she was concerned for the safety of staff with the window missing specifically when only one person is here. The sliding replacement window has not arrived yet. Commissioner Gearin had a friend wait for and board the Point bus in Gearhart. Gearhart is a flag stop and riders need to wave to the driver for them to stop there. There was a question if all Point bus stops are flag stops? Executive Director Hazen said if there is a sign there it should be regular stop but he will check into this.
13. LEADERSHIP TEAM REPORTS- Reports submitted for December 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.

14. PUBLIC COMMENT- Commissioner Gaebel visited with Paratransit driver Mary on the bus while she was parked at Fred Meyer. Commissioner Gaebel said Mary was very friendly and helpful and the bus was spotless.

15. OTHER ITEMS

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

Meeting was adjourned at 11:51AM

Mary Parker, Recording Secretary

  
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Commissioner Carol Gearin, Secretary/Treasurer

Date 3/8/17

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