



BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
May 25, 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 Lylla Gaebel, Commissioner Pamela Alegria, Commissioner Jim Servino and Commissioner Tracy MacDonald  
  
Staff Present: Executive Director Jeff Hazen, Operations Paul Lewicki, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, Paratransit Supervisor Jennifer Geisler, Mobility Management Coordinator Shana Verley, Human Resources Tami Carlson and Executive Assistant Mary Parker.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF APRIL 2017 MEETING MINUTES  
Commissioner Gaebel moved to approve the minutes with spelling errors  
Commissioner Gearin seconded the motion  
Discussion- Commissioner Gearin reported the word “listened” missing in a sentence, changing “and” to “an” in sentence in Executive Director Report. In public comments “Brent” should be added at the beginning of 5<sup>th</sup> sentence.  
Commissioner Gabel amended her motion and moved to approve minutes as corrected  
Commissioner Gearin amended her second  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- No comment
  - b. Vice Chair Widener- Reported he had attended the Wayne Morse fund raiser and met Representative Ellison and had a couple of moments with Governor.
  - c. Commissioner MacDonald- No Comment
  - d. Commissioner Gearin-Reported that she has been driving the Trolley.
  - e. Commissioner Gaebel- Reported that she had attended the first Steering Committee meeting for the Feasibility study at the Columbia County Rider transit center, but will let Jeff speak about the meeting and she will fill in if needed.
  - f. Commissioner Servino-Reported that he will be out of town for the July 27<sup>th</sup> Board Meeting.
  - g. Chair Kleczek- Reported that she was glad that the budget meetings have been completed. Chair Kleczek also reported that she had been approached to sit on a Travel Oregon Studio that Cannon Beach Chamber has applied for as they have requested that someone from Sunset Empire Transportation be represented. Chair Kleczek said she does not have a lot of information at this time but asked for the Board’s approval to apply to participate. Chair Kleczek received Board consensus to participate and will report additional information to Board.
7. FINANCIAL REPORT-APRIL 2017-  
Commissioner Gaebel moved to accept the April 2017 Financial reports.  
Vice Chair Widener seconded the motion

Discussion- Executive Director Hazen answered several questions on account information and he will correct the typo on the exceptions report for YTD fares. He will look into what additional charges are included in 8030 Computer Tech. account other than Mind Shift services. Chair Kleczek said it is very important that we are consistent and clear when entering things in the categories. Commissioner Alegria said at one time we had suggested that there be an itemization report on the categories provided. Commissioner Gearin suggested that it be a separate sheet. Chair Kleczek asked why insurance is over budget in Ridecare category 8080. Executive Director Hazen said he was not sure why but perhaps the budget line was too soft in budgeting last year but he will look into it. Commissioner Gaebel stated she was concerned to hear that something was too soft, since they had just gone through budget and now wondering if adjustments are going to need to be made because the committee had based their decisions on what has been done previously. Executive Director Hazen said the staff will be recommending changes made to two line items in the Ridecare General Fund resulting from changes the Budget committee made that effected Ridecare's allocation amount. He also will be checking on Ridecare's insurance. Chair Kleczek questioned the beginning balance of Ridecare that according to the budget should be \$19,000 but according to the financial report will be a -\$15,000. Executive Director Hazen said the increase in recent ridership should fill the gap and will resolve this before the end of year.  
Motion passed unanimously

8. PUBLIC HEARING- ORDINANCE NO. 2017-01: A POLICE ORDINANCE GOVERNING CONDUCT IN THE USE OF DISTRICT FACILITIES. CONDUCT A SECOND READING

Chair Kleczek- Opened the Public Hearing at 9:30 am.

Executive Director explained that this is a follow up of the first reading of the Ordinance. The Ordinance covers the transit center and grounds. Chair Kleczek asked for public input and there was none.

Commissioner Gearin asked about providing better signage explaining Park and Ride parking. Vice Chair Widener said under 2.13.that he had heard from others about the use of word evil that caused concerns.

Commissioner Gaebel commented that this ordinance had gone before legal counsel and that there has been recruiting of girls into what she would consider evil areas. Vice Chair Widener also said he had received a question about the section on repulsive odors on page 28 concerning if someone had just gotten off work at the cannery gets on the bus. Executive Director Hazen said this would be a judgment call by driver. June Gibson from Seaside said that she thought that it is not the people that come on with the odor of fish but it is the odor of urine and things like that. Vice Chair Widener added that he rides the bus almost daily so this is something that affects him and something that he notices. Chair Kleczek commented that this ordinance gives our staff tools to enforce but does not mean every smell will be enforced.

Chair Kleczek closed the Public Hearing. Commissioner Gearin requested the second reading of Ordinance 2017-01 be by title only. At 9:40 am Chair Kleczek stated that we are reading Ordinance 2017-01, by title only, A Police Ordinance Governing Conduct in the Use of District Facilities.

Commissioner Gearin moved to approve Ordinance 2017-01

Vice Chair Widener seconded the motion

Discussion- Executive Director Hazen stated that the Ordinance will be into effect in 30 days.

Motion passed unanimously

9. OLD BUSINESS

a. Contract with Plangineering for Feasibility Study-

Executive Director Hazen explained that this contract was awarded to Plangineering which is owned by Carol Richardson. Commissioner Gearin asked if the contract needed to include workers compensation coverage to protect SETD. Commissioner Gearin also said that on page 36 the portion concerning copyright and patent state that an invention would belong to the company hiring and that royalties perhaps go to contractor and asked Executive Director Hazen to check into both concerns.

At 9:45 Vice Chair Widener recessed the meeting until Chair Kleczek returned.

At 9:48 Chair Kleczek called the meeting back to order

Commissioner Gearin asked that under subcontractor, I would assume he or she has experience in this sort of thing. Executive Director Hazen said yes.

Commissioner Alegria asked where the Attachment A, Scope of Work that is referred to on page 33 was located. Executive Director asked to be excused to check his email.

At 9:51 Chair Kleczek called a short recess to locate Attachment A.

At 9:58 Chair Kleczek called meeting back to order

Commissioner Gearin asked if there are any ORS's that cover transit districts and annexations and if so asked if Executive Director Hazen knew what the ORS's are. Executive Director Hazen said he did not. Commissioner MacDonald recommended looking into using the speaker's bureau as an option.

Commissioner Servino wondered when the bimonthly check in would be scheduled. Executive Director Hazen said they would be twice a month. Commissioner Alegria said she wondered what confirming the study purpose means in task 1. Commissioner Gaebel said that we have already done task 1 at the first during the first meeting we just had and Jeff will cover what we did in his report today. Commissioner Servino asked if it would be inappropriate to hear about the first meeting prior to making a decision about the contract. Chair Kleczek asked that we complete the process that we are in right now and then move on.

Commissioner Gaebel moved to approve the Plangineering contract as written and authorize Jeff to sign.

Commissioner MacDonald seconded the motion

Commissioner Gearin asked to amend the motion to include possible corrections.

Commissioner Gaebel amended her motion to include possible corrections

Commissioner MacDonald seconded the amended motion

Discussion: Commissioner Alegria asked if the contract could be amended after hearing the meeting report later. Chair Kleczek said no. Commissioner Gaebel said she hoped that after hearing the report it will give you an opportunity to ask Jeff or I questions that we can bring to the next meeting and that nothing is set in stone as this is a feasibility study.

Motion passed by unanimous aye vote

## 10. NEW BUSINESS

### a. ODOT Agreement 32018 Special Transportation Grant-

Executive Director Hazen reported that this is the special transportation fund for the next biennium and staff recommends it be approved and the Board Chair be approved to sign it.

Commissioner Gaebel moved to approve ODOT Agreement 32018 and approve that the Board Chair sign it.

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously

### b. ODOT Agreement 31931- 5311 Project Administration and Operation Grant-

Executive Director Hazen reported that this is the largest grant we receive and it is our operating grant and staff recommends that it be approved and the Board Chair be authorized to sign it.

Commissioner Gaebel moved to approve ODOT Agreement 31391-5311 and that the Board Chair sign it.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Gearin asked why it looks like there are 2 grant amounts. Executive Director Hazen explained the funding breakdown and match rates. Commissioner Alegria asked why discussion is held after the motion. Chair Kleczek said that it is parliamentary procedure.

Motion passed unanimously

### c. Compensation Study (Informational)- Executive Director Hazen reported that the current SDAO wage and compensation study will follow 2 paths. One study will be with a program offered by Portland State University which is available through SDAO and called Total Employer Cost and Compensation (TECC). The other study will be the Local Government Personnel Institute which most of the counties and cities utilize. Commissioner MacDonald commented he had worked with the Local Government Personnel Institute and they have a good history and this is a positive move and I

support it. Chair Kleczek confirmed the Board's Consensus due to their asking for a compensation study and there is actually 2 studies being done.

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Report was accidentally omitted from Board Pack.

Chair Kleczek called a recess at 10:15 am to allow the report to be copied and distributed to Board.

Chair Kleczek called the meeting back to order at 10:18 am

Executive Director Hazen reviewed his report. Chair Kleczek said she did not see anything in the report that related to the Seaside Urban Renewal zone that Seaside is developing and how it will effect SETD or our involvement in it. Executive Director Hazen said due to the budget process he had not looked into the Urban Renewal proposal but would and added that he had learned at the Feasibility meeting that we do not have a say in it. Commissioner Gearin said that may be something that is recent as she had looked into this and contacted someone that is very involved but has not heard back from them. Commissioner Gearin also sent the ORS to Chair Kleczek and it states we do have a say, but Chair Kleczek corrected this stating it says we "can have a say" Commissioner Gaebel said that Henry from Columbia County said that the city forming an urban renewal "can" come to us but they are not required and this is a change. Chair Kleczek said she thought it would be for the good of the District for Jeff to look into this sooner than later so that we can be part of the planning commission discussion. Chair Kleczek asked and received consensus from the Board for Jeff to dig into this so we have a voice and it is on the record.

Feasibility Study- Executive Director Hazen reported that the first meeting was held at the CCRider office in St. Helens. Present were Carol Richardson (Plangineering), The Columbia County Advisory Committee included Henry Heimuller (county commissioner) Michael Ray (CCRider Executive Director), Bill Eagle, Claudia Eagle and Sharon Evinger and attending from SETD were Commissioner Gaebel, Margaret Chenowith and Mary Parker. Executive Director Hazen that this meeting really kicked off the study and what the purpose and goals are and the options that are out there which include if it remains the same, making a service district or a special district or expanding our boundaries to include Columbia County or could we do this in a partial way. The consultants will get back to us with the results of the first meeting. Commissioner Gaebel said she made it very clear that we are seeking information on all possibilities and want to look at what comes out of that before we make any decisions. Commissioner Gaebel said Carol Richardson did a great job of making sure that both sides understood that this is a feasibility study and that both sides are to get information before making a decision. Executive director Hazen said that in the end everyone understood that this is a collaboration and regardless of what comes out of this we will always work with Columbia County and our relationship will be solid. Commissioner Gaebel said that one of the questions that was answered yesterday was that the Columbia County owns their busses. There was further discussion and copies of the timeline that Carol had given out at the meeting was distributed to the Board.

13. LEADERSHIP TEAM REPORTS- Reports submitted for May 2017- Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Mobility Management- Shana Verley, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson. Chair Kleczek thanked the leadership team and said she was looking forward to receiving Paul Lewicki's Operation's report at the next meeting. There was discussion about the power outage that shut down the phones in RideCare. There was discussion about how emergency announcements can be given out to the public when SETD phones are down.


14. PUBLIC COMMENT- None

15. OTHER ITEMS- None

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

Meeting was adjourned at 10:45 AM

Mary Parker, Recording Secretary

  
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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.