



**BOARD OF COMMISSIONERS  
BOARD MEETING AND BUDGET HEARING MINUTES  
JUNE 22, 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 Tracy MacDonald, Commissioner Carol Gearin, Commissioner Lylla Gaebel and Commissioner Pamela Alegria  
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Tracy Lofstrom, IS/Transit Center Manager John Layton, Ridecare Manager Jason Jones, Operations Manager Paul Lewicki, Paratransit Manager Jennifer Geisler, HR Manager Tami Carlson
3. CHANGES TO AGENDA- Executive Director Hazen requested that the Cannon Beach IGA be added as 10 d. and Executive Session be added to the Agenda after the second Public Comment.
4. PUBLIC COMMENTS- None
5. APPROVAL OF MAY 2017 MEETING MINUTES-  
Commissioner MacDonald moved to approve the May 2017 minutes  
Commissioner Gearin seconded the motion  
Discussion: Vice Chair Widener's name was misspelled in the Financial Report and in his Commissioners report he had spoken with Representative Ellison not Allison.  
Commissioner Gearin noted that Commissioner Gaebel had actually made the 2 statements about the feasibility study discussion that she was listed as saying.  
Commissioner MacDonald amended his motion and approved the May 2017 minutes as corrected  
Commissioner Gearin amended her motion to second  
Motion passed unanimously
6. CHAIR AND COMMISSIONERS REPORT-  
Commissioner Alegria- No Report  
Vice Chair Widener- No Report  
Commissioner MacDonald- Welcomed Tracy Lofstrom as the new Financial Officer  
Commissioner Gearin- No Report  
Commissioner Gaebel- No Report  
Commissioner Servino- Reported that he had signed checks and noted that the cost of transcription of the budget minutes had cost a little less than \$2000 and this might be a place in the future the board could look at to pick up money here and there.  
Chair Kleczek- Commented that the route schedules and signage that have been posted in South County have been quite helpful and stressed the importance of assuring that individual schedules are downloadable from our website.
7. FINANCIAL REPORTS- MAY 2017  
Executive Director Hazen introduced the new Financial Director Tracy Lofstrom. Tracy has lived in the Long Beach Peninsula area since she was a teen. Tracy gave an overview of her work experience which included both private and public finance, being the Pacific County Treasurer for 4 years, working for the Port of Ilwaco, being a private contractor and raising cranberries for 22 years.  
Commissioner Gaebel moved to accept the May 2017 Financial Report  
Commissioner Servino seconded the motion  
Discussion- Commissioner Gearin pointed out that the Exception report showed there were no provider payments however accounts receivable showed that there had been. Tracy said she would correct this.  
Commissioner Gearin requested a copy of the Electric Charging Station lease.  
Motion passed unanimously

8. PUBLIC HEARING- BUDGET HEARING FOR FISCAL 2017-2018- Chair Kleczek opened the Budget Hearing at 9:24 am. No comments were made. Hearing closed at 9:24 am. There were no recommended changes made to the Budget from the Budget officer or Board.

Commissioner Gaebel moved to approve Resolution 2017-05 Adoption of the 2017-2018 Budget as recommended by the Budget Committee with no changes and making the appropriations and impose the tax levy for local government.

Commissioner Gearin seconded the motion

Discussion- Executive Director Hazen read Resolution 2017-05

Motion passed unanimously by roll call vote

9. OLD BUSINESS-

- a. Approval of letter from Chair Kleczek to Travel Tourism Studio- Chair Kleczek explained that at the May Board meeting she had brought up that she had been asked to be on the steering committee for Travel Oregon Tourism Studio. Between then and now the application was due and they requested a letter of support from the Board. Chair Kleczek said considering the resounding consensus of approval of her being on the committee she sent the letter of support from Sunset Transportation District to the Tourism Studio. Chair Kleczek explained that the Tourism Studio is a 2 plus year project that will hopefully increase the connectivity and ease of tourism in the area and has a large focus on including public transit in this studio. Chair Kleczek asked for Board approval of the letter in retrospect so she does not have to withdraw it.

Commissioner Gaebel moved to approve the letter that Chair Kleczek had sent to Travel Oregon.

Commissioner Alegria seconded the motion

Discussion- Vice Chair Widener stated that he had a big problem with this letter being approved after the fact and the Board did not approve it. Vice Chair Widener also said the audio tape of the meeting clearly revealed that the Board didn't say that, it said SETD would be a part of it, it did not say that the Board approved of the letter being sent. Vice Chair Widener also said this was not an action item and it was not in the minutes of the meeting. Vice Chair Widener also said that the letter started with "I Kathy Kleczek Board Chair for Sunset Empire Transportation District am writing this letter" and then it goes on to say there was consensus and we did not reach a consensus regarding the letter. Vice Chair Widener said he is on Travel Oregon's mailing list and in and of itself he is not that worried but he has problems procedurally of approving an after the fact letter that we as a Board have not approved in advance. Commissioner Gaebel said that she believes the chair has the right to send letters on behalf of the Board when it is something we have already discussed and we definitely made it clear consensus wise that we wanted to pursue checking on this. Commissioner Gaebel also added that while it is best to do things prior to, but when you run into a time crunch and it is not like you are spending money, that would be different. Vice Chair Widener said that under Board Policy # 7 any communication done by the Chair has to be approved by the Board and under Board Policy # 5 the Board Chair has the authority to call a special meeting if there is a timeline problem.

5 aye and 2 nay

Motion passed

- b. Ordinance 2017-01 Update- Executive Director Hazen reported that Ordinance 2017-01 goes into effect on June 24<sup>th</sup> and he is still running into challenges in hiring uniformed security service as they are having their own shortages. Commissioner Gaebel suggested calling Mel Jasmine who trains unarmed security officers. Commissioner Gearin suggested contacting the police as they sometimes have off duty officers that will do this.
- c. Follow up on FAR Part 27- Executive Director Hazen said that this was information that Commissioner Gearin had asked about concerning patents and inventions developed during contractual work.

10. NEW BUSINESS-

- a. ODOT Agreement 32214- 5310 Capital, Planning Grant- Executive Director Hazen said this grant funds the Mobility Management program and the Preventative Maintenance program that guarantees we have busses operating

that that we provide transportation to seniors and people with disabilities. Hazen asked that the Board approve the grant and authorize the Board Chair to sign it.

Commissioner Gaebel moved to approve ODOT Agreement 32214 and approve the Board Chair to sign it  
Vice Chair Widener seconded the motion

Discussion- None

Motion passed unanimously

- b. ODOT Agreement 30837 Amendment #1- Executive Director Hazen said this is the Transportation Options Grant that will extend funding to the program for one more year.

Commissioner Gaebel moved to approve ODOT Amendment #1 to Agreement 30837 and approve the Board Chair to sign it.

Vice Chair Widener seconded the motion

Discussion- None

Motion passed unanimously

- c. Low/No Emission Letter of Commitment- Executive Director Hazen reviewed the process of applying for this grant and the importance of us having our name in the hat early. Hazen included the budget for the Board which shows what the match for this grant would be \$143,495.00.

Commissioner Servino moved to approve the Low/No Letter of Commitment

Commissioner Gaebel seconded the motion

Discussion- Commissioner Servino asked how long a bus like this can hold a charge. Executive Director Hazen said that an overnight charge should give about 180 miles. Commissioner Gaebel asked if a specialist is required to work on this type of motor. Executive Director Hazen said there will be in depth training of our staff so they can service them and the motors are small with the bulk of batteries being quite large. Commissioner Gearin asked what kind of warranty the busses carry and how many are in service. Executive Director Hazen said he would find out and let the Board know. Commissioner Gearin asked what the cost of a power station for the busses to plug into would be. Executive Director Hazen said around \$97,000. Commissioner Gearin asked what electricity would cost us on a monthly basis. Hazen said he does not have that information yet. Commissioner Gearin asked if the busses could climb the Astoria hills. Executive Director Hazen said they were tested in San Francisco and did well. Commissioner MacDonald asked what cost per mile is for electric buses. Hazen said it is \$0.19

Motion passed unanimously

- d. Cannon Beach Shuttle- Inter-Governmental Agreement- Executive Director Hazen reported that this agreement will now expire every two years and at the end of the fiscal year. He also said the reimbursement will increase from \$50 to \$55 the first year and \$60 the second year.

Commissioner Gearin moved to accept the Inter-Governmental Agreement for the Cannon Beach Shuttle

Commissioner MacDonald seconded the motion

Discussion- None

Commissioner Gearin amended her motion to include authorizing the Executive Director to sign the Agreement

Commissioner MacDonald seconded the amended motion

Motion passed unanimously (Commissioner Gearin was not present during the vote)

11. CORRESPONDENCE- None

12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report submitted for June. The new vans have been delivered and they are very nice. Radios will be installed today and the wraps will be done on site in Warrenton and he will let the board know when they are being done. Executive Director Hazen has asked Paul to do a study on improvement of our shelters including installing garbage cans and lighting. Executive Director Hazen said he will be looking at our liability coverage on the shelters as currently the glass is not covered. Executive Director Hazen also said we are still looking for more drivers. Commissioner Gaebel suggested posting an ad with SDAO. Commissioner Gaebel suggested that a thank you letter be sent to Barbara Blue for her help with the Budget process. After further discussion the Board requested that all of the


Budget Committee receive a thank you letter which includes each of their business cards and will be signed by Chair Kleczek. Chair Kleczek welcomed Paul Lewicki as the new Operations Manager/Deputy Director. Discussion followed about backup for the Executive Director and possibly having two people step up in case the Executive Director is suddenly unable to work, one would oversee Operations and the other Admin. Executive Director Hazen said the management team is working well together and at this time has chosen Paul as the Deputy Director.

13. LEADERSHIP TEAM REPORTS- Reports submitted for June 2017: Paul Lewicki, Operations Manager/Deputy Director, T.C Manager/IS- John Layton, Ride Assist- Jennifer Geisler, Mobility Management- Shana Verley, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones and Human Resources- Tami Carlson.
14. PUBLIC COMMENT- None
15. BREAK- Chair Kleczek called for a recess at 10:15 am. At 10:30 Chair Kleczek called the Board Meeting back to order.
16. EXECUTVIE SESSION 192.660 (2) (B) Discipline of Public Officers and Employees- Chair Kleczek opened Executive Session at 10:31 am. Executive Session Closed and the Board Meeting called back into session and 11:09 AM.
17. OTHER ITEMS-

Chair Kleczek adjourned the Board meeting at 11:10 AM

Minutes approved by:

Mary Parker, Recording Secretary

  
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Commissioner Lyla Gaebel, Secretary/Treasurer

Date 12.19.17

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

*Mission Statement*

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