



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
July 27, 2017**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 am.
2. OATH OF OFFICE FOR COMMISSIONERS- Commissioners, Kevin Widener, Position #2, Kathy Kleczek, Position #3, Pamela Alegria, Position #4 and Lylla Gaebel, Position #5 were given the Sunset Empire Transportation District Oath of Office and sworn in as newly elected Commissioners by Carol Gearin, Board Secretary.
3. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Kevin Widener, Secretary/Treasurer Carol Gearin, Commissioner Lylla Gaebel, Commissioner Pamela Alegria. Commissioner Tracy MacDonald arrived at 9:10 am. Commissioner Jim Servino was excused.

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, IS/Transit Center Manager John Layton, RideCare Manager Jason Jones, Operations Manager/Deputy Director Paul Lewicki, Paratransit Supervisor Jennifer Geisler, Mobility Management Coordinator Shana Verley, Human Resources Tami Carlson and Executive Assistant/Outreach Supervisor Mary Parker.
4. CHANGES TO AGENDA- Chair Kleczek requested the election of officers be delayed until Commissioner MacDonald arrived. Executive Director Hazen requested that item 10.b be presented before item 10.a so that the guest from the City of Seaside could leave after his presentation.
5. PUBLIC COMMENT- June Gibson did not have comment. Chair Kleczek thanked June for attending meetings.
6. APPROVAL OF JUNE 22, 2017 BOARD MEETING MINUTES-
There were two typo corrections reported.
Commissioner Gaebel moved to approve the June 2017 Board Minutes as corrected
Commissioner Gearin seconded the motion
Discussion- None
Motion passed unanimously
7. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment
 - b. Commissioner Widener- No comment
 - c. Commissioner Gearin- No comment
 - d. Commissioner Gaebel – Reported that she had attended the Driver’s Barbecue in Warrenton and it was a great time and thanked everyone that helped with that and she hopes to be invited again.
 - e. Chair Kleczek- Reported that she attended the Clatsop County Commissioners meeting last night where there was discussion about the Seaside Urban Renewal project. She asked Seaside City Manager Mark Winstanley if he could attend the Board meeting today to answer questions and he agreed and is here. Chair Kleczek also reported that it has been great to watch riders look at schedules posted in downtown Cannon Beach and has also handed out many schedules.
 - f. Commissioner MacDonald- Reported that he had taken a tour of the new Paratransit vans and they are very nice.
8. ELECTION OF OFFICERS
Commissioner Gearin nominated Commissioner Gaebel for Board Secretary Treasurer

Commissioner Alegria seconded the nomination
Commissioner Gaebel was approved as Secretary Treasurer unanimously.

Commissioner Gaebel nominated Commissioner Gearin for Board Vice Chair
Commissioner MacDonald seconded the nomination
Commissioner Gearin was approved as Vice Chair unanimously

Commissioner Gaebel nominated Commissioner Kleczek for Board Chair
Commissioner Alegria seconded the motion.

Discussion- Commissioner Widener said that it is his opinion that the Board Commission Chair position should be rotated and that when Chair Kleczek was appointed 3 years ago she had said she was not interested in it. Commissioner Widener said Chair Kleczek had not treated Board Commissioners equally as with her animosity towards him and she had gone to Jeff a few years ago and used her position to get holiday service put in and that is a violation of Board Chair Policy. He said Chair Kleczek had lied to the Board about being invited to the Travel Oregon studio as they did not approach you, you approached them and said he had talked to Court about this and he asked me if you were Board Chair. You lied to the Board in February and slandered me about issues I raised after you talked and talked and basically wanted to shut down the argument after calling me a liar. Commissioner Widener also said he hoped that Chair Kleczek would get some training and that she has not had half the training that he has had and has not had the advanced training he has had. Commissioner Widener said he was sorry that Chair Kleczek did not like it when he opposed her as a delegate for the SDAO Board and that he was elected to this position not appointed.

Commissioner Kleczek was approved as Board Chair unanimously

9. FINANCIAL REPORTS- July 2017

Commissioner Gaebel requested that the font be increased on several of the pages. Chair Kleczek asked Tracy to check the meeting expenses which were more than usual and the \$4300 interest posted for Ridecare and update the report for the Board. Commissioner Gaebel pointed out that Heather Reynolds needs to be listed as the District's legal counsel.

Commissioner Widener moved to accept the July 2017 Financials as presented.

Commissioner Gaebel seconded the motion

Discussion- None

Motion passed by unanimous aye vote

10. OLD BUSINESS

- a. Seaside Urban Renewal District – Mark Winstanley, Seaside City Manager presented an overview of the previous urban renewal projects which have now been sunseted, describing the success and how all of Seaside benefited. He said small communities do not have an economic development department but usually use an Urban Renewal agency. Urban Renewal agencies promote economic development through infrastructure improvements hoping to redevelop particular areas and attract economic development to the community. Winstanley said Seaside has been successful as back in the 70's Seaside had 4 major hotels and now they have over 40 hotels which benefits all as it increases the value of the county as a whole. He said the assessed value of Seaside in the 70's was about 250 million and today it is over a billion. The Urban Renewal agency often partners to put together projects that will benefit the community and help the city to upgrade to allow growth. Winstanley said the South East Urban Renewal district being proposed will have improvements that help increase economy, benefit residence and tourism. The Board members expressed their concern about the District being involved in the new Urban Renewal project to make sure that public transit is considered in the design of streets with turnouts and public access to bus stops on both South Holladay and Wahanna. Winstanley said Seaside has a long history of reaching out to try to put together projects that encompass what it is that citizens of the community want to have. The best example of this is the current North Holladay project. Several comments were made by Board members about sidewalk requirements, building delays and making sure that those responsible will be held accountable. The Board requested that the Public Transit be considered going forward. Commissioner MacDonald and Commissioner Widener both said that they would like to attend upcoming meetings.

June Gibson made public comment that she would like to see the intersection by Pizza Palace considered for a stoplight as it is very dangerous as busses try to turn there, children try to cross the street there and there are apartments and businesses located there. Winstanley said that section of Wahanna is not part of the current plan but they could take a look at it.

10 MINUTE BREAK TAKEN- Meeting reconvened at 10:55 AM

Executive Director Hazen suggested that the Board ask that a letter be written that states the important items that the Board wants to see considered. Commissioner Gearin requested that the District see the plans that include specifics including turnouts,, crosswalks and bus shelters on any street development. Commissioner Alegria requested that the overall infrastructure consider public transit, including all applicable roads and also sidewalks. Commissioner Gearin agreed. Chair Kleczek requested that we make sure that we clarify public transit as related to the District. Commissioner Alegria also added that there should be an interconnected pedestrian infrastructure required even if it is not in the plan that requires that funds be put aside for completion.

Commissioner MacDonald moved to have the letter completed and signed by the Board chair to be received by the City of Seaside by August 1, 2017.

Commissioner Gearin seconded the motion

Discussion-None

6 Aye

1 Nay

Motion passed

- b. Presentation of new Website- Executive Director Hazen reviewed that the District is part of the Northwest Oregon Transit Alliance (NAWOTA) which had applied for a grant for the development of a website for the Connector and a platform that any transit agency in Oregon could use to develop their websites. Jeff said NWOTA received the grant and presented the website that is at this time a work in progress but will be going live in about 2 weeks. Jeff demonstrated trip planning which still needs some adjustments and the Board made several other recommendations for improvements and specifically placing the service alerts in a very visible place. Chair Kleczek requested that steps be taken to make sure that access to the website is secure.

Commissioner Gaebel moved that the website be launched in two weeks

Commissioner MacDonald seconded the motion

Discussion- Commissioner Gearin asked that the Astoria Trolley be accessed on the website.

Hazen demonstrated that it is linked on the new website

Motion passed unanimously

11. NEW BUSINESS

- a. Payroll Procedure- Executive Director Hazen said that when he was first hired there was an LGIP account set up which was for Medicaid payments from Ridecare which was growing and he was not clear how it could be used. Jeff said something did not seem quite right. In checking with Finance Officer Al Hernandez they reviewed the payroll process where Tami makes out the checks and then sends Al and Jeff the total payroll due which is then transferred from the General Fund and placed into the payroll account. Jeff said this meant that the General Fund was paying Ridecares payroll and Jeff and Al were led to believe that this was because Ridecare was paying back the General Fund for a debt from the past. Jeff asked Al to look for some kind of procedure or record of the payback and he could not find anything. Jeff said he asked Mary and she called Lori Carl who was HR before Tami and asked her if this process was what she had done for payroll and she said no. She separated the Ridecare payroll out for the month and it was then transferred out of Ridecare's account and put in the General Fund account to pay it back. Jeff said he also talked to Lori who said she had told Tami but Tami said she did not recall that at all. Jeff said the last time Ridecare payroll was paid to the General Fund was in September of 2014 which was when Diane and Lori were still here. Diane had not asked Lori so it did not get done so all this time the General Fund has been paying Ridecares payroll. Jeff said before 2017 closed this last month the Ridecare payroll

payment for the year was transferred into the General Fund. Jeff said he has called the auditors wondering why this was not caught. Tracy and Tami have set up a procedure for the Ridecare payroll transfer and it will now be done quarterly.

Commissioner Alegria requested that there be a timeline or flowchart made of the process and corrections that are made to correct this.

- b. Board Vacancy- Executive Director Hazen reported that Commissioner Servino has submitted his resignation from the Board. He and his wife are moving to Texas to be near their family.

Commissioner Gaebel moved to accept Commissioner Servino's resignation as of August 31st

Commissioner Widener seconded the motion

Motion passed unanimously

Commissioner Gaebel moved that we advertise that we have an open Board position that is elected county wide and we particularly encourage those from East County to apply

Commissioner MacDonald seconded the motion

Discussion- Commissioner Alegria said she did not like this and suggested advertising heavily in East county but not tacking on extra stuff onto announcement.

3 Aye 3 Nay

Motion failed

Commissioner Gearin moved to advertise for an open Board position County wide

Commissioner Widener seconded

Discussion- Commissioner Gearin asked if there are papers to advertise in East County. Jeff said there is the Clatskanie Chief.

Motion passed

- c. Commissioner Committee Assignments- Chair Kleczek made the following committee assignments:

- Senior and Disabled Advisory Committee- Commissioner Alegria
- RideCare Advisory Committee- Commissioner Gearin
- Northwest Transit Feasibility Study Committee- Commissioner Gaebel
- Board Policy Committee- Commissioner Gearin and Chair Kleczek
- Northwest Area Commission on Transportation- Chair Kleczek

- d. Appointments to Senior and Disabled Transportation Advisory Committee

The Committee is recommending that Barbara Carson be reappointed to the committee and that the Board approve advertising for the vacant position.

Commissioner Widener moved to reappoint Barbara Carson to the Senior and Disabled Transportation Advisory Committee

Commissioner Gaebel seconded the motion

No Discussion

Motion passed unanimously

Commissioner Widener moved to advertise for two new committee members for the Senior and Disabled Transportation Advisory Committee

Commissioner Gaebel seconded the motion

Discussion-None

Motion passed unanimously

- e. Approval of Rider Appreciation Day-

Executive Director Hazen asked that the Board approve free bus rides all day on January 30, 2018 for Rider Appreciation Day and Homeless Connect be the same day

Commissioner Gaebel moved that we continue the tradition of offering free rides all day on January 30th for Homeless Connect and Rider Appreciation Day

Commissioner Gearin seconded the motion

Discussion- Commissioner Alegria asked why both events were scheduled on the same day. Chair Kleczek explained that having them on the same day allows people to attend both events, getting assistance at Homeless Connect and refreshments and handouts and prizes at Rider Appreciation at the Transit Center and it is less of a financial impact on the District.

Motion passed unanimously

f. Approval of National Tribute To Rosa Parks Day

Mary asked for Board approval of a Resolution commemorating Rosa Parks Day which will be recognized on December 1, 2017 by reserving a seat in the front of each bus and other displays.

Commissioner Widener moved that staff be directed to form a Resolution to Celebrate Rosa Parks Day which will be read to the Board prior to Dec. 1st

Commissioner MacDonald seconded the motion

Motion passed unanimously

g. Executive Director Evaluation-

Tami Carlson HR explained that the annual Executive Director Evaluation is due and a subcommittee appointed however the subcommittee usually is made up of the Board Chair, Vice Chair and Secretary Treasurer. Chair Kleczek said that if the Board is ok to move ahead they will be receiving the evaluation forms soon.

h. Executive Director Agreement Renewal -

Tami Carlson HR reported that under section 2 of the Executive Director Agreement the Board must give notice to the Executive Director by August 2, 2017 if there is a reason that they do not want to renew the existing Agreement. The Agreement will automatically renew for another year on October 31, 2017. The Board did not have any reason to not let the Agreement renew. Commissioner Gaebel requested that the Executive Director Evaluation and Agreement Renewal process be presented a little earlier to the Board next time. Chair Kleczek said yes they would be working on that.

12. CORRESPONDENCE- None

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen went over several items in his report.

14. LEADERSHIP TEAM REPORTS- Reports submitted for July 2017: Operations- Paul Lewicki, IT/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.


15. PUBLIC COMMENT-

16. OTHER ITEMS-Chair Kleczek said that there were some very serious allegations made in regards to my behavior earlier in this meeting and I vehemently disagree with all those allegations and don't know where they come from. Chair Kleczek said she wanted to remind the Board of proper decorum and ethics of elected officials and we are all on the line for behavior outside the scope and there is no insurance that will cover that.

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

Meeting was adjourned at 11:45 AM

Mary Parker, Recording Secretary



~~Commissioner Carol Gearin~~ Secretary/Treasurer
Lyla Gaebel

Date 9.7.17