



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
DECEMBER 8, 2016**

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 present via phone, Commissioner Tracy MacDonald and Commissioner Lylla Gaebel present via phone. Vice Chair Paul Lewicki, excused

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. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF OCTOBER 27, 2016 MEETING MINUTES
Commissioner MacDonald moved to approve with spelling correction
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Widener- No comment
 - b. Commissioner MacDonald- No comment
 - c. Commissioner Gearin- No Comment
 - d. Commissioner Gaebel- No Comment
 - e. Commissioner Servino- No Comment
 - f. Chair Kleczek- Thanked staff for the very enjoyable Christmas Party. Chair Kleczek also explained that she did not stand for the Pledge Of Allegiance due to her being appalled at the human rights and civil rights violations that are happening in North Dakota that are being condoned by the government because there is no action being taken against those that are perpetrating these actions. The actions are perpetrated by officials and lives are at risk and people are being hurt and the civil rights perpetrated are evident and I am awaiting what sort of action is going to be taken.
7. FINANCIAL REPORTS- OCTOBER 2016
Al clarified that the \$36,000 owed to SETD by the Clatsop County Treasurer is deferred taxes which people have been billed for and not paid yet and it will not go away and that he has contacted Allstate Insurance about the \$427 that is past due. Al clarified that SETD is currently under budget due to not having to rent 2 busses and Executive Director Hazen explained income from the anti-trust lawsuit filed by the state of Oregon was due to a settlement for alleged price fixing on monitors several years ago.
Commissioner Widener moved to approve the October 2016 Financial Report.
Commissioner Servino seconded the motion
Discussion- None
Motion passed by unanimous aye vote

8. EXECUTIVE SESSION-LEGAL COUNSEL ORS 192.660 (2)(h)- Chair Kleczek announced that the Board would be going into Executive Session at 9:11AM. Executive Session ended 10:09 AM and the regular Board Meeting resumed.

10. OLD BUSINESS

- a. Call Recording Policy Update- Executive Director Hazen said that he and Jason are working on this policy together. Commissioner Gaebel suggested that the Board be included in the appeals process when there is a public inquiry requesting a phone recording that cannot be released.

11. NEW BUSINESS

- a. Oregon Department of Forestry Presentation on Current Forest Management Plan- Ty Williams, Assistant District Forester for the Oregon Department of Forestry in the Astoria District presented a Forestry Management Report to the Board. He reported that the Department manages the forests for the greatest permanent value, with two marketing units that oversee timber sales, a roads unit that oversees transportation systems and a reforestation unit that oversees the plantations and recreation staff that oversee 5 campgrounds and 20 miles of motorized trail and 30 miles of non-motorized trail. Outputs over the last 10 years have been averaging about \$15.8 million dollars to Clatsop County and the 25 local taxing districts. Harvest of timber creates jobs and maintains species habitats. They are following a management plan developed in 2001 that was updated in 2010. Annual harvest objective is about 73 million board feet of lumber a year from a total inventory of 4 billion board feet. Commissioner Gaebel asked who was on the committee when the plan was made and Commissioner Gearin asked if a list of the original committee members could be sent to the Board. Ty said he would contact Salem and send the list to the Board. Chair Kleczek asked if there is going to be an update in the process to the current plan. Ty said there were several ideas around 2011 but they were tabled. Chair Kleczek asked if the current management plan is productive for both economic and environmental purposes and value. Ty said that every county would be lucky to have what Clatsop County has where the social, economic and environmental goals are met, explaining there are three active hatcheries with great fish count numbers, several recreation areas, a mature and well-designed road system, productive timberland and vibrant forests. Other uses include hunting, mushrooming, hiking and biking. Executive Director Hazen clarified that the timber cut on state lands cannot be exported overseas it must be processed locally. Ty encouraged the Board to attend the annual Forestry Tour which is unique to Clatsop County and has been presented for 26 years.
- b. County of Linn v. State of Oregon and the State Forestry Department, 16CV07708-
Commissioner Gearin moved to table the decision to allow for further review of information presented and schedule a special meeting for the Board to vote at a later date.
Commissioner Widener seconded the motion
Discussion- There was discussion about the meetings that the County has scheduled and scheduling a special Board meeting before the County's deadline. Commissioner Gaebel asked that the Board receive any new or up to date information. Commissioner Gearin asked for access to information from the County. Executive Director Hazen recommended using the County website for more information.
Ayes 5
Commissioner Servino abstained stating he did not think the motion was necessary.
Motion passed
- c. Whistleblower Policy- Executive Director Hazen explained the Whistleblower policy was passed at last the legislative session to protect employees and is required to be approved and distributed to employees by January 1st.
Commissioner MacDonald moved to adopt the Whistleblower Policy
Commissioner Widener seconded the motion
Discussion- Chair Kleczek asked that the policy be formatted on SETD policy formatting

Motion passed by unanimous aye vote of all commissioners

- d. ODOT Agreement #31796 Northwest Oregon Transit Feasibility Study- Executive Director Hazen announced that SETD will be performing a feasibility study to evaluate the possible expansion of the District to include Columbia County. ODOT awarded the \$24,000 grant which requires \$6000 soft match which will be shared by SETD and Columbia County with staff time making up the shared match. Commissioner Gaebel and Chair Kleczek expressed concerns about the added time that will be required of staff and the added job duties. Executive Director Hazen said that the staff time will be operational and not administrative. Chair Kleczek asked how equally splitting staff time looks with Columbia County as they have a lot fewer employees. Executive Director Hazen will review the IGA.

Commissioner Servino moved to approve the adoption of ODOT Agreement #31796

Commissioner Gearin seconded the motion

Discussion- Commissioner Gearin asked that the Board receive reports on the findings of the study. Executive Director Hazen added that a Board member will be one of the stakeholders.

Motion passed unanimously

12. CORRESPONDENCE- None

13. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reported Rosa Parks Day was recognized on December 1st by reserving a seat by placing a poster with her picture and information the front seat of every bus. Commissioner Gaebel commented that since this is a more political type action this should have come to the Board for discussion. Executive Director Hazen said Trillium has proposed using one website that all 5 Connector partners are embedded in which would mean only one hosting fee. A reminder that January 5th is the Board Goal Setting Session, January 6th is the SDAO Legislative Day in Salem and the SDAO Conference in Portland starts February 9th. Please let Executive Director Hazen know if you are planning to attend. Commissioner Gaebel asked if the overtime rule is on hold. Executive Director Hazen said it remains on hold and that we are continuing to follow SDAO guidelines. Commissioner Gearin asked about the search for an attorney. Executive Director Hazen reported he will expand the RFQ across the state. Commissioner Gearin asked for the list of attorneys that were contacted before the January Board meeting. Commissioner Gearin had concerns about the condition of the driver's seats. Executive Director Hazen said the driver's seats are replaced when broken however Jennifer got driver input in selecting the new seat cushions being ordered. Commissioner Servino asked how ridership is tallied. John explained manual counting process. Executive Director Hazen said SETD is having tremendous increase in ridership.

14. 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.
Commissioner Servino asked about Dial A Ride reporting 0 rides. Scott explained that Dial A Ride had to be cut when the District was reorganized. Paratransit services were added and most of the Dial A Ride riders applied and were qualified for Paratransit. Jennifer explained that the current Dial A Ride is only available in Knappa-Svenson or Jeffers Garden/ Warrenton a few days a week, at specific times and a rider must live within ¼ of a mile of fixed route. Scott said the bus going through Knappa is an Intercity Route, so we are not required to offer Paratransit which is why we offer Dial a Ride. Jeff said Mary has said there is a loss of trust due numerous service changes. Chair Kleczek said true or not other agencies have picked up our services and we should work with them to provide better service. Chair Kleczek thanked staff for their insight and history on helping us improve our services. Chair Kleczek asked how often buses are washed this time of year. Scott answered once a week.

15. PUBLIC COMMENT-None

16. EXECUTIVE SESSION-Executive Director Evaluation- ORS 192.660(2)(i) Chair Kleczek announced that the Board would be going into Executive Session of 11:27 AM. Executive Session ended and the regular Board meeting resumed at 11:47 AM.

Commissioner MacDonald moved to accept Executive Director Hazen's evaluation as presented
Commissioner Widener seconded the motion
Motion passed unanimously

Chair Kleczek requested that the Executive Director compensation be approved but since Human Resources is not available to calculate the exact salary figures today the figures will be presented for the record at the January Board Meeting.

Commissioner Widener moved to increase compensation to Executive Director Hazen's base salary by 3 percent.

Commissioner Servino seconded the motion


Motion passed unanimously

17. OTHER ITEMS

An audio recording of the Sunset Empire Transportation District's December 2016 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- December 2016.

Meeting was adjourned at 11:51AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 1/26/17

Mission Statement

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