



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
OCTOBER 27, 2016**

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 Paul Lewicki, Commissioner Kevin Widener, Commissioner Jim Servino, Secretary/Treasurer Carol Gearin, Commissioner Tracy MacDonald and Commissioner Lylla Gaebel.
Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, 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- Mary Parker requested that Correspondence be added and Chair Kleczek added the Executive Director Evaluation Process update.
4. PUBLIC COMMENT- None
5. APPROVAL OF SEPTEMBER 22, 2016 MEETING MINUTES
Commissioner MacDonald moved to approve the September 2016 Board Minutes
Commissioner Widener seconded the motion
Discussion- Commissioner Gearin noted Chair Kleczek's comment was incomplete on page 5.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Lewicki- No comment
 - b. Commissioner Widener- No comment
 - c. Commissioner MacDonald- No comment
 - d. Commissioner Gearin- No Comment
 - e. Commissioner Gaebel- Asked for clarification from Chair Kleczek that both she and Commissioner Widener are serving on the Senior and Disabled Transportation Advisory Committee and asked how they should share voting. Chair Kleczek confirmed the appointments and stressed the importance of the committee and that voting could be rotated. Commissioner Gaebel said if it became a problem they would work it out.
 - f. Commissioner Servino- Commented that attending the Board Policy Committee meeting the day before had helped in his understanding of how the District operates.
 - g. Commissioner Gaebel- Commented that she had read that Ridecare may begin recording phone calls and asked if the District had a policy on recording calls and how to protect and store these records under current guidelines including HIPPA requirements? Executive Director Hazen said he would look into this as it would not be a Board Policy.
 - h. Chair Kleczek- Reminded everyone that there will not be a Board Meeting in November and instead there will be a combined November-December Board meeting held on December 8, 2016.
7. FINANCIAL REPORTS- SEPTEMBER 2016
Al confirmed that he had contacted the Astoria Downtown Historic District Association concerning our available parking space and will continue to let businesses in the area know the availability. He reported that the previous IT person had set up a lease with Microsoft so that they are responsible for providing service for the whole system. Al explained that the decline in CCO payments is due to a CCO review of applicants and finding that many applicants were not qualified. Commissioner Gearin complimented the drivers on the good job the busses did during the Cruise Ship season. Chair Kleczek asked if there was a policy that had a time limit for submitting bills to the District. Al did not think that there was a policy. Commissioner Gaebel suggested placing the policy on the invoices with a note that exceptions would be on a case by case basis.
Commissioner Servino moved to approve the September 2016 Financial Report
Commissioner Widener seconded the motion
Discussion- None
Motion passed by unanimous aye vote
8. OLD BUSINESS

- a. BOARD GOAL SETTING SESSION- Executive Director Hazen said he would like to set up a Board Goal Setting Session in January. He has sent out a doodle poll to assist in setting the date. Executive Director Hazen has contacted Special Districts who will provide facilitators as part of their contracted services.
- b. EXECUTIVE DIRECTOR EVALUATION PROCESS- Chair Kleczek reported that the Executive Director Evaluation Committee (EDEC) had met and determined that the Executive Director Evaluation Forms will be distributed to the Board and staff and once they are returned they will be processed. Then one or two of the EDEC will meet with the Executive Director in his office to administer the evaluation. An Executive Session will be added to the next Board meeting agenda for the discussion of potential compensation changes. Any compensation changes must be approved by the Board after coming out of Executive Session and during the regular Board meeting.

Commissioner Lewicki moved to approve process of the Executive Director Evaluation and compensation administration process as stated

Commissioner Gearin seconded the motion

Discussion- Commissioner Servino asked for clarification on the process and motion

Motion passed unanimously

9. NEW BUSINESS

- a. ODOT AGREEMENT 31459 FOR 5339 GRANT AWARD FOR VEHICLE PURCHASE- Executive Director Hazen requested approval of the ODOT agreement 31459 for the purchase of 2 buses. The Grant is for \$390,000 and our match is \$58,500.

Commissioner Gearin moved to approve ODOT agreement 31459 for the purchase of 2 buses

Commissioner MacDonald seconded the motion

Discussion-Executive Director Hazen reported he is looking into being able to make one of the buses a low floor bus.

Motion passed by unanimous aye vote of all Commissioners present

- b. APPOINT NEW MEMBER OF THE SENIOR AND DISABLED TRANSPORTATION ADVISORY COMMITTEE-Shana Verley reported that the Senior and Disabled Transportation Advisory Committee had voted at their last meeting to recommend that the Board of Commissioners appoint Pamela Alegria to fill the vacant seat on the committee.

Commissioner Gaebel moved to approve the appointment

Commissioner Widener seconded the motion

Discussion-None

Motion passed unanimously

- c. SPECIAL DISTRICTS BOARD BEST PRACTICES- Mary explained that the focus for this year's Special District Association of Oregon Board Best Practices requirements are based on the Oregon Government Ethics Law for Public Officials. Mary reviewed the application questions which when completed and submitted will earn the District discounts on their overall liability insurance premiums. The Board was required to receive and read the Oregon Government Ethics Law for Public Officials and answer a series of questions that will be submitted.

- d. RESOLUTION 2016-02 NUMBER CORRECTION-Mary explained that Resolution 2016-02 was numbered incorrectly and should have been Resolution 2016-05 and no content of the resolution needed to be changed.

Chair Kleczek move to change Resolution 2016-02 to 2016-05

Commissioner Macdonald seconded the motion

Discussion-None

Motion passed unanimously

- 10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen updated the Board on several items: The current status of the IT services contract which he has sent to Jeaneyse Snow. Columbia County still is looking for an Executive Director. Trimet is looking at SETD to be a part of a study for the new Hop Pass system. Ridership is up in general and specifically on the Connector. The Point Bus has added a stop at the Sunset Transit Center in Beaverton. The Transit Kiosk in Seaside still does not have Credit Card Service due to an existing contract that will expire in March. The Transcription service examples were reviewed and discussed and the purchase of a better recording system was discussed and recommended. Commissioner Lewicki suggested that there be a time code placed down the side of the transcription.

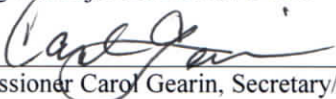
- 11. Chair Kleczek presented Tami Carlson a certificate for her completion of Drug and Alcohol Program Management.

12. LEADERSHIP TEAM REPORTS- Reports submitted for September 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.
13. CORRESPONDENCE-Mary passed around cards from Rae Goeforth's daughter and from a Paratransit rider.
14. PUBLIC COMMENT-None
15. OTHER ITEMS

An audio recording of the Sunset Empire Transportation District's October 2016 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- October 27, 2016.

Meeting was adjourned at 10:15 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 1/16/17

Mission Statement

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