



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES  
July 28, 2016**

Long Range Comprehensive Transportation Plan (LRCTP) Workshop- 9:00 AM-An overview of the completed Long-Range Comprehensive Transportation Plan prepared by Nelson Nygaard and Associates was presented to the Board by associates Scott Chapman and Stephanie Wright. The plan has many recommendations to improve and increase service. The plan will be made available for public review and input for the next 3 weeks. A Public Hearing for public input and the adoption of the plan by the Board will take place at the next Board of Commissioners meeting on August 25, 2016.

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:15 am.

2. ROLL CALL:

Present: Chair Kathy Kleczek, Vice Chair Paul Lewicki, Commissioner Kevin Widener, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner MacDonald was excused from meeting at 10:50 am.

Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Human Resources, Tami Carlson, RideCare Manager Jason Jones, Operations Manager Scott Earls, Mobility Manager Shana Verley, Paratransit Manager Jennifer Geisler and Transportation Options Specialist Shasia Fry.

3. CHANGES TO AGENDA- Commissioner MacDonald requested that Board appointment of new members to the Senior and Disabled Committee and the selection of a new Board Member be moved up on agenda to allow him to vote before having to leave at 10:30 AM.

4. PUBLIC COMMENT- Greg Tarvin a resident of Astoria requested that there be weekend service to Emerald Heights so riders do not have to walk all the way down to Highway 30. Greg also asked why repairs to the buses are not made at night instead of during the day which causes them to be late. Greg also suggested that new driver training be moved to the middle of the day so that the training does not interfere with the bus driver and cause the buses to run 15 minutes late first thing in the morning. Chair Kleczek said that the buses being on schedule is very important to the Board and will take his comments and suggestions into consideration. No other public comments made.

5. OLD BUSINESS

- a. Cannon Beach Intergovernmental Agreement- Executive Director Hazen noted that the cost per hour of the contract does not actually capture the operational costs and staff will be working on more marketing to the hotels. Executive Director Hazen recommended the approval of the agreement as is and he will evaluate the hourly rates for presentation to the Board next year.

Commissioner Widener moved to approve the Cannon Beach Intergovernmental Agreement for 2016-2017

Commissioner MacDonald seconded the motion

Discussion- Scott Earls said that lunch breaks for the drivers is taking place.

Motion passed by unanimous aye vote.

- b. Senior and Disabled Transportation Committee- New Member Appointments- Executive Director Hazen corrected his original cover letter saying there are not 5 but 4 vacancies. Executive Director Hazen recommended reappointing Patrick Preston to position #1 for another term, Larry Miller to position #2 for another term and recommended staggering the terms of the new members with appointment of Margaret Chenowith to position #3 term expiring June 30 2018, Barbara Carson to position #4 term expiring June 30 2017 and Merry Greget to position #5 term expiring June 30, 2018.

Commissioner Widener moved to re-appoint Patrick Preston and Larry Miller and to appoint Margaret Chenowith, Barbara Carson and Mary Greget to the Senior and Disabled Transportation Committee.

Commissioner Lewicki seconded the motion

Discussion-None

Motion passed by unanimous aye vote of Commissioners present

6. NEW BUSINESS

- a. **Board Vacancy-** Applicants Lylla Gaebel and Pamela Alegria each spoke about their experience and why they were interested in being on the SETD Board of Commissioners followed by a question and answer period by the Board.
    - Commissioner Widener moved to appoint Pamela Alegria as Board Commissioner
    - Commissioner Jim Servino seconded the motion
    - Discussion-Commissioner Widener discussed Pamela's qualifications and Commissioner Gearin discussed Lylla's qualifications.
    - Commissioner Lewicki-nay
    - Commissioner Widener-aye
    - Commissioner Gearin-nay
    - Commissioner Servino-aye
    - Chair Kleczek-nay
    - 2 Aye and 3 Nay- Motion did not pass
  
    - Commissioner Gearin moved to appoint Lylla Gaebel as Board Commissioner
    - Commissioner Lewicki seconded the motion
    - Discussion- None
    - Motion passed by unanimous aye vote of all Commissioners present
    - Commissioner Gaebel was sworn in as the SETD Board Commissioner Position #1
  - b. **Transcription Costs-** Executive Director Hazen presented several different costs for transcription services. The Board agreed to move forward for the Budget Minutes to be transcribed.
  - c. **ODOT Agreement #31389-** Executive Director Hazen asked the Board to approve his signing of this agreement for the purchase of 2 new smaller Paratransit vans.
    - Commissioner Gearin moved to authorize Executive Director Hazen to sign ODOT Agreement #31389
    - Commissioner Lewicki seconded the motion
    - Discussion- None
    - Motion passed by unanimous aye vote of all Commissioners present
7. **APPROVAL OF JUNE 30, 2016 MEETING MINUTES-**
    - Commissioner Widener moved to accept the minutes as presented
    - Commissioner Gearin seconded the motion
    - Discussion- Commissioner Servino requested removal of extra word on last page of minutes
    - Motion passed by unanimous aye vote of all commissioners present
  8. **CORRESPONDENCE-** Chair Kleczek read an invitation to the Board to attend Oregon State College Alumni gathering at the County Fair and an announcement of upcoming SDAO events including Board trainings.
  9. **CHAIR AND COMMISSIONERS REPORT-**Commissioner Widener reported walking for SETD in the 4<sup>th</sup> of July parades, riding with the Transportation Ops training, attended the Senior and Disabled Transportation Meeting and attended a town hall meeting with Senator Merkley. Chair Kleczek thanked Vice Chair Lewicki for covering the Budget Hearing and Board Meeting when she was unable to attend.
  10. **FINANCIAL REPORTS- JUNE 2016**
    - Financial Officer Al Hernandez explained that the June report is a preliminary report as it is the year end and the auditors are not scheduled to be here until the end of October. Al explained that during the year accounting is done on a cash basis but at year end it is changed to an accrual basis.
    - Commissioner Widener moved to accept the June 2016 Financial Report
    - Commissioner Gearin seconded the motion
    - Discussion- None
    - Motion passed by unanimous aye vote of all Commissioners present
  11. **EXECUTIVE DIRECTOR REPORT-** Executive Director Hazen reviewed report presented.
  12. **LEADERSHIP TEAM REPORTS-** Reports submitted for June 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information

Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.


13. PUBLIC COMMENT- None

14. OTHER ITEMS- Chair Kleczek showed the new bus schedules, shelter map schedules and new logo stickers that Mary has been working on and complimented her on the design and improvements. Scott Earls was presented with the certificate for his completion of the Transit Safety and Security Certification Course from CTAA.

An audio recording of the Sunset Empire Transportation District's July 2016 Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- July 19, 2016.

Meeting was adjourned at 11:35 AM

Mary Parker, Recording Secretary

  
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Commissioner Carol Gearin, Secretary/Treasurer

Date 9/22/16

*Mission Statement*

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