



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
SEPTEMBER 22, 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, Commissioner Carol Gearin and Commissioner MacDonald. Commissioner Gaebel was excused.
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 Manager Jennifer Geisler and Transportation Options Specialist Shasia Fry.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- Donna Lynch from Seaside stated that she has concerns and complaints about the RideCare Gas Voucher program and that she has an adversarial relationship with Jason that is going nowhere. Donna stated that she was recently denied a gas voucher by RideCare due to her son not attending a class she had taken him to. Donna stated that she was told that since her son did not attend the class that OHP could not be billed so a gas voucher could not be issued. Donna said that this gas money was important to her and she checked with Medix Ambulance and K and M which both said they still get paid for trips whether the client actually attends the appointment or not. Donna stated that she had an aggressive discussion with Jason about this matter and that is why she came to the meeting today. Donna also wanted to remind Jason that he works for and is paid by the public. Donna explained the required steps of the voucher reimbursement process. Chair Kleczek reminded Donna that she had used 3 minutes. Donna stated she is tired of dealing with Jason and if someone doesn't do something with him she is going to go to Debbie Boone. Donna said she told Jason she was going to come to the Board meeting and plans to continue coming to the meetings until he changes his attitude. Chair Kleczek ended Public Comment, thanked Donna for her comments and said the Board makes policy for the District and recommended Donna contact Executive Director Hazen for further discussion.
5. APPROVAL OF AUGUST 25, 2016 MEETING MINUTES
Commissioner Servino moved to approve the August 2016 Board Minutes
Commissioner MacDonald seconded the motion
Discussion-None
Motion passed by unanimous aye vote.
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Lewicki- Expressed what a pleasant experience an unpleasant event had been in honoring Rae Goforth at her memorial and how impressed he was at the presentation given by Rae's granddaughter.
 - b. Commissioner Widener- No comment
 - c. Commissioner MacDonald- Echoed Paul's comments about Rae's memorial service.
 - d. Commissioner Gearin- Agreed with Paul's comments about Rae's memorial and added that she learned a lot about Rae that she had not previously known.
 - e. Commissioner Servino- No comment as a Commissioner, but said he was truly touched by how long Rae had served on this Board and all the highs and lows she had been through and to know from her efforts it has come to where it is now.
 - f. Chair Kleczek- Commented that she had also attended Rae's memorial and what her granddaughter had to say really struck her and she can only hope that someday people will say the same types of things about the work that we have done, the job that we do and the energy that we put into making our community more of a community and a better place to live. These are big shoes we have to fill. Kathy also reported that as an ACT member she attended the legislative committee's regional roundtable that was in Hillsboro. Kathy said there was a lot of discussion about the vital importance of Highway 101.
7. FINANCIAL REPORTS-JULY 2016
Chair Kleczek asked if Al would contact ADHDA this month as she had asked him to contact them last month as prospective users of the vacant parking spaces. Chair Kleczek stated that she had asked Al for an update on the use of the \$1800 QuickBooks annual support service. Al said he uses this service quite a bit and feels it is worth it. There was

discussion about cost allocation plan which is currently as it was when approved in the budget. Al said if any future changes need to be made he will bring them before the Board.

Commissioner Widener moved to approve the August 2016 Financial Report as presented

Commissioner Gearin seconded the motion

Discussion- None

Motion passed by unanimous aye vote

8. OLD BUSINESS

a. Approval of Long Range Comprehensive Transportation Plan-

Executive Director Hazen reported that this is a continuum from the presentations at the last 2 Board meetings.

Commissioner Lewicki moved to accept Resolution 2016-02 to adopt the plan

Commissioner Widener seconded the motion

Discussion- Chair Kleczek asked if there had been any feedback from any of the towns or other entities that could be effected. Executive Director Hazen stated that he will be setting up meetings with all the city and county planners so the consultants can begin work with them and there is also work being done with a new grant that Tillamook recently received that involves Cannon Beach and Manzanita and will enhance the Connector service. Commissioner Widener said that the plan was given to the city of Cannon Beach for review at the last meeting. Chair Kleczek commented that she appreciated all the hard work and investigations that the consultants put into this report.

Motion passed by roll call vote

Name	Aye	Nay	Absent
Chair Kleczek	X		
Commissioner Gaebel			X
Commissioner Gearin	X		
Commissioner Widener	X		
Commissioner MacDonald	X		
Commissioner Lewicki	X		
Commissioner Servino	X		

b. Information Technology Services-

Executive Director Hazen reported that after review of the Request For Quote (RFQ's) submitted and after consulting with John and Al, he is recommending that we move forward with approving mindSHIFT as the provider of our IT support. Commissioner Lewicki commented that he requested that the Board take a look at the RFQ's submitted because of what we went through last time and he that he is very pleased with how comprehensive, professional and a fully adequate these are. Commissioner Gearin expressed concerns that mindSHIFT will not work on equipment they do not approve and wondered when they would be looking at our equipment. She also had concerns with inconsistencies in what they say they will do, the cost of service calls, addition errors and spelling errors. Chair Kleczek noted that there is no mention of them helping us on our website or protecting us through our website and they will only cover 24 work sites and email addresses and we have many more than that. Chair Kleczek also said their recommended spend on equipment in the first 6 months is about \$17,000, there are no reports on the references that we asked for on either company, they say our back up will be retiring in 1 to 6 months and it was just replaced and they say we do not have a plan on cloud storage. Executive Director Hazen reported that he had checked the references on mindShift and Mossytech and he received glowing references on each of them. Commissioner Servino asked Executive Director Hazen besides price what the determining factor was. Executive Director Hazen said it was the price. Commissioner Servino asked if these proposals came back right around the same price which of these companies would you go with. Executive Director Hazen said he would choose mindSHIFT because they have been in the business quite some time.

Commissioner Lewicki moved to authorize Executive Director Hazen to proceed with his recommendation of mindSHIFT to provide us with IT services.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Servino stated he is fine with this but asked that the questions that have been brought up here be addressed by the Executive Director. Commissioner Widener stated that he agreed with that. Executive Director Hazen summarized that he would answer the Boards questions previously asked that any other questions from the Board be emailed to him by tomorrow. Commissioner Gearin said if the only deciding factor was cost she would like it to be some other factor like location. Executive Director Hazen said that geographic location cannot be a factor due to federal procurement rules. Chair Kleczek stated that she would like the cost of the upcoming recommended changes that will need to be made within

the next 6 to 12 months which is in the ball park of \$20,000, be taken into consideration as it may make the cost of the proposal a totally different number. Commissioner Lewicki said if the \$20,000 was in the budget as an IT expense, so be it, but if it is not in the budget it cannot be done anyway and there would have to be a supplemental budget approved. Executive Director Hazen said there will be a supplemental budget next month to take wages out of the personnel line to be moved into materials and services. Commissioner Gearin noted that the 24 users needs to be corrected and recalculated for each additional user. Commissioner Servino summarized that these are all things we cannot possibly cover and I am confident to leaving this up to the Executive Director for his final decision and he is well aware that he bears a responsibility for making a good decision so I am willing to move forward. Commissioner Lewicki called the question and Chair Kleczek called for the vote.

Commissioner Lewicki- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Gearin- Aye
Commissioner Servino Aye
Chair Kleczek- Nay
Motion Passed

- c. Transcription Update-
Executive Director Hazen will send copies of the transcribed minute examples to the Board once he receives all 3 examples.
- d. QuickBooks Update-
Executive Director Hazen verified with Konner that we are being backed up in the cloud.
- e. Used Bus Purchases-
Executive Director Hazen said the new used buses ride very well. The buses seat 35 and have additional room for 42 riders to stand. Executive Director Hazen invited the Board outside to see and take a quick ride on one following the meeting.
- f. Internal Revenue Service-
Executive Director Hazen reviewed the long process of waiting for the IRS to finalize the refund of a fine we had paid and were excused from. Chair Kleczek asked that Ronald Bline's name be removed from the IRS mailing contact and replaced with current contact information.
- g. Website Update-
Executive Director Hazen reported that we are moving forward with building the web platform. Chair Kleczek requested that in the meantime we continue updating our website and replacing stock photos with our own photos.

9. NEW BUSINESS

- a. Executive Director Annual Review Process Discussion
Executive Director Hazen asked that the Board give direction setting a date and processing. Board direction included having the Evaluation Committee and Tami from Human Resources work together and the following instructions-
 1. Executive Director Evaluation will take place at the December 8th Board meeting
 2. Executive Director Evaluating Committee Meeting to be scheduled in October
 3. Tami will present policies, procedures and examples of evaluation forms to the Evaluation Committee
 4. Tami to include the wage comparison study from January 2016 in meeting forms
- b. Set Date: Board Policy Committee Meeting
 1. Set a date with a doodle poll to choose date in October
 2. Review the existing policies
 3. Develop new policies
 4. Board please send policy suggestions to Executive Director Hazen
- c. Drive Less Connect Presentation-
Shasia Fry, Transportation Options Specialist presented the 2016 Drive Less Connect challenge overview. The challenge will run from October 1 thru October 15 and is supported by ODOT. Everyone can participate by signing up on the Drive Less website. In 2015 there were 715 new users that logged in and there are overall 29,000 people logged into the website. The goal is to encourage people to choose healthy, green travel options for work, school and play, plus add some fun into participant's daily routine. Participants are encouraged to burn calories instead of gas by biking to work, walking to the store or telecommuting and working at home. Participants are eligible to win prizes by logging their activities. Shasia will be doing a lot of outreach in Tillamook and Columbia County while

riding the bus and signing riders up. Posters will be put up throughout the region and flyers have been inserted in the local papers.

- d. Transit Asset Management: Designation of Accountable Executive- Executive Director Hazen reviewed the Federal Transit Agencies Transit Asset management plan and the need for the District to appoint an Accountable Executive.
Commissioner Gearin moved to nominate Executive Director Hazen as the designated Accountable Executive
Commissioner Lewicki seconded the motion
Chair Kleczek commented that Jeff was being designated not nominated as the Accountable Executive
Motion passed unanimously

10. CORRESPONDENCE-

- a. Oregon Public Transportation Plan- Executive Director Hazen encouraged Board members to participate either through the online open house or by attending the upcoming meetings scheduled in the Portland area.
- b. Oregon State University Extension- Invitation to attend the forestry demonstration.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report presented.

12. LEADERSHIP TEAM REPORTS- Reports submitted for June 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. PUBLIC COMMENT- Donna Lynch stated that she was sorry to take up more time but she felt that this is very important. Donna challenged everyone to call RideCare 3 times in one day and average what the wait time on hold is. Donna said it should be around 10 minutes. Donna also stated that the accounting information discussed today indicated there is some wiggle room in the transit budget, and suggested that more people be hired to answer the phones as the girls are run ragged and are so stressed. They need more help down there. Donna stated she did not know who is responsible for that but as a member of the public that uses RideCare all the time, they need more help. Donna was encouraged to contact Executive Director Hazen.

14. OTHER ITEMS-

An audio recording of the Sunset Empire Transportation District's September 2016 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- September 22, 2016.

Meeting was adjourned at 11:00 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 3/2/17

Mission Statement

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