



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES**

**October 5, 2017 (September Meeting rescheduled)**

1. CALL TO ORDER- Chair Kathy Kleczek called the September Board meeting to order at 9:03 am.
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Commissioner Pamela Alegria. Commissioner Tracy MacDonald, Commissioner Kevin Widener and Vice Chair, Carol Gearin arrived at 9:10 AM. Secretary/Treasurer, Lylla Gaebel was excused.  
  
Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Paratransit Supervisor, Jennifer Geisler, Human Resources, Tami Carlson and Transportation Options, Mathew Weintraub
3. CHANGES TO AGENDA- Executive Director Hazen requested moving item 9 a. Clatsop Community College Pass Program to the first item in Old Business so that College President Chris Breitmeyer can discuss program and then leave the meeting. Chair Kleczek approved.
4. PUBLIC COMMENT- None
5. APPROVAL OF AUGUST 24, 2017 BOARD MEETING MINUTES-  
Commissioner MacDonald moved to approve the August 24, 2017 Board Minutes  
Commissioner Alegria seconded the motion  
Discussion- A typo was noted on Page 4.B.  
Commissioner MacDonald restated motion to approved as corrected  
Commissioner Alegria seconded motion to approve minutes as corrected.  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- Reported that she attended the SDAO Board Training in Newport and that it was very good.
  - b. Commissioner Widener- Reported he had attended the OTA Conference in Pendleton.
  - c. Commissioner MacDonald- Reported that he had also attended the SDAO Board Training in Newport and thought it was a very good presentation.
  - d. Chair Kleczek- Reported that she also had attended the OTA Conference and there is a lot of excitement about the transportation package at the state and the potential it is going to have and is looking forward to that.
7. FINANCIAL REPORTS- July 2017  
Financial Officer Tracy Lofstrom reviewed the August 2017 Financial Report.  
Commissioner Widener moved to accept the August 2017 Financial Report as presented.  
Commissioner Alegria seconded the motion  
Discussion- Tracy answered several questions  
Motion passed unanimously  
  
Tracy reviewed the June 2016 Audit report deficiencies and the recommended corrective action which will be filed with the State. One of the deficiencies was the lack of supervisory review of Journal Entries. The corrective action will be to hire an outside accounting firm to review Journal Entries once made. The District will make use

of the audit trail function in Quick Books and have it reviewed on a regular basis. There was further discussion on the Corrective Action plan presented.

Commissioner Gearin moved to give Chair Kleczek and Executive Director Hazen permission to sign the 2016 Audit Corrective Action Plan

Commissioner MacDonald seconded the motion

Discussion-None

Motion passed.

## 8. OLD BUSINESS

- a. Board Vacancy- Chair Kleczek announced that there were 5 applicants for the Board vacancy and 4 attending today's meeting. Chair Kleczek asked each of the applicants to introduce themselves and tell the Board why they want to serve on the Board. Lin Anderson, Ricky Daily, Bryan Kidder and Chris Ousley each gave an overview of their interest, experience, qualifications and reasons for wanting to serve on the Board.

Vice Chair Gearin moved that the Board wait until the December 14th meeting to appoint a new Board member

Commissioner Widener seconded the motion

Discussion-Board members thanked the applicants for coming to the meeting

Motion passed unanimously

- b. Seaside Urban Renewal- Executive Director Hazen reported that Seaside has designated an area for urban renewal. Urban Renewal Agencies by law must respond to any written recommendations from a taxing district. The SETD Board had submitted a letter to the Seaside Urban Renewal Agency with recommendations. The Board did not feel that the City of Seaside's response was responsive enough. law. The Board directed SETD legal counsel to review and draft a response letter to the no-response letter.

- c. Intergovernmental Agreement with Columbia County for the Lower Columbia Connector Route- Executive Director Hazen reported that this agreement is the same as the previous agreement approved in the last biennium except for dates and the ODOT agreement number. Funding remains the same and there are no service changes. Hazen verified that the agreement went before Columbia County's legal counsel prior to it being sent to SETD.

Commissioner Widener moved to adopt the Lower Columbia Connector agreement and give Chair Kleczek permission to sign

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously.

## 9. NEW BUSINESS-

- a. Clatsop Community College Pass Program- Clatsop Community College President, Chris Breitmeyer spoke about the importance of public transportation to college students and the other benefits of Clatsop College establishing a partnership with SETD. Executive Director Hazen asked that the Board allow him to have further discussions with the College to set up a program like the student pass program SETD has with the Job Corp which costs \$5 per student per quarter. Chris proposed that there be a trial period where college students can ride the bus for free to evaluate if the usage is feasible before committing. There was further discussion and recommendations from the Board.

Commissioner MacDonald moved to allow staff to move forward and investigate the College Pass program and bring information and a proposal to the Board.

Commissioner Gearin seconded the motion

Discussion -None

Motion passed unanimously

- a. Intergovernmental Agreement with Clatsop County Emergency Management Division- Executive Director Hazen reported the agreement has been reviewed by Attorney Blair Henningsgaard and gives the District the ability to respond to emergencies and seek reimbursements if called to assist in a declared emergency. Only SETD drivers would be operating the busses however there were questions on the overall authority of the county and if SETD would get reimbursed if the busses were commandeered and not driven by our drivers. Executive Director Hazen said he did not know how it would play out if FEMA came in. Chair Kleczek had concerns since SETD is a separate taxing entity we may need to have our own agreement in place. Executive Director Hazen will look into this.

Commissioner Gearin moved to accept the Intergovernmental Agreement with the Clatsop County Emergency Management Division and have the Board Chair sign the agreement  
Commissioner MacDonald seconded the motion  
Discussion-None  
Motion passed unanimously

- b. Transit Bus Summit- Executive Director Hazen reported that he was invited to attend the Bus Summit in Atlanta in February which is only offered to 50 transit directors across the nation and includes several round table discussions and learning opportunities. The Summit is scheduled during the February Board meeting so Jeff asked for the Boards permission to either change the date of the February Board meeting or have Paul sit in for him. The Board agreed that Jeff should attend the Bus Summit and that Paul sit in.

10. CORRESPONDENCE- Executive Director Hazen shared the thank you card received from Jim Servino and the unique invitation for the 50<sup>th</sup> anniversary of the Astoria Library which was made to look exactly like an old yellow library book check out card. Jeff reported that following the shooting in Las Vegas, Tami had reached out to check on a former employee that now lives there to make sure they were doing ok.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen went over several items in the report he submitted.

Driver Update- Paul Lewicki reported that to date there has been an increase of one new driver, one driver has retired and a driver transferred to Paratransit.. Paul said he has been working with Tami to reach out to professional job sights on line for drivers. Paul said it has been difficult during the cruise ships but the drivers did a fabulous job but drivers are now suffering from burn out. Jeff said he wanted to give major kudos to Steve Weinert who has been working massive hours doing all the scheduling and driving as well. Chair Kleczek suggested giving the drivers gift certificates for all their effort to let them know we are behind them. Commissioner Gearin suggested utilizing a Gotcha Program where employees are awarded for their work with a gift certificate.

Commissioner Gearin moved that we give the drivers thank you gift cards

Commissioner Widener seconded the motion

Discussion- Commissioner Alegria suggested that this be extended to all employees in some form. Chair Kleczek said the motion is for driver appreciation at this time.

Motion passed unanimously

OTA-Executive Director Hazen reported on the driver Rodeo at OTA which is pretty tough and that the OTA conference will be in Seaside next year. Jeff said that he has put the strategic priorities updates in red this time and will change the color every month.

Chair Kleczek asked about the Strategic Plan goal to bring ridership up by 15% and asked how this is tracked. Jeff said that the drivers count each rider using a tally counter and this information is given to John who enters it into a spreadsheet every day. Chair Kleczek asked about the employee retention plan goal which was to have less than a 20% turnover which is at 7.5% accumulative and asked if there was a plan in place. Jeff said Tami is currently doing a wage study which he is waiting for. Chair Kleczek asked if there is any Team Building being done because it was important to the Board that there are be regular monthly meetings so there is an opportunity the Team to be heard and recognized. Chair Kleczek also asked about the status of the SETD Emergency Plan.

12. LEADERSHIP TEAM REPORTS- Reports submitted for September 2017: Operations- Paul Lewicki, IT/Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.

At 11:32 Chair Kleczek called for a 10 minute break

13. EXECUTIVE SESSION-192.660 (2)(i)-

At 11:45 AM, Chair Kleczek called the Board into Executive Session to review and evaluate the job performance of the Chief Executive Officer.

At 12:20 PM- Executive Session ended and Chair Kleczek called the regular meeting back to order.

Commissioner Gearin moved that the Board Chair and Vice Chair deliver the evaluation to Executive Director Hazen in a time that is agreeable

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

14. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT- Chair Kleczek reported that due to extenuating circumstances the new Executive Director Employment Agreement did not get completed and asked that the new Employment Agreement be tabled at this time and that Jeff continue under the current agreement. Jeff stated that he was in agreement with this.

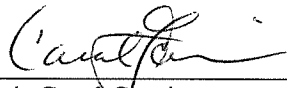
15. PUBLIC COMMENT- None

16. OTHER ITEMS- Commissioner MacDonald asked if there was a policy on Board members serving on committees in the community. Chair Kleczek said that as a citizen Commissioner MacDonald could serve on any committee, but he would need to be appointed by the Chair if representing the SETD Board and that a policy explaining that was a good idea.

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: [www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- August 2017](http://www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- August 2017)

Meeting was adjourned at 12:45 AM

Mary Parker, Recording Secretary



Vice Chair Carol Gearin

Date 12/14/17

*Mission Statement*

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