



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
October 26, 2017**

1. CALL TO ORDER- Vice Chair Carol Gearin called the meeting to order at 9:02 AM followed by the Pledge of Allegiance.
2. ROLL CALL:
Present: Vice Chair Carol Gearin, Commissioner Pamela Alegria. Commissioner Tracy MacDonald and Commissioner Kevin Widener. Chair Kathy Kleczek and Commissioner Lylla Gaebel were excused.
3. CHANGES TO AGENDA- Executive Director Hazen requested and Vice Chair Gearin agreed to add the Kyocera Copier contract under New Business.
4. PUBLIC COMMENT- Scott Staples, 40357 Hunt Lane, a Board member applicant, introduced himself to the Board stating that he lives in Svensen and has been a rider for many years. A driver told him about the Board vacancy and suggested he apply. Scott said he would like to be on the Board to see what the procedures are, what the district does and to see if his input would be helpful.
5. APPROVAL OF OCTOBER 5, 2017 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve
Commissioner Widener seconded the motion
Discussion-Vice Chair Gearin stated Bryan Kidder's name was misspelled on page 3 and Laura's name was repeated twice.
Commissioner MacDonald restated motion to be approved as amended.
Commissioner Widener seconded the amended motion
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Nothing to report.
 - b. Commissioner Widener- Reported he had attended the Open House with representative Bonamici last week and attended the Democratic summit in Sun River last weekend. Kevin also reported he had attended the October County Commissioners meeting.
 - c. Commissioner MacDonald- Reported that he had talked with city staff in Seaside about how the urban renewal is going. He is hopeful that they understand and will respond to us better in the future.
 - d. Commissioner Gearin- Nothing to report
7. FINANCIAL REPORTS- October 2017
Financial Officer Tracy Lofstrom clarified several questions. No corrections were made to the report.
Commissioner MacDonald moved to approve the Financial Report as presented
Commissioner Widener seconded the motion
Motion passed unanimously
Executive Director Hazen complimented Tracy on the Accounts Receivable and Accounts Payable being up to date.
8. OLD BUSINESS

- a. Resolution 2017-06 Rosa Parks Day- Executive Director Hazen read Resolution 2017-06 which designates that on December 1st, Sunset Empire Transportation District will publicly honor Rosa Parks by reserving Rosa a seat on each SETD bus and provide other supporting information.

Commissioner Widener moved to approve Resolution 2017-06

Commissioner Alegria seconded the motion

Discussion- Commissioner Widener asked which front seat would be used since there always should be priority seating available in front for the disabled. Executive Director Hazen stated that it would be up to the driver, but only one front seat would be used.

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 Alegria	x		

9. NEW BUSINESS-

- a. Care Oregon Review -Executive Director Hazen reported that Care Oregon had recently completed a full review of RideCare and that Jason and his team basically received a score of 100%.

- b. SETD Discrimination and Harassment Policy

Executive Director Hazen stated that Chair Kleczek had requested a change be made to the policy adding gender and gender identification in all areas applicable to be consistent with our Title VI policy.

Commissioner MacDonald moved to approve the Discrimination and Harassment Policy as amended

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

- c. Kyocera Copier Purchase- Tracy discussed a lease proposal with Solutions Yes for a new Kyocera copier at the Transit Center. Tracy said that the lease will be for \$12,000. The Kyocera being used now will be moved to Operations in Warrenton and will be a large upgrade from what they currently have.

Commissioner Alegria moved to accept the new copier proposal

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed

10. 10. CORRESPONDENCE- None

- 11. 11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen added several items to his report. The Northwest Connector received a grant for a transit access study on shelters and amenities throughout the system. The 4 local shelters identified for study are in Knappa, Warrenton, Gearhart and Seaside. When the study is complete Northwest Connector will look for funding to make improvements. Executive Director Hazen is the chair of a committee that is evaluating the distribution of the 5311 Operational Grant which is currently an allocated grant. SETD received notification that there is an expected 8% increase in Timber Revenue raising the total payment from the budgeted \$150,000 to \$256,000. Executive Director Hazen said the new State Transportation funding is called STIP. A committee has been formed to begin rule making for the funding and to work on implementation. 90% of the new tax revenue raised in Clatsop County will come to SETD, 5% will go to statewide competitive process, 4% will go into a intercommunity process and 1% will go into a technical resource center being developed by ODOT to assist rural agencies that do not have staff. The new transportation tax will start being collected January 1st. The College Pass program that was being developed will need to be re-evaluated

to comply with environmental justice rulings. Vice Chair Gearin asked if the new Maintenance Supervisor position was in the budget. Executive Director Hazen said there is room in the budget and that the position will be needed for the increased recordkeeping required by new transit asset rules and also will improve the maintenance program and should reduce tow truck calls.

- 12. LEADERSHIP TEAM REPORTS- Reports submitted for October 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.
- 13. PUBLIC COMMENT- None
- 14. OTHER ITEMS-
- 15. An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- October 26, 2017

Meeting was adjourned at 9:55 AM

Mary Parker, Recording Secretary



Date 7.24.18

Secretary Treasurer Lylla Gaebel

Mission Statement

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