



BOARD OF COMMISSIONERS
MEETING MINUTES
December 14, 2017

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:03 am.
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2. ROLL CALL: Present: Chair Kathy Kleczek, Commissioner Pamela Alegria, Commissioner Kevin Widener, Commissioner Tracy MacDonald, Vice Chair Carol Gearin and Secretary/Treasurer Lylla Gaebel

Staff Present: Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Transit Center Manager John Layton, RideCare Manager Jason Jones, Operations Manager Paul Lewicki, Paratransit Supervisor Jennifer Geisler, Human Resources Tami Carlson, Transportation Options Specialist Matthew Weintraub and Executive Assistant Mary Parker.

3. CHANGES TO AGENDA- None requested.
4. PUBLIC COMMENT- None
5. APPROVAL OF OCTOBER AND NOVEMBER 2017 MEETING MINUTES

OCTOBER 26, 2017 Board Meeting

Commissioner Alegria –requested a comma following her name in roll call.

Commissioner Alegria moved to approve the October 2017 Minutes as corrected

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

Chair Kleczek and Commissioner Gaebel abstained due not being present at meeting

NOVEMBER 29, 2017 Board Minutes

Commissioner Gearin requested typo corrections on page 9- sick pay will be *added to the agreement- Upon end of employment* on page 10 – needs to be *a wage study ongoing Budget Meeting* should be followed by a period.

Commissioner Gaebel moved to approve the November 2017 Minutes as corrected

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Alegria- Nothing to report.
- b. Commissioner Widener- Attended SDAO training on Risk Management and Liability at Clatsop College.
- c. Commissioner MacDonald- Asked where he could make a suggestion about the bus stops in Knappa. Executive Director Hazen said that the Knappa stops are being evaluated for the Connector Bus Grant and that he will take any suggestions.
- d. Commissioner Gearin- Attended the Ride Care Advisory meeting in October. Gearin also said she had spoken with the Operations Manager at the Point Bus about their Gearhart stop and they are going to make that a mandatory stop.
- e. Commissioner Gaebel- Attended the open house for the Transportation Plan for Warrenton and was pleased to hear how involved Executive Director Hazen has been. Gaebel added that there was a lot of conversation about sidewalks being placed in the area specifically near the new shelter being put in by

Senior and Disabled Services. Gaebel also said that Fort George will be putting walking paths around their new facility in that area and she hoped Hazen being on the committee will push for these.

- f. Chair Kleczek- Reported that she had attended the NWACT Meeting and several projects are coming up which we are involved with. Kleczek thanked the staff for their work in putting together the beautiful Holiday celebration which was very nice and expressed how nice it was to visit with staff during the dinner.

7. FINANCIAL REPORTS-

October 2017- Tracy reviewed the October 2017 Exceptions Report presented in the Board Pack. Tracy clarified that SETD only receives payment for the Electric Charging station once a year. Tracy explained the posting error of \$10,507.88 she made to fares that should be correctly posted to RideCare Provider service reimbursement which brings account 4500 to a total to \$253,687.06. Chair Kleczek asked if there were checks and balances in place to prohibit overpayment at RideCare. Jason Jones explained the process that RideCare uses for checking and validating no shows and other services. Alegria requested the financial reports consistently spell RideCare one way. Kleczek asked about being over budget on phone and internet services. Tracy explained that she had looked into this and there is not a lot that can be changed. Gaebel asked if there had ever been an audit on usage on each of the lines. Tracy said that this was essentially what was just done and there were only 4 lines that were not being used. Kleczek stated that it is important to get our bills in line with our budget. Kleczek also questioned why computer and tech services are over budget. Tracy will check into this. Kleczek also asked if RideCare provider services in the general fund are over budget. Tracy will look into this.

Commissioner Gaebel moved to accept the October 2017 Financials as presented.

Commissioner Widener seconded the motion

Discussion- None

Motion passed by unanimous aye vote

November 2017- Tracy reviewed the November 2017 Exceptions Report presented in the Board Pack. Gaebel stated that the timber revenue is way up and it was her understanding that the excess that we had that was not budgeted for was not just going to be put in the General Fund and be put into the Capital Reserve Fund. Executive Director Hazen will look into this and see if there was a formal decision. Alegria asked if we had budgeted enough to cover the recent salary increases. Tracy said yes and Hazen verified that an increase in salaries had been budgeted for. Alegria asked if there are salary negotiations going on and if the timber revenue might be helpful for this increase. Kleczek said this would be something for the budget committee to look at. Alegria asked about RideCare expenses being over budget and what was going to be done. Hazen said he would be discussing this later in the meeting when reporting on the update of Columbia Pacific Coordinated Care Organization. Kleczek asked Tracy to make sure that the titles on the financials gets printed on them. Tracy also said a correction needed to be made to the total income for RideCare on page 33 under 4500 the correct total is \$248,783.88.

Commissioner Gaebel moved to accept the November 2017 Financials as presented

Commissioner Alegria seconded the motion

Discussion-None

Motion passed unanimously

10. OLD BUSINESS

- a. City of Seaside Urban Renewal- Hazen introduced the District's Legal Counsel, Heather Reynolds. Heather said she had been asked to review the actions of the Seaside Urban Renewal District concerning their adoption of the Urban Renewal Plan. Heather had sent a memo to the Board on November 15th. Heather stated that as long as the Urban Renewal District sends out their notice, which they did, beyond that they are not held to a very high standard and any ramifications and actions that the District takes becomes political not legal. Heather stated that there really is not a legal response that you can make at this time and that there was an opportunity for the District to appeal as an interested party, but the appeal

time has expired. Heather said at this point you have sent a letter telling Seaside what your concerns were. By statute they were required to accept, reject or modify your written recommendations, however you did not get a response and it is not included in their on line minutes. Widener said that the letter was not in either of the 2 packets and beyond that he did not know. Heather stated that a court could say since they did not do anything, that is evidence that they rejected your comments and after they have accepted, rejected or modified your comment, you have no legal recourse on that decision, only political recourse and intergovernmental negotiations so at this point there is nothing that legal counsel can do. Kleczek asked if SETD had been officially notified which Hazen confirmed. Kleczek questioned if the submitted letter was actually seen by the Urban Renewal District as the response was from the Seaside City Manager. MacDonald said that Winstanley is on the Urban Renewal Committee and the City Council. Heather said that the governing body by statute is supposed to do that. Heather said going forward, the process was not followed correctly and said there is not much of a remedy. Widener reported that there were letters in the meeting packets that addressed the renewal, but he thought that someone being there to bring up the letter would have been better. MacDonald who also attended a meeting believes that our letter was given to the members of the Urban Renewal Committee. Heather stated that obviously their formulation of what they are exactly going to be doing with the funds for infrastructure will be an on-going process with hearings for land use and permits, so obviously they will have to have participation. Heather advised having a close relationship with the city, letting them know you have major concerns and want to be at the table at the political commissioner level to their city council people. Alegria asked if the District could receive notification of the Urban Renewal meetings. Hazen will request that the District be notified. Alegria asked if the letter was on the record. MacDonald said it was in the packet. The Board directed the staff to follow up with SDAO lobbyists in getting some change to Urban Renewal laws so that Special Districts has more involvement.

b. Board Vacancy-

Commissioner Gaebel moved to approve Bryan Kidder

Commissioner Widener seconded the motion

Comments-Each Board member expressed their appreciation to the other applicants asking them to please stay involved with SETD.

Motion passed unanimously

Bryan Kidder was sworn into Position 7 by Chair Kleczek and joined the Board meeting.

c. Wage Study Update-

- i. Hazen gave an update on the TECH wage study being done through Portland State which looks at the total compensation package of each position. Hazen said this should be done by spring in time for Budget season. Hazen plans to delay the Local Government Personnel Institute (LGPI) study which is just a wage study until next fall so that it will include the wage increases usually done by municipalities in July. After Board input and discussion Kleczek said the Board is asking staff to continue with the TECH study and hold off on the LGPI study and it was recommended for Hazen to stay on top of the TECH study so it is received on time for the Budget process.

11. NEW BUSINESS

- a. Routes 20 & Pacific Connector Change- Paul Lewicki reported that Tillamook County Transportation has increased the number of times they are going to Cannon Beach from 2 to 4 times a day, eliminating SETD from having to go to Manzanita. Tillamook will now be making all of the Connector transfer/pick up stops at the Family Market in Cannon Beach. Lewicki said this change gives those coming from Tillamook much more time to access areas along the route as the last Tillamook bus leaves Cannon Beach going south at 7:23 PM. Lewicki said this change also gave us the ability to add one more route on the Route 20 during the week and 2 more loops on the Pacific Connector on the weekend. Lewicki said these increases will add about 5 working hours to the payroll which totals to \$275 per week.

Commissioner Widener moved to approve the proposed schedule changes to the Route 20 and the Pacific Connector

Commissioner MacDonald seconded the motion

Discussion- Chair Kleczek said that she is hopeful the buses are scheduled to allow them to be on time. Lewicki said that his focus going forward is to provide reliable on time performance on our buses.

Motion passed unanimously

- b. Bank Accounts Signature Authority- Gaebel stated that she thought it would be advantageous for Bryan to attend the SDAO Conference in February before he becomes a signer.

Commissioner Gaebel moved to add Bryan Kidder as a signer to our bank accounts effective February 2018.

Commissioner MacDonald seconded the motion

Discussion- Kidder asked why all Board members are signers? Gearin explained that there were difficult times when there was not an Executive Director and it was helpful to have more that could sign since it takes 2 signatures. Gaebel said she normally will be the signer as she is the secretary/treasurer but there have been times where there has been a need or an emergency where another signer is needed. Alegria stated a concern with the number of Board members that are signers and suggested that the signers like be the secretary/treasurer and the 2 most senior board members so they have a good idea of what is going on. Kleczek asked Alegria if she would like to have this reviewed as a policy by the Board policy committee. Alegria said yes. Gaebel called for the question.

Motion passed unanimously

- c. Special Districts Association of Oregon Annual Conference- Hazen announced that the SDAO Conference will be in Seaside in February 9th through 11th and is a great opportunity to learn but also to network with other 923 special Districts in the state. Hazen asked that every commissioner try and attend and fill out one of the registration forms in the Board Pack and get it to Mary so she can register everyone which the District will pay for with one check. Kleczek reviewed the sessions that are being offered specifically for Board members and stressed the importance of the entire Board attending these sessions as a group and attending is for the benefit of SETD and improving our role here.

Commissioner Gaebel moved that Chair Kleczek be the SETD delegate at the SDAO Conference

Commissioner MacDonald seconded

Motion passed unanimously

- d. Seaside Shelter Update- Paul Lewicki reported that he has been working with the City of Seaside to replace the shelter that was destroyed in Seaside. Lewicki said the next steps are to have a concrete contractor certify if the existing slab is sufficient, the shelter manufacturer give us a certificate for the shelter wind requirement and confirm with Tongue Point that their students will assist during installation. The shelters were already purchased several years ago. Hazen said it is highly unlikely that we will receive any reimbursement from the driver's insurance. Gaebel asked if the new shelters will have lights. Lewicki said yes. Kidder asked if there is any option to have a plaque placed somewhere recognizing the rider who was lost. Hazen said he was contacted by a gentleman who wanted to do something like that and he told him that he would have to have Board approval. Kleczek would like to give the person who has said he was working on this some space and not step on anyone toes or take away from any efforts being made. Following Board input and discussion Kleczek recommended waiting to see what the community comes up with and work together on the goal of memorializing the person that was lost.

- e. Columbia Pacific Coordinated Care Organization (CCO) Update- Hazen explained that the CCO pays RideCare a flat rate fee of \$9.90 per month per Medicaid member in Clatsop, Columbia and Tillamook Counties. Last year membership was at 27,000, after a re-evaluation membership went down to 23,000 members. Reduced membership and increased usage are increasing the cost of doing business with them. Hazen, Jason and Tracy met with the CCO last week. The meeting went well with the CCO proposing to

increase the per month reimbursement to \$10.89. Hazen explained that currently if revenues exceed expenses we reimburse the CCO 50% of that gain. If our expenses exceed our revenues the CCO pays us 50% of the expenses. Hazen said the CCO has been reimbursing RideCare for several quarters so we are only getting back 50% of the loss. The CCO is now proposing changing those numbers to Ridecare reimbursing the CCO at 30% and the CCO reimbursing RideCare at 70%. Hazen said we are currently running the numbers to see if we are there. After Board discussion Kleczek asked that when running the numbers you use the previous quarters of CCO reimbursements so we are tracking the downward trend for us and we can see, even with increased ridership and the \$1 increase per person if we are even coming close to floating. Kleczek also said \$1 per month sounds like a lot but with the amount of money going out to them per month it does not feel like we are going to make up the difference, hopefully it does or we can come up with a good proposal for them and say with this we can make it, or lets work creating an exit plan because we looked at this in the budget session we are in and we really do not have any breathing room and losing a hundred thousand dollars a month is something we cannot afford to do.

- f. Spring Board Meeting Location Change- Hazen said the Board has previously requested holding a Board meeting in south county and Hazen suggested being open to dates and times. After Board discussion the Board requested staff to look at and bring back options for setting up a Board meeting in South County in March or April.

12. CORRESPONDENCE- A thank you card was read from the Astor Street Oprey for allowing them to utilize the transit center basement for storage. The Board directed staff to ask that SETD be given sponsorship recognition by Astor Street Oprey. Kleczek reported that she and Carol had received an email from the Safety Committee that will be addressed during the Executive Director's report. Kleczek also reported that she and other Board members had received email correspondence in support of Bryan Kidder being appointed as a Board Commissioner.

13. EXECUTIVE DIRECTOR REPORT- Report was presented in Board Pack.

- Executive Director Hazen reported that the Safety Committee had sent out a letter concerning employee safety when working alone at the Transit Center on the weekend and asked Marcella Foeste to discuss her concerns with the Board. Marcella read a statement concerning an incident where she had been verbally abused. She reported this incident to the police. Marcella also reported that staff often has to clean up feces and vomit in the shelters and bathrooms which is totally gross. Marcella said because of the incident that occurred she is asking the Board to please provide security as it is not a good feeling to have someone come to the window and explode like that when you are alone. Marcella also said that when she leaves at night she is afraid that someone is going to hurt her especially when they have exploded like that. She also said that this is not the only incident like this. Marcella asked if there could be security provided for those that work alone and work late not just for staff but for customers too. Gaebel said we have talked about the Board's concerns about having only one person working for exactly these reasons. Gaebel said she totally concurs that either there be 2 people working all the time or have security present. Gaebel said she had been at the Transit Center during the week when there is one person in the Transit Center and Tracy working in the back with no one upstairs and no one to call. Gaebel said she also observed that the bushes are so tall that someone could hide in there and more light needs to be added to the transit area. Gearin stated that she totally agreed with what Gaebel had said and Gearin said maybe there could be a sign posted that the police will be called. Alegria wondered if a buzzer could be installed to let others in building know that help is needed but she said she was not sure about a sign as it might frighten people but on the other hand wants Marcella to be protected. Widener said he concurred and certainly been a witness to this and has himself been threatened and stated that we need security measures. Kidder thanked Marcella for her willingness to come forward as it is not an easy thing to do. Kidder also said maybe have the police come out and hear our concerns so they are familiar with the problems and look at other things that can be done. Kleczek stated that we have heard this concern and we are asking the staff to address these concerns and get back to us.
- Hazen said that the Point Bus will be discontinuing the stop at Hwy 53 and has advised riders they can board at the Camp 18 stop.

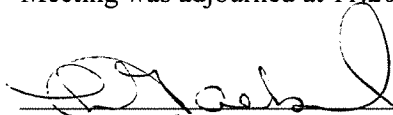
- Hazen announced that SETD is doing a Holiday Adopt a Family and the Board is welcome to participate.
- SDAO sent an update on the new Section 508 website requirements due in March. Hazen said he applied this URL to the SETD website and has sent Trillium the corrections that need to be made.
- Hazen is on the Safe Routes to School committee that will be writing the new rules for this program.
- Gaebel asked that we stay on top of the tax changes coming up.
- The Board requested that the Astor Street Oprey Company recognize SETD as a sponsor for the storage space that is provided at the Transit Center.
- Alegria asked the new reports could possibly be bulleted in the Executive Director report.

14. LEADERSHIP TEAM REPORTS- Reports submitted for the December 2017 Board Meeting: Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Transportation Options-Matthew Wientraub, Information Technology- John Layton, Marketing and Outreach- Mary Parker, RideCare- Jason Jones and Human Resources- Tami Carlson.
15. PUBLIC COMMENT- None
16. OTHER ITEMS- Commissioner Kidder thanked the Board for their confidence in him and thanked the other applicants and hoped they will stay involved.

An audio recording of the Sunset Empire Transportation District's December 2017 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- December 2017

Meeting was adjourned at 11:20 AM

Mary Parker, Recording Secretary



Commissioner Lylla Gaebel Secretary/Treasurer

Date 7.24.18

Mission Statement

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