

**SUNSET EMPIRE
TRANSPORTATION
DISTRICT**



**BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
January 25, 2018**

1. CALL TO ORDER- Vice Chair Carol Gearin called the meeting to order at 9:00 am.
2. ROLL CALL:
Present: Vice Chair Carol Gearin, Commissioner Pamela Alegria, Commissioner Tracy MacDonald, Commissioner Kevin Widener, Secretary/Treasurer Lylla Gaebel, Commissioner Bryan Kidder
Chair Kathy Kleczek attended meeting via phone from Thailand.

Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Paratransit Supervisor, Jennifer Geisler, Human Resources, Tami Carlson and Transportation Options, Matthew Weintraub,
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF DECEMBER 2017 BOARD MEETING MINUTES-
Comments- Several typos were presented for correction and Commissioner Kidder asked that the Board's request for the Astor Street Oprey Company to recognize SETD as a sponsor be included in the minutes.
Commissioner MacDonald moved to approve the December 2017 minutes as amended
Commissioner Widener seconded the motion
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Requested that the SETD acronym list be included in the Board Packs each month.
 - b. Commissioner Widener- Reported attending the Clatsop County Commissioners Meeting where there was discussion about the voter's pamphlet being printed again but he will wait to discuss this later in the meeting. He also attended Indivisible North Coast Oregon (INCO) Summit on January 20th and sat at the "Yes On 101" table and spoke at the Run for Something meeting which was interesting.
 - c. Commissioner MacDonald- Commended Executive Director Hazen for attending the Seaside Advisory Board meeting and also reported that Seaside City Manager Mark Winstanley's wife, Val had passed away unexpectedly.
 - d. Secretary/Treasurer Gaebel- Reported she had responded to the auto questionnaire from the auditors and went online and completed the SDIS Sexual Harassment training and had difficulty opening other sessions but after trying again she is now midway through George Dunkel's class. John Layton clarified that the required Adobe Flash is not on tablets. He advised using a desktop computer to access the SDIS training programs. Gaebel also reported that the Feasibility Study between SETD and Columbia County to evaluate expanding services is nearing conclusion and there were 3 recommendations made; forming a new district at Columbia County, Columbia County contracting with SETD or SETD would expand in some manner to encompass Columbia County. Gaebel said she anticipated the report will be out soon and on the February Board meeting agenda.
 - e. Commissioner Kidder- Reported he had also experienced some of the glitches with the SDIS trainings and will get with John to resolve. He also reported that as a private citizen he has been attending the

Astoria Mayor's Homelessness Task Force Committee and if anything comes up relating to transportation he will report it to the Board.

- f. Chair Kleczek- Reported while traveling she has been able to experience public transportation in other places of the world and it reminds her of how lucky we are to have the services we have.
- g. Vice Chair Gearin- Reported that she will be attending the Ride Care meeting tomorrow and that she has also completed several of the SDIS on line trainings. Vice Chair Gearin requested that staff send a sympathy card to Mark Winstanley from the District.

7. FINANCIAL REPORTS- December 2017

Commissioner Gaebel asked Tracy if the correction to the posting error of \$10,000 to fares last month would show in the current report. Tracy said yes this was corrected. Gaebel requested that if there is an error to the financials that the Board receive a copy of the corrections. Gaebel also said the motion made for the approval of the December Financials was incorrectly stated and should have been "approved as corrected" and reminded the Board that we need to be mindful of that, but it will be on the record now. Tracy said there is a correction on page 11 to the SETD Flex Lease payment which shows as a \$55,000 payment but was actually \$41,800. Gaebel requested that it would be helpful to have a sheet for the next meeting that shows these corrections. Vice Chair Gearin added that for the record, she had come in and discussed the financials with Tracy yesterday to get answers to a few questions she had. Tracy reviewed the December 2017 Exception Report. Commissioner Kidder asked about the 5001 ODOT grants saying that the year to date actual does not match up with what you had last October and November. Tracy said that she has to show what we anticipate we will receive for the grant and we have not received what was anticipated. Tracy said she will do a report that will show the changes on the grants. Tracy also said there is a \$9000 error on her part that she needs to correct on the grants. Kidder asked where the correction she has to make is. Tracy said it is under item 5000 and 5001 ODOT grants. Kidder asked about the \$21,000 bill under 8083 which has not been paid for a while. Tracy said this is insurance from the previous fiscal year and she will have to do some research to find out what this is and why we still owe it. Tracy said that Tillamook is almost 2 months behind on payments. Commissioner Gaebel asked Executive Director Hazen to speak with Tillamook as this has happened before and is happening again. Tracy passed out an updated credit card report as they were not included in the Board Pack.

Commissioner Gaebel moved to accept the January 2018 Financials as corrected.

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

8. OLD BUSINESS- None

9. NEW BUSINESS-

- a. Swiftly APP Presentation- Operations Manager Paul Lewicki presented information about the Swiftly App that will now be used on the busses. Paul explained that Swiftly is a program platform that will take the data from our buses using GIS for real time location of buses. Paul said Tillamook Transportation is using Swiftly and he used their program to demonstrate the real time data that Swiftly gives. Paul explained how all of the current bus locations and bus stops are shown and that the buses are color coded depending if they are early, on time, late or not operating and shows how many minutes off schedule each is. Paul reported that when Tillamook installed Swiftly it cut the number of calls from riders checking on where the buses were by 80%. Paul said what is important to us today is to have enough data to make good management decisions about the routes and have meaningful time tables and be as efficient as we can, unfortunately right now we do not know what our on time performance is and do not know what it should be because we do not have the data. This software will provide that for us. Paul said this program will drive all of our decisions in a more relevant way. Commissioner Kidder asked if you can marry this program with another program that tracks how many riders get on or off a bus. Paul said clearly we also need to know who is getting on and off the bus but to do that we would have to have automatic passenger counting software. Paul said the Swiftly app is compatible with many other apps. Kidder asked how long data would be collected before rolling it out to the riders. Paul said it should be available fairly quickly as we do not need to have any data analysis to roll this out and the processing we will be doing with the data will be in the background and done on an ongoing basis however we will probably collect data for 90

days before bringing it back to the Board. Paul said that we are turning the hardware on now and he will have an update on that at the next meeting.

- b. Transportation Options Presentation- Transportation Options Specialist Matthew Weintraub presented an overview of the Oregon Transportation Options Program. Matt explained that Transportation Options (TO) is a program that assists people in Oregon to have knowledge of and access to all Transportation Options. This is done using strategies and access to transportation choices like biking, walking, carpooling, vanpooling, public transportation or multimodal options. Transportation Options also focuses on the health benefits of multimodal transportation and the benefits of reducing CO2 emission when using single occupancy vehicles. Transportation Options is focused on improving transportation infrastructure, increasing reliability and access to transportation and reducing transportation costs. Ongoing outreach that he has been working on includes presentations specifically to larger employers in the region, social media promotions and partnering with other community programs and schools. TO has an annual Oregon Drive Less Connect program that encourages participants to track their healthy or low emission transportation choices for a week. The program offers great prizes and has been very successful. Matt covers Clatsop, Tillamook and Columbia Counties.
- c. National Rural Transit Assistance Program (RTAP) - Executive Director Hazen explained that he has been invited to serve on the RTAP Review Board. RTAP provides training materials, tools and resources to rural and tribal transit agencies. Hazen said he has used RTAP resources many times. There is a 3 year commitment for serving on the RTAP Review Board. He will need to attend 2 meetings a year but travel time will be paid for by RTAP. Jeff said his other current committee commitments after March are NWACT, PTAC and NWOTA.

Chair Kleczek moved that the Board support Executive Director Hazen's application to be on the RTAP Review Board

Commissioner Widener seconded the motion

Discussion- Commissioner Gaebel asked if Hazen is on any sub-committees. He answered not after March. Gaebel asked about presentations he might have to do. Hazen said they do some State things like manning a booth at OTA but he will not jump into every one. Gaebel said the very first meeting falls at Budget time so will you make sure that Paul has all the knowledge he needs to manage the Budget meeting. Hazen said he plans on scheduling the budget meeting later in May to give more time to Tracy and Paul who are new to the budget process. Chair Kleczek said she wants to consider the Budget members that are not on the Board in planning the meetings as well. Hazen said that the Department of Revenue does not want to release the STIF money until July so having the Budget meeting a little later might be better. Commissioner Gearin said that she went on line and checked on the expectations of being on the Review Board and with the information she collected, knowing that Paul will have to be here and be knowledgeable and that Jeff can say no to some of the extra meetings, her personal feelings are that the District would gain a lot by this and we can work around the budget. Commissioner MacDonald said he concurred. Commissioner Widener said he also went to website and got the same information. Hazen asked Chair Kleczek to amend her motion to allow Vice Chair Gearin to sign the application as his supervisor.

Chair Kleczek changed her motion to allow the Vice Chair to sign the RTAP Review Board application.

Commissioner Widener seconded the motion

Motion passed unanimously

Vice Chair Gearin called for a 5 minute break at 10:50 AM.

The meeting was called back to order at 10:58 AM

10. CORRESPONDENCE- Two letters were handed out to the Board.

A letter sent to Jeff Hazen from the Clatsop County Elections Department was received asking for input from the District on production of a voter's pamphlet. There would be a separate \$25 fee for the candidate and a cost from \$50 and up to \$3000 for the District. Commissioner Gaebel said she thought the reason the pamphlet was stopped was because of the cost and wondered if the voter's pamphlet could be on the County website and having the

pamphlet available is very good. Commissioner Widener said his preference is to do the pamphlet online. However there are a lot of redirects to the website that can be cleared up. Widener said he believes that the public should be greater informed we are in charge of an \$8 million dollar budget but said he is not making an opinion either way. Widener also said the County Clerk stopped printing the pamphlet in 1999 because they did not think it increased voter turnout. Commissioner Kidder said he thinks the more information the better, however in a county like ours, that does not have a television station and only one newspaper, the more printed material you can get in people's hands the better and knowing we have elections I believe it is our duty to budget for it and be prepared to pay for it. Chair Kleczek said she agreed with Commissioner Kidder that a voter's pamphlet is a good idea and she would encourage the County to go forward with a printed voter's pamphlet and a virtual pamphlet. Vice Chair Gearin said she agreed with Commissioner Kidder that the more information the better. Vice Chair Gearin asked Executive Director Hazen to let the County Clerk know that the SETD Board of Commissioners supports the printing of a voter's pamphlet and also a virtual pamphlet to be available on the County website and that they will include this cost in their budget.

A letter from Lois Dupey addressed to Kevin and the Board of Directors and NW RideCare and State Senator Betsy Johnson was read by the Board.

Commissioner Alegria said we should respond to this because we have two issues in terms of having technology that moves the system forward but there is technology that does not always help you get from point A to point B if your 10 minutes late and need another bus and I agree that you have to have both together and we need to explain that. Commissioner Widener said he agrees in principle in relying on technology too fast so he thinks we should have it both ways and is in favor of having the Board Chair respond to the letter. Commissioner MacDonald said he agreed that everyone is not accessible to smart phones and it is an optimum to have routes every 15 minutes but we have to work with what we have and if the technology will make us more efficient I think the second answer will come and if we build the demand we can supply the need. Commissioner Gaebel said technology is a big part of the piece that we need to expand our ridership. Gaebel also said if we get any correspondence we should respond no matter if we have had dealings with them in the past or not. Gaebel also said that technology actually serves this person better because the buses will be on time and suggested having something in the shelters that extrapolates information from the website and puts it up on a reader board. Commissioner Kidder said yes we should respond because if someone takes the time to contact us we need to take the time to contact them. He also said you do not have to have a cell phone to ride the bus and if whatever technology we implement improves services, who could be opposed to that? Kidder said the language of the letter speaks to hidden taxes and unfairness we obviously need to address this concern but I do not think we are going down a wrong path to be doing what we are doing. This person needs to be honored with a response. Chair Kleczek said we definitely should respond and that we are not just adding bells and whistles we are adding the technology that will get us and Lois basically what she is asking for. We are adding more layers of information so we can provide better customer service. Vice Chair Gearin said the Board feels that a reply should be prepared by Executive Director Hazen that the Board Chair will sign. Hazen said he had already sent a letter to Lois acknowledging that her letter was received and was going to be presented at the January Board meeting.

Commissioner Gaebel moved that the Board send a letter of response and authorize the Board Chair to sign it

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

Tami Carlson presented Commissioner MacDonald with a special thank you for playing Santa for the Adopt a Family in December.

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen went over several items in the report he submitted.
12. LEADERSHIP TEAM REPORTS- Reports submitted for January 2018: Operations- Paul Lewicki, Rider Reports- John Layton, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, RideCare- Jason Jones, Human Resources-Tami Carlson and Transportation Options- Matthew Weintraub.

13. PUBLIC COMMENT- None

14. OTHER ITEMS- Lynn Anderson stated that she had a correction to the Financial Report on page 9 under 7030. Commissioner Gaebel asked this to be added to the list of other corrections.

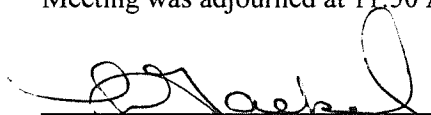
Lin Anderson also said that while Paul was doing the Swiftly presentation she had dialed the Swiftly number on her cell phone and put in one of the route numbers and she received a report that the bus would arrive in 13 minutes. Vice Chair Gearin thanked Lynn for using her regular phone to check out the system.

Chair Kleczek requested randomly inviting a different staff member that is not on the Team to the Board Meetings so that the Board can meet and get to know more employees and the employee can see what the Board does and what takes place at the meetings. Executive Director Hazen said he would take the lead on this.

Commissioner Gaebel moved to adjourn the meeting
Commissioner Widener seconded the motion
Meeting was adjourned

Meeting was adjourned at 11:50 AM

Mary Parker, Recording Secretary


Secretary Treasurer Lylla Gaebel

Date 7.24.18

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- January 2018

Mission Statement

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