

SUNSET EMPIRE
TRANSPORTATION
DISTRICT



BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
February 22, 2018

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:00 am. The meeting was delayed one hour due to weather conditions.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Carol Gearin, Commissioner Pamela Alegria, Commissioner Kevin Widener, Secretary/Treasurer Lylla Gaebel, Commissioner Bryan Kidder and Commissioner Tracy MacDonald teleconferenced meeting.

Staff Present: Executive Assistant Mary Parker, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, RideCare Manager Jason Jones, Paratransit Supervisor, Jennifer Geisler, Human Resources, Tami Carlson and Transportation Options, Matthew Weintraub and Executive Director Jeff Hazen was excused.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- Sheila Rikeous who lives in Raymond Washington commented that SETD should expect to see a large increase in riders coming from Washington once Walmart in Warrenton opens and shared current Pacific Transit schedules with the Board.
5. APPROVAL OF JANUARY 2018 BOARD MEETING MINUTES-
Commissioner Gaebel moved to approve the January 2018 minutes
Commissioner Widener seconded the motion
Discussion- Commissioner Kidder commented that he liked receiving minutes in advance so that corrections could be made to save time at meeting. Mary read corrections she received and made to the draft minutes: page 5 under Commissioner Gaebel comments corrected wording "Adobe Flash is not on tablets", page 7 under Transportation Options, changed duplicated Clatsop to Columbia County, under C on page 7 capitalize State, a question about using GIS or GPS was clarified with a request to add both to the SETD Acronym list, page 14 in Public Comment add word "cell"
Commissioner Gaebel changed motion to approve the January 2018 Minutes as corrected
Commissioner Gearin seconded motion
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No comment.
 - b. Commissioner Widener- Reported that he had attended the SDAO Conference in Seaside and he thought the most interesting information was the change to public records request processing. He also had a conversation with SDAO legal about deliberate interference by a board member or other elected official and it is not allowed. Widener stated that he has been representing the Board at the SDAO meetings for the past several years and told Commissioner Gaebel that he was handed the ballot by accident and he had no intention and what she had done was uncalled for. Commissioner Widener also requested that he be referred to as Commissioner or his name and if it happens again he will take action.
 - c. Commissioner MacDonald- Reported he had also attended the SDAO Conference and thought it was great that the Board was there together. He also asked if there is a current position description for a Board Commissioner. Chair Kleczek said that we are working on that.
 - d. Vice Chair Gearin-Reported she had attended the SDAO Conference and the marijuana laws were interesting as well as the legislative meeting.

- e. Secretary/Treasurer Gaebel- Reported that she had attended the SDAO conference and pre-conference and found it to be a repeat of what she has learned in the past however it is helpful to have things reinforced.
- f. Commissioner Kidder- Reported he had attended the SDAO Conference for the first time. He said he learned quite a bit and enjoyed the exchange of information at the social gatherings. Kidder said he thought the conference was beneficial and looks forward to the next one.
- g. Chair Kleczek- Reported she also attended the SDAO Conference and enjoyed it greatly. She attended the preconference and although some of it was a repeat, she still found it valuable information to be reiterated to re-evaluate priorities and get us all on the same page and remind us of Board decorum and ways to get our business done as a Board and where to put our priorities. Kleczek also said the main thing she takes out of these conferences is if we see our business as a business then the community we serve is served best. Kleczek also sat in on the session about the new marijuana laws which will be changing some of our policies and how we do business and it will be good for us to be proactive in these changing times.

7. FINANCIAL REPORTS- January 2018

Financial Officer Tracy Lofstrom reviewed the January 2018 Exceptions and Financial Report.

Commissioner Gaebel asked if there will need to be a budget adjustment for RideCare. Tracy said she thought Executive Director Hazen had that in his notes.

Commissioner Gaebel asked that Executive Director Hazen bring back something to the Board at the next meeting about the extra Timber Revenue money.

Commissioner Kidder asked Tracy about an insurance payments she was going to check on from last month's meeting. Tracy said she had checked with the insurance company and was told that there was an employee that had applied the payments to us but not quite in the right place. Tracy said she would have asked for them to correct if it had been in the current year, but it has been almost 2 years. Tracy clarified we did owe what was stated in last month's meeting.

Commissioner Gaebel moved to accept the January 2018 Financials as presented

Commissioner Widener seconded the motion

Discussion- None

Motion passed unanimously

8. PUBLIC HEARING-At 10:47 AM Chair Kleczek opened the Public Hearing for the first reading rescinding Public Contracting Ordinance 2005-01 and adopting Ordinance No. 2018-01 Sunset Empire Transportation District's Local Government Public Contracting Regulations.

Operations Manager Paul Lewicki stated that the only real change to the existing ordinance is the addition of a required paragraph on page 24 under B. 3.

There were no changes recommended by the Board and no public comment.

Chair Kleczek closed the Public Hearing at 10:53 AM

9. OLD BUSINESS-

- a. NW OREGON FEASIBILITY STUDY REPORT- Commissioner Gaebel asked if she could give an overview of the report submitted in the Board Pack and not do an overhead slide presentation. The Board agreed. Commissioner Gaebel gave an overview of the Feasibility study, process, meetings and the final 3 cases, A., B. and C. that were moved forward for financial analysis and recommendations. Commissioner Gaebel asked that the Board accept the report so that we can apply for grant reimbursement for the study.

Commissioner Gearin moved to accept the final report of the Northwest Oregon Feasibility Study
Commissioner Widener seconded the motion

Discussion- Commissioner Widener said he appreciated the effort put into this, but right now he has problems with this because it appears that whatever action we take it adversely effects each other, and right now his action would be none of the above. Commissioner MacDonald thanked Commissioner Gabel and stated he would like to consider with our director making Rainer and Longview and Saint Helens easier to get into. Chair Kleczek reminded the Board that the motion was to accept the final report and does not require any further action.

Motion passed unanimously

- b. MARCH MEETING LOCATION- Mary Parker discussed the options that were available in Seaside for an evening meeting and that the best location appeared to be at the Seaside Public Library Conference Room which she reserved for March 22nd from 5:30 PM to 7:45 PM. The plan to have the Board Assessment on this same day will not be possible so Mary will be sending out another Doodle Poll for scheduling this.

10. NEW BUSINESS-

- a. BUDGET CALENDAR- The proposed 2018 Budget Calendar was presented for approval. After discussion the Board approved:
 - Appointing the Budget Committee and Budget Officer on March 22nd.
 - Budget Training April 13th
 - First Budget Meeting May 18th
 - Second Budget Meeting May 31st
 - Budget Hearing/Board Meeting June 28th

- b. SEASIDE KIOSK- Paul Lewicki reported that this is an exciting subject and asked if there were comments about Executive Director Hazen's about the Seaside Kiosk and the details of other potential locations. Commissioner Gaebel said she had requested that there be a separate list of the pros and cons on each of the locations. Mary charted the pro and con comments made by the Board on poster paper which will be copied and given to staff and Board. Commissioner Gaebel asked if there has been research done on replacing the windows and potentially doing some insulation which would allow us to go out another year to see what impact e-fares are going to have on ticket sales. Paul said the Kiosk window problem is most likely resolved but said there are many more reasons why not to stay in this location, adding insulation will be difficult without reconstruction and the site is not easily accessible or visible from the highway. Paul said the Inland Electric site will allow for a break room, layover area for the drivers, it has a physical presence that can be seen from the highway and other advantages that way overshadow the small price tag.
 - Commissioner Kidder moved to ask staff to continue looking with instruction to look at extension of the current lease on a month to month basis but to continue to search for opportunities for us in Seaside.
 - Commissioner Alegria seconded the motion
 - Discussion- Commissioner Gearin asked if it is possible to upgrade the electrical at the Kiosk. Paul said he would look into that.
 - Motion passed unanimously

- c. RIDE CARE PRESENTATION- RideCare Manager Jason Jones gave a presentation to the Board explaining the history, operations and the high level of service required to provide the non-emergent medical transportation services that RideCare provides.


- d. SETD 25TH ANNIVERSARY- Paul Lewicki reported that March 24th will be Sunset Empire Transportation District's 25th anniversary. Paul said we have been kicking around a lot of ideas and hope that anyone having ideas will share them. Mary shared several ideas. Chair Kleczek said it would be great to have the county come here have a re-ribbon cutting. Other ideas would be to change the fare to what we charged 25 years ago or we could charge 25 cents and the quarters could be donated to something. Paul asked that anyone with ideas to please send them to him.

- 11. CORRESPONDENCE- Chair Kleczek sent a letter of response to Lois J Dupey. There was also a letter sent to the Board by previous employee, Carol Penuel concerning a lost check which she had given to SETD finance officer Al Hernandez in December of 2016 for an insurance premium. Carol said she let Finance Officer Al Hernandez know the check had not cleared and he told Carol he was looking into it, but it just got dropped. Carol said she is willing to pay the money back and Jeff has been willing to let her make payments but was upset at the handling of this. Chair Kleczek said that the Board cannot address all the fine details and intricacies of Carol's insurance payment however it is the staff's responsibility to follow policy and procedures and insurance requirements.

12. EXECUTIVE DIRECTOR REPORT- Paul Lewicki asked for questions.
13. 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.
14. PUBLIC COMMENT- Lin Anderson said that she has used RideCare many times one of the most efficient and organizes services she has used.
15. OTHER ITEMS- SETD is having an electric bus demonstration on the Route 10 bus route from 8:51 AM to 3:37 PM pm on March 5th which is open to the public and the ride is free.

Meeting was adjourned at 1:15 PM

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- February 2018

Mission Statement

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