



**BOARD OF COMMISSIONERS  
BOARD MEETING MINUTES**

**March 22, 2018**

**Meeting held at the Seaside Library, Seaside Oregon**

1. CALL TO ORDER- Chair Kleczek called the meeting to order at 5:30 pm
2. ROLL CALL:  
Present: Chair Kleczek, Vice Chair Carol Gearin, Commissioner Tracy MacDonald, Commissioner Kevin Widener, Secretary/Treasurer Lylla Gaebel, Commissioner Bryan Kidder. Commissioner Pamela Alegria was excused.  
Staff Present: Executive Director Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Tracy Lofstrom, Operations Manager/Deputy Director Paul Lewicki, Human Resources, Tami Carlson and Transportation Options, Matthew Weintraub and Customer Service Representative Eric Barton.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF FEBRUARY 2018 BOARD MEETING MINUTES-  
Commissioner Gaebel moved to approve the February 2017 minutes  
Commissioner Widener seconded the motion  
Discussion- None  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Widener- No Report
  - b. Commissioner Gearin- No Report
  - c. Commissioner Gaebel- No Report
  - d. Commissioner MacDonald- No Report
  - e. Commissioner Kidder- Reported that he is serving on the Clatsop County Budget Committee and will keep an eye out for transportation related issues and bring those back to the Board. Commissioner Kidder also reported he attended the State Democratic Platform Convention as a delegate and there were several transportation related platforms that were offered and other things that the party may propose to do if voted on. Commissioner Kidder will report on any final decisions.
  - f. Chair Kleczek- Reported she attended and chaired the NWACT meeting held last month. Chair Kleczek reported a very robust discussion at the meeting about what it means to be an NWACT member.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the February Financials and Exceptions report. Executive Director Hazen reported that he will be bringing a supplemental budget to the Board at the next meeting due to RideCare being over budget in material and services and added that he wanted to wait until April so that the new CCO reimbursement rates and reconciliation are in place first. Commissioner Gaebel asked what the plans are for the extra timber revenue that SETD has received. Hazen said the Board Policy Committee will be creating a policy on this which he hopes to bring to the Board next month. Hazen reported that SETD is still in the process of repaying DHS and one of the stipulations of the agreement was that RideCare would have a clean audit, which is being scheduled to take place in the near future. Commissioner Kidder asked why we were so over budget on 8150-taxes, licenses and bus registration fees which we budgeted \$125 for the year and we are at \$3500. Tracy said she will make a note and look into this.  
Commissioner Gaebel moved to accept the February 2018 Financials as presented  
Commissioner Gearin seconded the motion

Discussion- None  
Motion passed unanimously

8. SETD AUDIT PRESENTATION FOR FISCAL YEAR 2017- Brad Bingenheimer from Boldt Carlisle and Smith, Certified Public Accountants, presented the Sunset Empire Transportation District's Annual Financial Report for the year ended June 30, 2017.

Commissioner Gaebel moved accept the Audit Report for Fiscal year 2017  
Commissioner MacDonald seconded the motion  
Discussion- None  
Motion passed unanimously

9. OLD BUSINESS-

- a. ORDINANCE NO. 2018-01-

Chair Kleczek announced the second public reading of Ordinance 2018-01.

Commissioner Gaebel moved to adopt Ordinance 2018-01, Local Government Public Contracting Regulations

Commissioner Widener seconded the motion

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
Commissioner Kidder	x		

- b. AMENDMENT TO CPCCO – SETD AGREEMENT- Executive Director Hazen reported that as a result of the qualifying audit done by the CCO last year there was a large reduction in the Medicaid membership so a change was made to the original reimbursement agreement between RideCare and the CCO. Hazen said he, Jason and Tracy have ran the numbers for the new proposal and they look good. They will be doing a reconciliation in April that will show more.

Commissioner Gaebel moved to approve the amendment to the CPCCO Agreement and authorize the Chair to sign it.

Commissioner Widener seconded the motion

Discussion- Commissioner Gearin asked about the articles in the paper about the money owed to the CCO by provider's and wondered if RideCare will have to pay any back. Executive Director Hazen said he did not know and has not heard anything about a payback. Commissioner Kidder asked what will happen when this agreement expires on February 28, 2019. Hazen said that the agreement expires every year in January, but we are currently working with them on some performance measures and will have until next February to meet the measures which could result in financial reward from the CCO.

Motion passed unanimously

- c. UPDATE ON SEASIDE SHELTER REPLACEMENT- Operations Manager, Paul Lewicki reported that work is beginning next week on the installation of the shelter in front of McDonalds in Seaside. The cement work will start first which will have to cure for 2 weeks before the shelter can be installed. Students from Tongue Point will be putting up the shelter which should be completed within a month from now. Commissioner Kidder asked that someone try and reach out to those who placed the crosses at

the shelter sight so it does not appear that we are insensitive to what has happened. Paul said he would be mindful of this.

#### 10. NEW BUSINESS-

- a. APPROVAL OF NEW BANK ACCOUNT- Tracy Lofstrom and Jason Jones presented the proposal to open a separate bank account to manage a new direct reimbursement process for Medicaid clients who utilize the gas voucher program. The new reimbursement process will be a direct deposit into the client's bank account. Tracy is looking into a new debit card system for those clients who do not have a bank account. Tracy passed out the signature cards for all Board members to sign.  
Commissioner Gaebel moved to authorize opening a new account at Clatsop Community bank for gas voucher reimbursement.  
Commissioner Widener seconded the motion  
Discussion  
Motion passed unanimously
- b. APPOINTMENT OF BUDGET OFFICER FOR FY 2019  
Commissioner Gaebel moved to appoint Executive Director Jeff Hazen as the Budget Officer for Fiscal Year 2019.  
Commissioner Widener seconded the motion  
Discussion- None  
Motion passed unanimously
- c. APPOINTMENT OF BUDGET COMMITTEE MEMBERS  
Commissioner Gearin moved to appoint applicants Mary Ann Brandon and Christine Lalich to the Budget Committee.  
Commissioner Gaebel seconded the motion  
Discussion- None  
Motion passed unanimously
- d. INTERGOVERNMENTAL AGREEMENT WITH ROGUE VALLEY TRANSPORTATION DISTRICT  
Executive Director Hazen reported that the OBSS software being used at Ridecare today was developed at Rogue Valley in the 70's and is outdated. Rogue Valley has received a grant and been developing a new software program for managing their brokerage which we can also utilize.  
Commissioner Gearin asked that looking at page 29 of the agreement that the Board also be indemnified.  
Commissioner Gaebel moved to approve the IGA with RVTD and SETD to provide software support and authorize the Chair to sign.  
Commissioner Gearin seconded the motion  
Commissioner Gearin asked to have the motion amended to include the correction to the agreement for the Board to be indemnified.  
Commissioner Gaebel amended her motion and moved to approve the IGA with RVTD as amended to provide software support services to SETD and Ridecare, authorize the Chair to sign and the amendment indemnifies the Board.  
Commissioner Gearin seconded the amended motion.  
Motion passed unanimously.

#### 11. CORRESPONDENCE- None

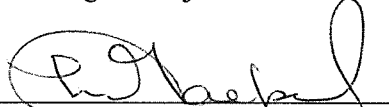
12. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed several items and reported that Paul had applied for a grant for 4 buses and we have been awarded all 4. Commissioner Gearin asked about expanding the coverage area for Paratransit to a mile on each side of the fixed routes. There was discussion with Executive Director Hazen saying he would not recommend expanding services at this time.  
Executive Director Hazen introduced Eric Barton who was invited to attend the Board meeting per Board request to get to know staff and for staff to get to know the Board. Eric thanked the Board stating that he has been

working at the District for 14 years and is currently providing customer service at the Seaside Kiosk. Eric is also the chair of the Safety Committee.

- 13. LEADERSHIP TEAM REPORTS- Reports submitted for February 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. Commissioner Kidder asked that SETD get under contract with Clatsop County prior to an emergency happening so we will be reimbursed if we provide services. Commissioner Kidder also suggested that we video our meetings so that we can share the meetings with more people. Chair Kleczek thanked Mary for the quick work on the 25<sup>th</sup> Anniversary logo and outreach. Mary gave an overview of all the anniversary celebration plans. Executive Director Hazen thanked Paul Lewicki for the wonderful staff barbecue held at Operations last week. Commissioner Gaebel suggested that we look into having our own 25<sup>th</sup> Anniversary postage stamp.
- 14. PUBLIC COMMENT- None
- 15. OTHER ITEMS- None

Meeting was adjourned at 7:25 PM

Mary Parker, Recording Secretary

  
Secretary Treasurer Lylla Gaebel

Date 7.26.18

An audio recording of the Sunset Empire Transportation District's Board Meeting is available at: [www.ridethebus.org](http://www.ridethebus.org)-Board of Commissioners- Monthly Meeting Minutes- March 2018.

*Mission Statement*

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