

SUNSET EMPIRE
TRANSPORTATION
DISTRICT



BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
May 24, 2018

1. CALL TO ORDER- Chair Kleczek called the meeting to order at 9:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Bryan Kidder, Commissioner Pamela Alegria, Commissioner Tracy MacDonald, Secretary/Treasurer Lylla Gaebel Vice Chair Carol Gearin 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, RideCare Manager Jason Jones, Transit Center Manager John Layton, Transportation Options Specialist, Matthew Weintraub.
3. CHANGES TO AGENDA- Executive Director Hazen requested a letter to Hal Guard at ODOT be placed under 9. d. and a letter of support for the Port of Astoria be placed under 9. e.
4. PUBLIC COMMENT- None
5. APPROVAL OF APRIL 26, 2018 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the April 26, 2018 Board Minutes
Commissioner Kidder seconded the motion
Discussion- Spelling error to Kidder in roll call and add word “provide” after still on page 7
Commissioner MacDonald amended motion to approve minutes as corrected
Commissioner Kidder amended second to approve minutes as corrected.
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- No Report
 - b. Commissioner Widener- No Report
 - c. Commissioner MacDonald- No Report
 - d. Commissioner Gaebel- Said she was very glad to be back from her travels specifically through the Panama Canal
 - e. Commissioner Kidder- Reported he has been making an effort to ride the bus more often and excited to be talking about the Fare changes and has offered to meet with Mary and talk about Marketing opportunities.
 - f. Chair Kleczek- reported she had attended the ACT meeting in May where there was a presentation done by the State Emergency Management Team about the County Emergency Management Plan information concerning communication which she has passed on to the Executive Director.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the April Financials and Exceptions reports. Executive Director Hazen asked Tracy if she had included the totals of the Supplemental Budget in the Ride Care budget. Tracy said she had not added that in but would do so.
Commissioner Gaebel moved to accept the April 2018 Financials as presented
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
8. OLD BUSINESS
 - a. CANNON BEACH INTERGOVERNMENTAL AGREEMENT AMENDMENT-

Executive Director Hazen explained that the amendment will change the Cannon Beach Summer Weekday Route from Route 21 to Route 17. Hazen explained that there is confusion to riders because there is also a Weekend Route 21 that operates year round.

Commissioner Widener moved to approve the Amendment to the Cannon Beach IGA to change Route 21 Weekday to Route 17.

Commissioner Alegria seconded the motion

Discussion- None

Motion passed unanimously

b. COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION AGREEMENT AMENDMENT-

Executive Director Hazen explained that a decision was made to terminate the Agreement with the CCO however this amendment reflects the agreement to continue operating the brokerage from May 1, 2018 through July 31, 2018 under a full cost basis. Chair Kleczek said she was concerned about amending an agreement that was terminated. Hazen said the Boards motion was to terminate effective May 31, 2018 and the CCO immediately asked to extend that to July 31, 2018.

Commissioner Macdonald moved to approve the amendment and to extend date of termination of the CCO agreement until July 31, 2018 under full cost reimbursement.

Commissioner Gaebel seconded the motion

Discussion- Commissioner Alegria asked if the amendment was reviewed by the attorney. Hazen said the original agreement was reviewed but not the amendment. Commissioner Kidder asked if the original termination of the contract was carried out because if it is cancelled we cannot amend it. Hazen said the Boards motion was to terminate May 31, 2018 at which time the CCO asked if the brokerage would stay on board until July 31, 2018 to give them time to secure a new brokerage and changed reimbursement to 100%. Commissioner Gaebel said she shared Commissioner Alegria's concerns and recommended reinstating the agreement before making amendments. Chair Kleczek said she could see Executive Director Hazen's point that the agreement does not effectively get terminated until May 31st so we can amend it. Chair Kleczek requested that the amendment include the original date that notice was given and the original effective date. Commissioner Gaebel and Commissioner Alegria requested the amendment be sent to the SETD attorney.

Commissioner Gaebel withdrew her second of the original motion

Commissioner MacDonald withdrew his original motion to approve the amendment

Commissioner Gaebel moved to do a conditional approval of the amendment of the CCO agreement subject to review and approval by our attorney and direct the Executive Director to make contact with the attorney so there is sufficient time to hold a special meeting if necessary and this amendment extends our original termination date from May 31, 2018 to July 31, 2018.

Commissioner MacDonald seconded the motion

Motion passed Commissioner Widener abstained

c. FARE/PASS POLICY-

Executive Director Hazen reviewed the reasons that he is proposing a restructure of the current Fare and Pass Policy. He discussed how the current zone based Fare and complicated Pass structure is time consuming and inconsistent. Executive Director Hazen is proposing a flat fare of \$1.00 every time a rider board the bus, Monthly passes at \$30.00, Reduced Fare monthly passes at \$20, Summer Fun Passes will remain \$20 and a Daily Pass will be \$3.00. Executive Director Hazen said he is confident that by lowering the fares and simplifying the pass program we will continue to see an increase in ridership. Executive Director Hazen also said that SETD will be holding Open Houses for public input and a Public Hearing for public input will be held during the June Board meeting.

Commissioner Gaebel moved that the Board hold a Public Hearing at the June 28th Board meeting for input on the proposed Fare change with the modification that we continue the existing policy on Military in uniform riding free and depending upon the input adopt the new Fare and Pass Policy effective July 1, 2018 with a report of facts and figures to the Board in 6 months.

Commissioner Kidder seconded the motion

Discussion- Chair Kleczek asked the cost of Tillamook's monthly pass. Executive Director Hazen said \$40. Chair Kleczek asked the cost of Tillamook's reduced monthly pass.

Executive Director Hazen said \$30. Chair Kleczek said we honor Tillamook passes on our buses does Tillamook honor our passes? Executive Director Hazen said yes and he had talked to Doug about the changes. Chair Kleczek asked about reciprocity with Columbia County.

Executive Director Hazen said there is none outside of the Connector Pass. Chair Kleczek asked about reciprocity with Washington. Executive Director Hazen said there is none. Chair Kleczek said there is potential extra revenue with riders coming over from Washington all the time who might just buy a monthly pass.

Commissioner Gaebel called for the question.

Motion passed unanimously

- d. BOARD POLICIES UPDATES- Executive Director Hazen reported that the Board Policy Committee met on April 2, 2018 and reviewed and corrected Board Policies as indicated on the policies.

Further corrections made by the Board:

B 302- page 34 Remove the pleural s in ORS page 41 item 11 should be #305 Clerk #8 will have addition of "committee is subject to Public Record laws notification"

B 304- put comma after Board and remove comma after director

B 305 – add "on at least an annual basis" for policy reviews

B 307- add "the Board Chair will be notified when a Commissioner is unable to attend a meeting.

B 401- second paragraph first line add s to decision "decisions"

B 601- Change page numbers to say of 1 of 2 and 2 of 2 and eliminate 3rd page.

B 703- Due to a question in specific language requirements, the Board directed this policy to go back to the Board Policy Committee for review.

B 705- Change Board "President" to Board "Chair". If the Board Chair is not available the Executive Director will contact the Vice Chair.

Commissioner Kidder moved to approve the Board Polices described today with the exception of the revisiting of B703 by the Board Policy Committee

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

9. NEW BUSINESS

- a. ADA PARATRANSIT PLAN UPDATE- Jennifer Geisler, ADA Paratransit Supervisor reported that the Paratransit Plan had been updated. Jennifer explained that Ride Assist provides 3 different types of service; ADA Paratransit serving the elderly and disabled, Dial a Ride serving anyone in the underserved areas of the County and they are a provider for RideCare. Jennifer said the change that needs to be made is the change in name of the Route 21 Weekday to Route 17.

Commissioner Gaebel moved to approve the updated ADA Paratransit Plan

Commissioner Widener seconded the motion

Discussion- Commissioner MacDonald asked if Paratransit served the Hwy 26 area. Jennifer said no there is not Paratransit service in that area because there is no fixed route service there. Commission

Alegria said that on page 29 complimentary was misspelled. Jeff said there was a correction on page 50 under Tillamook County Transportation the time should be 2:33 pm.

Motion passed unanimously

b. SENIOR AND DISABLED TRANSPORTATION ADVISORY COMMITTEE RESTRUCURE-

Executive Director Hazen reported that it has been a struggle to keep active members on the Senior and Disabled Transportation Advisory Committee and the new funding source through STIF has rules that require qualified entities to have advisory committees in place to approve plans for STIF. Rural agencies are being allowed to use existing committees. Executive Director Hazen proposed that the current S&D committee be renamed the Transportation Advisory Committee and recruit new members to increase membership to 7 positions.

Commissioner Gaebel moved that the S&D Committee become the Transportation Advisory Committee and direct staff to recruit members.

Commissioner Widener seconded the motion

Discussion- Commissioner Kidder asked if it would be appropriate for a Board member to occasionally attend the meetings so the new committee's comments are being heard. Commissioner Gaebel said that there have been 2 non-voting Board members (unless there is not a quorum) to be on the committee so she would hope that remains the same. Chair Kleczek said she has a concern that there be language that ensures that the makeup of the committee always involves persons otherly abled and minority groups and we have voices at the table that need to be represented and the Board continues to approve the committee members.

Motion passed unanimously

c. ODOT GRANT AGREEMENT #32499 TRANSPORTATION OPTIONS PROGRAM- Executive Director Hazen explained that this is a 3 year agreement with the Transportation Options program and that the Grant provides \$89,400.98 per year with a required match of \$8,032.67 for the entire three year agreement. Staff is recommending that the Board approve the Grant #32499 and authorize the Board Chair to Sign it.

Commissioner Gaebel moved to approve the Grant Agreement #32499 and authorize the Board Chair to sign it.

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

Chair Kleczek called a 5 minute break in the meeting at 11:08 am.

Chair Kleczek called the meeting back to order 11:15 am.

d. LETTER TO HAL GARD- Executive Director Hazen passed out a letter he had written to Hal Gard at ODOT that is required from rural transportation agencies interested in participating in the Low No Bus Program. Executive Director Hazen said this is a special program that does not require us to go out for procurement and allows us to choose a bus manufacturer ahead of time. Hazen said we will be using Proterra.

Commissioner Gaebel moved to authorize Executive Director Hazen to send the letter on behalf of the Board and authorize the Chair to sign.

Commissioner MacDonald seconded the motion

Discussion- Commissioner Kidder asked if successful, how long it would be before we had a bus. Executive Director Hazen said we never know the exact date but most manufactures are about a year out. Chair Kleczek asked which phrase should be used for this program: LowNo or Low or No Emissions Program. Executive Director Hazen said it is Low or No and he will change the language accordingly.

Motion passed unanimously

e. PORT OF ASTORIA LETTER OF SUPPORT- Executive Director Hazen submitted a letter of support for the Port of Astoria which is seeking a TGM Grant for the development of the East End Mooring Basin Master Plan. The East End Mooring Basin is on our Route 10.

Commissioner Gaebel moved to approve the letter of support and authorize the Chair to sign and direct the Executive Director to send it.

Commissioner Kidder seconded the motion

Discussion: Commissioner Alegria asked if there was language we could add to the letter that we would look forward to reviewing the plan so we can have some involvement. Chair Kleczek said it is not our plan but as a member of the public we can be present at the Port meetings or the Board could assign someone to go to the meetings. Commissioner Widener said he has not seen the Master Plan therefore he cannot authorize supporting it. Executive Director Hazen said this is a TGM grant that will allow the Port to develop a Master Plan. Commissioner Widner said he could not support that either. Commissioner Kidder asked if we could somehow be involved to enhance or protect our Route 10 assets to make sure as we did with our needs with Walmart. Executive Director Hazen said the City of Astoria is partnering with the Port and providing staff to this project. Commissioner Gaebel proposed we add an extra sentence in the letter stating Sunset Empire Transportation District wants to assure that our Long Range Comprehensive Transportation Plan is represented in the Port of Astoria Master Plan.

Commissioner Gaebel amended her motion to send this letter to the Port with the addition of the sentence about our needs and authorize the Chair to sign it.

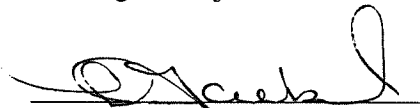
Commissioner Kidder amended his original second and seconded the amended motion

Motion passed 6 aye 1 no

10. CORROSPONDENCE- Executive Director Hazen read a letter received thanking Mary Parker for cleaning the shelter at the 4 way stop in Hammond.
11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen introduced Scott Smith, Maintenance Supervisor who is making an incredible difference and we are very happy to have him back. Executive Director Hazen reviewed a few items from the May Director's report.
12. LEADERSHIP REPORTS-Reports submitted for May 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

Meeting was adjourned at 11:45 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- May 2018.

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