



**Sunset Empire Transportation District
Board of Commissioners
Draft Meeting Minutes
May 23, 2019**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 10:00 AM
2. ROLL CALL:
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Secretary/Treasurer Lylla Gaebel, Commissioner Kevin Widener, Commissioner Tracy MacDonald, Commissioner Carol Gearin and Commissioner Pamela Alegria

Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Financial Officer Tracy Lofstrom, Human Resources Tami Carlson, Executive Assistant Mary Parker
3. CHANGES TO AGENDA- Jeff added a grant agreement and an IGA under New Business e. and f.
4. PUBLIC COMMENT- No comments
5. APPROVAL OF THE APRIL 25, 2019 BOARD MEETING MINUTES-
Commissioner MacDonald moved to approve the April Board Meeting Minutes.
Commissioner Gaebel seconded the motion
Discussion- word “of” added to 4th sentence page 7
Motion passed unanimously
Commissioner Gearin abstained due to her being unable to attend the February 2019 meeting.
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Alegria- Requested a copy of the Audit Corrective Action plan and receive monthly updates. Jeff said they will include in the monthly reports
 - b. Commissioner Widener- No Report
 - c. Commissioner MacDonald- No Report
 - d. Secretary/Treasurer Gaebel- No Report
 - e. Commissioner Gearin- No Report
 - f. Vice Chair Kidder- Thanked all those that ran for office and those that have been participating on this Board and stated that he thinks it is healthy for us to have elections to have views aired and congratulated all that participated.
 - g. Chair Kleczek- Reported that we had a very successful Budget Meeting which was completed in one day and a very active Budget Committee which was good to see and hear. Kathy attended an NWACT meeting and reminded everyone that there will be a lot of road construction in our area this summer. Kathy said the NWACT committee was required to take an ODOT Sexual Harassment training which was a video training and she would like our Board to also take the training.
7. FINANCIAL REPORTS- Financial Officer Tracy Lofstrom reviewed the April Financial Exceptions Report. Clarification on a \$288 credit card charge for a meal which was entered incorrectly and was lodging for a conference
Commissioner Gaebel moved to accept the financials as presented
Commissioner Widener seconded the motion
Discussion- None
Motion passed unanimously
8. OLD BUSINESS- None
9. NEW BUSINESS
 - a. Audit Firm Selection- Executive Director Hazen reported that he had sent out Requests for Proposals (RFP) to 5 auditing firms that were recommended by local municipalities. Isler CPA Services from Eugene was the only one that responded and was recommended by Sunset Parks and Rec, City of Cannon

Beach, the City of Warrenton and Hazen found out after the fact that Youngs River Water District has been using them for 10 years. Hazen said their proposal and fees are very similar to what we have been paying. Hazen said staff is recommending that the Board select Isler CPA Services as SETD's audit firm. Commissioner Gearin asked what a single audit was. Tracy explained that anytime we receive \$750,000 in Federal Funds we have a single audit. Commissioner Gaebel said she noticed that the proposal does not specify that the Board will receive an explanation letter before the audit is sent out. Hazen said he will make sure that sending a letter to the Board is added to their audit process.

Commissioner MacDonald moved to select Isler CPA as the District Auditor for 2019-2021 and authorize the Chair to sign agreement.

Commissioner Gearin seconded the motion

Discussion- Chair Kleczek asked if there is an extra fee for using Right Cloud Networks. On page 8 the 3rd sentence in the Cash and equivalents box is unclear and needs to be corrected. On page 8 Certified to Perform paragraph sentence begins with- Both audit "parents", what does parents mean? Executive director Hazen said he would find out the answers to each question.

Motion passed unanimously

- b. ODOT Agreement 33433 Operating Grant 5311 Operating Grant- Executive Director Hazen said that this is the Operating Grant from ODOT for the next 2 years and we will receive a little over one million dollars. Staff is recommending that the Board approve and authorize the Chair to sign the agreement.

Commissioner Kidder moved to authorize the Chair to sign Operating Grant Agreement

Commissioner Widener seconded

Discussion- Commissioner Gearin asked if this is the grant that we will have a single audit done. Hazen said yes it will be done next year. Tracy clarified that this is a Federal grant that goes through the State. Commissioner Kidder asked is there anything in this grant language that is different than you anticipated? Hazen said no. Commissioner Alegria asked if we see the audit. Tracy said yes.

Chair Kleczek asked that all those in favor of approving Grant Agreement 33433 and giving the Board Chair and Executive Director permission to sign say aye.

Motion passed unanimously

- c. Closure of the LGIP RideCare and Clatsop Community Bank Account- Tracy reported that we closed RideCare earlier this year and no longer need these accounts. The funds will be transferred to the General Fund and was listed in the audit. Chair Kleczek said because we are not closing all of our Clatsop Community Bank accounts the motion needs to be specific. Commissioner Kidder asked what amount is being transferred? Tracy said a little under \$400,000 will be transferred this fiscal year.

Commissioner Gaebel moved to close the RideCare LGIP account and the RideCare account at Clatsop Community Bank

Commissioner MacDonald seconded the motion

Motion passed unanimously

- d. Supplemental Budget Resolution-Executive Director Hazen said this Supplemental Budget is to transfer \$93,205 from STF Personnel Services to General Fund Personnel Services and \$45,000 from STF Materials to General Fund Materials. Tracy handed out the STF requirement summary showing the transfer however Hazen said he needed to make a correction.

9:45 AM Recess was called by Chair Kleczek to allow Hazen to make corrections

10:00 AM Chair Kleczek called the meeting back to order

Executive Director Hazen said he could not get the spread sheet to balance.

Commissioner Gaebel moved to postpone the Supplemental Budget

Commissioner Gearin seconded the motion

Discussion- None

Motion passed unanimously

- e. IGA Clatsop County Mitigation Plan- Executive Director Hazen said that this is an agreement between State of Oregon through the DLCDC, Clatsop County and the cities, service districts, special districts to formalize a working relationship that will result in an updated Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan.
 Commissioner Gaebel moved to approve IGA #17058
 Commissioner Widener seconded the motion
 Discussion- There was discussion about several sections. Hazen said that our attorney has signed off on this IGA and this is to prepare for mitigation for projects we can do before something happens and we are working on that.
 Motion passed unanimously

- f. State of Oregon DOT33500 STF- Executive Director Hazen said he had received this agreement from the state this morning. This is the STF Grant that Jason will use for his Mobility projects.
 Commissioner Gaebel moved to approve agreement 33500 and authorize the Board to sign subject to legal sufficiency by our legal counsel. Hazen said we do not have to do that anymore because these contracts from the state are boiler plates and our legal counsel said there are no changes that can be made to them.
 Commissioner Gaebel withdrew her original motion and moved to approve agreement # 33500 and authorize the Board Chair to sign.
 Commissioner MacDonald seconded the motion
 Discussion- Commissioner Alegria asked why we are signing if it can't be changed. Hazen said We do not set the conditions we comply.
 Commissioner Gaebel amended her motion to include that the Executive Director also signs
 Commissioner MacDonald concurred to the amended motion
 Chair Kleczek stated that all those who approve agreement #33500 and authorize the Board Chair and Executive Director to sign say aye.
 Motion passed unanimously

10. CORRESPONDENCE-

11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed his report.

12. LEADERSHIP TEAM REPORTS- Reports submitted: Operations- Paul Lewicki, Ride Assist- Jennifer Geisler, Marketing and Outreach- Mary Parker, Mobility Management- Jason Jones, Human Resources-Tami Carlson and Transportation Options- Matthew Weintraub.

13. PUBLIC COMMENT- None

14. OTHER ITEMS- Commissioner Gaebel encouraged staff to get out to Fort Stevens and KOA and let them know about our services. Mary said she does continual outreach to both parks. Commissioner MacDonald asked Matt if he is aware of the North Coast Safe Routes to School program and Would you allow us to put a recommendation letter in? Matt said the grant is to hire a coordinator for Warrenton and Tillamook to build a robust program. Further discussion about Safe Routes to School took place.

Meeting was adjourned 11:20 AM

Mary Parker, Recording Secretary

 Secretary Treasurer Lylla Gaebel

Date_____