



**Sunset Empire Transportation District  
Board of Commissioners  
Draft Meeting Minutes  
September 26, 2019**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE- Chair Kathy Kleczek called the meeting to order at 9:06 AM
2. ROLL CALL:  
Present: Chair Kathy Kleczek, Vice Chair Bryan Kidder, Commissioner Tamra Taylor, Commissioner Pamela Alegria, Commissioner Tracy MacDonald and Commissioner Debbie Boothe-Schmidt. Commissioner Kevin Widener was excused  
  
Staff: Executive Director Jeff Hazen, Chief Operating Officer Paul Lewicki, Executive Assistant Mary Parker, Mobility Manager Jason Jones, Financial Officer, Dave Peterson and Mechanic Supervisor Scott Smith
3. CHANGES TO AGENDA- Executive Director Hazen requested that the Executive Session be cancelled and removed from Agenda
4. PUBLIC COMMENT (3 minutes)- Stanford Overbay shared his concern about being able to board the bus with his service dog on the lift. Chair Kleczek told Mr. Overbay that the Board appreciated him coming in and asked for a copy of his letters so the Board could address his concerns and that the Board and staff will do their part to address his concerns. Chair Kleczek said accessibility to the bus is a concern to the Board and we very much appreciate your coming in and sharing these things.
5. APPROVAL OF THE AUGUST 26, 2019 BOARD MEETING MINUTES:  
Commissioner McDonald moved to approve the August 26, 2019 Board Meeting Minutes.  
Commissioner Taylor seconded the motion  
Discussion- None  
Motion passed unanimously
6. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Commissioner Alegria- No Report
  - b. Commissioner MacDonald- No Report
  - c. Commissioner Taylor- No report
  - d. Commissioner Boothe-Schmidt- Reported that she had enjoyed taking a ride on one of the buses.
  - e. Vice Chair Kidder- Reported that his house had sold quickly so this would be his final Board meeting and asked if anyone knew how Commissioner Widener was doing. Executive Director Hazen said he had come into the Transit Center last Friday and he looked good.
  - f. Chair Kleczek- Reported that she has been sworn in on the SDAO Board and there will be 2 more vacancies coming up on the SDAO Board.
7. FINANCIAL REPORTS- Executive Director Hazen reported that the financial reports were not ready this month due to the time it was taking to sort things so that QuickBooks will be set up, so we are tracking our expenses against our grants. Hazen said there were also delays in the financial reports when the previous Finance Officer started. Hazen also said SETD will not be transferring to the new software program until January. Chair Kidder said he had concerns about this being the second month that the Board had not received financial reports and in and organization that has a history of having bad numbers. Commissioner MacDonald asked if there should be a special Board Meeting set for when the financials were completed. Executive Director Hazen said he does not want to schedule a meeting until he knows the numbers are good. Secretary Treasurer Boothe-Schmidt said this is a big concern for her because she works at the D.A.'s office and sees things come through when reporting is not done in a timely manner. Boothe-Schmidt also said that she was not accusing anybody of anything, but when you don't keep your eyes on the books where you can see them, things can happen. Commissioner Alegria said she agreed with everything that had been said and asked since this has happened previously, and it is because of

Quick Books why don't we just cut this off and start the new software system. Hazen said there is a lot to set up in the new system. Commissioner Alegria asked if there will be another delay when we go into the new system? Hazen said he did not know. Commissioner Taylor asked if there is anything that can be done to offer assistance. Hazen said that at this point Dave does not feel he needs assistance. Vice Chair Kidder asked what is the estimate of when the Board will see the financials? Hazen said he was hopeful that it would be next month. Kidder also asked if there was assistance or forced assistance that could make sure that happens? Hazen said that could happen. Chair Kleczek asked which financials the Board will actually receive at the next Board meeting since July and August are behind and September's financials will be due. Kleczek said receiving 3 months of financials is a bit overwhelming but she would like to see us caught up at the next Board Meeting and asked if this was possible? Chair Kleczek added that she did not think it unreasonable for the Board to be caught up on the financials going into the winter since they have not seen any financials presented for the new fiscal year. Executive Director Hazen asked Financial Officer Dave Peterson if he had a best estimate for next month. Peterson said he had no comment but would speak in executive session. Executive Director Hazen said that this is not an allowable reason for executive session. Chair Kleczek said we do have a reasonable expectation to hear when we might see the financials presented. Peterson said he had communicated everything to Executive Director Hazen and had nothing further to add. Executive Director Hazen said he would deal with this internally. Chair Kleczek asked that the Board's concerns be noted in the minutes.

## 8. OLD BUSINESS-

- a. August Board Meeting Public Comment Follow Up- Executive Director Hazen reported that he is responding to a letter that was read at the September Board Meeting by Shawn Lines during public comment and the article in the Daily Astorian newspaper. Hazen passed out examples of a completed SETD Annual Vehicle Inspection Report. Hazen explained these inspections are completed by Precision Alignment every year and comply with all federal and state bus safety requirements. Any problems found during these inspections are recorded on the inspection form and turned into SETD Operations. Any needed repairs are completed and documented on an SETD post inspection repair form which provides documentation that repairs were completed. Executive Director Hazen also read a letter sent by Precision Alignment about the professional history and confidence that they have with SETD for following up on their findings. Executive Director Hazen also handed out a copy of the SETD Pre/Post Bus Inspection form which drivers complete before putting a bus in service, utilize while bus is in service and for the final inspection when the bus is brought back to the yard. If the drivers find problems the bus is not put in service. Hazen said he is confident SETD's maintenance program has a much higher standard than it did 3-4 years ago because we have invested in our maintenance department by hiring Scott Smith as the Maintenance Supervisor. Scott used to be the Operations Manager at SETD several years ago. Scott knows our fleet, knows what the requirements are and is doing a phenomenal job of getting our fleet more reliable that it has been since I have been here. Hazen said there was a comment made in the letter about a bolt that had been put in the steering column for a turn signal arm. Hazen said this was true, however the bolt was put there for the convenience of the driver until a replacement arm could be installed because on that particular bus the turn signal switch is actually on the floor. Commissioner Kidder asked if annual inspections were done on all buses. Hazen said yes, all buses were inspected, and none were taken out of service. Scott Smith explained that if during any inspection there is a safety issue the bus is not sent out if a driver takes out an unsafe vehicle it is their responsibility. Scott also added that 3-hour internal maintenance inspections are performed on the entire vehicle when the oil is being changed. Commissioner MacDonald said he knows what good work is being done by Scott. Hazen said he had talked with multiple drivers and one of the longest serving drivers and he did not think the allegations presented carried any weight. Commissioner Taylor asked if drivers do the inspection before taking any bus out and do drivers have the right to refuse to take the vehicle? Hazen said yes. Commissioner Taylor asked if problems occur during a route will the driver get immediate assistance? Hazen said if a driver calls in, then maintenance immediately responds. Commissioner Taylor asked if the drivers inspect the bus at the end of their shift. Hazen said yes there is pre and post trip inspections. Taylor asked about the use of sticky notes on the bus. Scott Smith said he thinks the sticky note issue was a

misunderstanding and are not used to communicate problems. Commissioner Boothe-Schmidt asked if all of the buses are inspected at the same time once a year. Hazen said yes all at once. Commissioner Alegria asked if Jeff would be responding directly to the article in the newspaper. Hazen said he would not. Chair Kleczek said the Board has gone through great lengths to encourage improvements and raise the bar in our District and I believe that the Executive Director does all that he can do to carry it through the District. Our Operations Manager is someone with the highest ethics and my interaction with Scott Smith has always been on par. Scott has done an amazing job of carrying things forward and the shop is light years ahead of where it has been. Chair Kleczek said she has every confidence that we are not sending any unsafe busses out on the road.

- b. Commissioner Resignation Update: Commissioner Kidder announced that his house sold sooner than expected so he and his wife will be moving very soon, and this is his final meeting. Commissioner Kidder thanked the Board for all the cooperation he was given by the Board as a new member. Executive Director Hazen thanked Bryan for stepping up to volunteer on the Board and for then running for the position in the election last spring. Chair Kleczek thanked Commissioner Kidder for his input and contributions to the Board and gave Bryan a thank you card from the Board. Chair Kleczek announced that unfortunately and fortunately she was also going to tender her resignation and said this will be her last meeting. Kleczek said it is with much turmoil that she has made a decision to step down from the Board. Kleczek said and there are a lot of things going on in her life right now and with the closing of her business she has decided to explore other opportunities. Kleczek announced that she has accepted a position with SETD as the Transportation Options Specialist and will begin her new position on October 7<sup>th</sup>. Kathy thanked the Board for all they have done for the District and for their support of her as Chair. Executive Director Hazen said that Kathy will remain on the SDAO Board and said staff will send out a press release today for the 2 open positions on the Board and requested that applications be accepted until October 14<sup>th</sup> so they will be in the Board pack for the October 24th meeting.

Commissioner MacDonald moved that the Board applications be due on October 14, 2019 at 5 PM.

Commissioner Boothe-Schmidt seconded the motion

Discussion- None

Motions passed unanimously

Commissioner Kidder asked who would be named the new Chair. Executive Director Hazen said the last officer in place would be named Chair. Commissioner Taylor said she was concerned about Commissioner Boothe-Schmidt having all 3 positions on her shoulders and we are kind of at a crossroads without our financial information so there are concerns. Taylor said we can provide more support but there has to be something that can be done to help spread the responsibility. Executive Director Hazen said the biggest responsibility is signing checks. Secretary/Treasurer Boothe-Schmidt suggested appointing a co-chair person. Commissioner Taylor said she liked that idea in case something happened here.

Commissioner Taylor moved to vote in a temporary Co-Chair to assist the Secretary/Treasurer/Chair Boothe-Schmitz

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

Commissioner Kidder moved to have Commissioner Taylor as the temporary Co-Chair

Commissioner Boothe-Schmidt seconded the motion

Discussion- Chair Kleczek said the Co-Chair will be able to sign and can communicate with the Board and Staff for the Board.

Motion passed unanimously

Commissioner Alegria said that Chair Kleczek has contributed very much and I am sorry to see you go. You're a model and you have brought the Transportation District to great heights and the next Chair has big shoes to fill. We will miss you.

Commissioner Taylor said in the short time I have watched you, you have put the Board and the District in a good place to go and to be willing to step into a position on staff is also a contribution. Thank you!

Commissioner Kidder said that we are not really losing you. You are moving from that chair to a chair out here and your skills will still be of value to the District and so this is a plus in some ways and negative in others but all in all will work out.

Commissioner MacDonald said we have had previous persons jump ship, but it has been positive, and he agreed with Pamela that we are going to miss you and your wisdom.

Chair Kleczek said that this has not been an easy decision. I feel greatly about the responsibility of being on the Board and what it means to the county and the people in the community. It has taken me a long time to decide that this is the right thing to do. I appreciate your words and I am certain you will be in good hands. The examples and guidelines we have set up are there to follow and lead us into the future. Thank you for being on the Board.

## 9. NEW BUSINESS

- a. SETD Records Retention Policy Approval- Mary Parker gave an overview of the changes that had taken place in the past 2 years concerning the processing of the release of public records. Mary said that we had adopted the changes but had not updated our policy clearly. Mary said that she had taken an online course on the changes which was very useful in making the necessary updates to the Records Retention Policy. Mary reported that she also used an example policy addressing the necessary updates from SDAO which had condensed the changes nicely.

Commissioner Kidder moved to accept the Records Retention Policy as presented

Commissioner MacDonald seconded the motion

Discussion- Commissioner Boothe-Schmitz said that the policy was put together really well but recommended changing he or she to they on the bottom of page 2. Commissioner Kidder asked what the main change is. Mary said it is that there is a required response time. Commissioner Alegria said there was a correction on page 14 last line of #5 records from of. Commissioner Kidder asked where the definition of public records. Mary said it is on the first page. Commissioner Alegria asked what if someone asks for all records? Are we protected? Mary said when you start explaining the time and the cost that all records would cost the requester will become more specific. These costs are included on our request form. Mary said we are working on a provider for storing and retrieving social media and will bring that back to the Board. Commissioner Taylor asked how long records had to be kept. Mary explained that the state has a very specific list of the length of time Special Districts stores records. Commissioner Kidder asked if we can store records electronically. Mary said yes we are moving that direction and the state will be helping with that, but we have not started yet.

Commissioner Booth-Schmidt moved to amend the motion to approve the Retention Policy with corrections

Commissioner Kidder seconded the motion

Motion passed unanimously

- b. ODOT Grant Agreement # 33787 STIF Discretionary Funds- Executive Director Hazen explained that ODOT awarded SETD this Statewide Transportation Improvement Fund Grant which will fund 3 round trips each day from Astoria to Portland on Hwy 30. The grant will also fund the purchase of two used buses and the purchase of an Electronic Fare system. Staff is recommending the Board approve Agreement #33787 and authorize the Board Chair to sign the agreement. Commissioner Kidder asked that

step height be taken into consideration for ease in boarding. Commissioner Alegria said that #3 and #4 are duplicates.

Commissioner MacDonald moved to approve ODOT Agreement #33787 and authorize the Executive Director to purchase 2 new buses not to exceed \$170,000 and authorize the Board Chair to sign.

Commissioner Taylor seconded the motion

Discussion- Commissioner Kidder said we are doing this because of the handoff difficulties we have in Columbia County, so are they pursuing a different option? Executive Director Hazen said they are not.

Motion passed unanimously

10. CORRESPONDENCE- Mary read an email from Community Action thanking the District for providing free bus services on the day of the Homeless Connect Event. Chair Kleczek reminded the Board about an email invitation they should have received about the Forestry Leadership tour next week.
11. EXECUTIVE DIRECTOR REPORT- Executive Director announced the hiring of Sue Farmer as the new Human Resources Officer. Hazen said Sue has a good background in HR and has worked for the County and the Warrenton School District. Sue will start on October 18<sup>th</sup>. Executive Director Hazen said he wanted to highlight the tour that he gave to transit professionals that went from the RTAP Conference to the coast and back. Hazen said that the Section 5310 Program manager from FTA out of Washington DC gave quite a compliment to our driver that day saying he was not just a bus driver; he drove to make people feel comfortable. The driver was our newest driver and he was quite happy to receive the compliment. The tour went very well.
12. LEADERSHIP TEAM REPORTS- Commissioner Kidder asked Paul if he felt we were ready for next year with the vast number of passengers coming in on the cruise ships. Paul said we are fine for this cruise ship season but need to add more drivers to span all the programs that we are going to have. Executive Director Hazen said with the STIF we will need 8 more new drivers. Chair Kleczek asked about contacting the union for potential new drivers. Paul said he had sent a personal letter to the union president which was passed to a liaison who responded saying that she had asked around but did not have any leads. Commissioner MacDonald asked Paul if the data and software continues to improve on our buses being on time? Paul said our ability to track continues to improve but how until we align our routes and get more drivers I doubt if our times will improve much but we will enjoy some relief now that summer is gone. Chair Kleczek asked Jason about his mentioning that him spending so much time at the transit center has taken away his ability to give presentations. Jason said that it is getting a little more manageable. Kleczek asked if this is a hiring thing? Jeff said that it is an operational thing. Chair Kleczek asked Mary how the student training is going at Job Corp. Mary said she it is going great. She is meeting with about 15 students each week that come from all over the United States and are just finishing their 3 week orientation and have just received their bus passes.
13. PUBLIC COMMENT (3 minutes)- None
14. OTHER ITEMS- Commissioner Alegria said she will not be able to make the December 16<sup>th</sup> meeting but is available all of November and the first week and part of the second week of December. Alegria thought that the combined December meeting may need to be discussed with the new Board members to make sure there is quorum. Chair Kleczek said that the combined November/December meeting will be an agenda item at the October meeting.

Meeting was adjourned 10:35 AM

Mary Parker, Recording Secretary

Secretary/Treasurer Debbie Boothe-Schmidt  
Debbie Boothe-Schmidt

Date 11-21-19

An audio recording of this meeting is available by contacting Mary Parker at [mary@ridethebus.org](mailto:mary@ridethebus.org)