



SUNSET EMPIRE TRANSPORTATION DISTRICT

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY JUNE 26, 2014**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:00 AM.
2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Neal Smith, Commissioner Marcia Fenske, Commissioner Carol Gearin, Commissioner Kevin Widener and Commissioner Kleczek participated over the phone beginning at 9:47 AM.

Staff Present: Executive Director Diana Bartolotta, Financial Officer Diane Moody, Executive Assistant Mary Parker, NWRC Manager Jason Jones, IS John Layton, Operations Manager Scott Earls, Operations Assistant Tami Carlson, Mobility Lis Pietila
3. CHANGE TO AGENDA: Chair Lewicki said that the Executive Session scheduled at the end of agenda will be moved up to around 10:30 am to accommodate Jeaneyse Snow's schedule or whatever point the meeting is at when Jeaneyse arrives. Chair Lewicki also said that Jean Palmateer had a change in schedule and would not be attending the meeting. Mary Parker said that a representative/applicant for the proposed Antique Fair was here to discuss their plans and asked that this item also be moved up on the agenda. Chair Lewicki suggested it be listed first under new business.
4. PUBLIC COMMENT: None
5. APPROVAL OF MAY 2014 BOARD MEETING MINUTES- Commissioner Gearin noted that Diane Moody needed to be added to staff who attended and on the April 8th minutes had a typo in the second sentence the word "and" should be changed to "had". Commissioner Goforth said that at the last Board meeting Commissioner Kleczek had asked for information on the Ifocus contract to be available at the June Board meeting and she did not see it in the Board packets. Executive Director Diana Bartolotta said she has that information and will present it however you want to address it.

Commissioner Gearin moved to approve the May 2014 Board Minutes as corrected
Commissioner Goforth seconded the motion
Motion passed by unanimous aye vote
Commissioner Fenske abstained due her not attending the meeting
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Widener- Reported that he had taken pictures of local area and sent them in for use in the new Bus wraps.
 - b. Commissioner Gearin- Commissioner Gearin said that she had talked to one of our drivers who is very happy driving and with the staff at the Ride Center.
 - c. Commissioner Fenske- Reported that she had forgot her log in to Edocs during the weekend and appreciated quick help from Mary and John.
 - d. Commissioner Smith- Reported that he had gone to the Ride Care Committee Meeting and it was an interesting meeting

- e. Commissioner Goforth-Reported being surprised to see Commissioner Smith at the Ride Care Committee meeting and she asked if she was being replaced but he said he had been invited by the Executive Director. Commissioner Goforth reported that the committee has been working on the committee by-laws and will have another meeting on July 17th where they plan to complete the by-laws so that they can bring them before the Board for approval at the July 24th meeting. Commissioner Goforth said we will be talking about the Senior and Disabled meeting later in the meeting and asked the Board to approve two new members Michael Hendon and Margaret Cross. Commissioner Goforth said that both will be a great addition to the committee and asked for approval from the Board at this time rather than later in the meeting. Chair Lewicki asked the Board if it was agreeable. The Board members agreed.

Commissioner Gearin moved to approve Michael Hendon and Margaret Cross as new members on the Senior and Disabled Committee.

Commissioner Widener seconded the motion

Motion passed by unanimous Aye vote

- f. Chair Lewicki- Noted that the Executive Director Goals are not on this month's agenda. He thanked the Board for working on this because he had received some goal lists however he said he thought it would serve us all better to put this on the agenda for next month. Chair Lewicki asked that those that haven't sent their list in to take a look at them and either send them in or maybe bring the lists to the next meeting. He said he would send out a message before the next meeting.

- 7. ANTIQUE FAIR- Mary Parker introduced Debbie Schmitz who owns the Phog Bounder Antique Mall next to the Transit Center. Mary said that Debbie and Mary Krettler have applied to use the transit parking area August 9th to hold an outdoor Antique Fair. Debbie said she and Mary Krettler have vendors that are interested in being part of the Antique Fair. They are planning on doing it during Regatta. Debbie said that they would rent spaces out to cover the costs of advertising and any fees. Debbie said she knew that there are public parking spaces that could not be used and that they will have to keep access to the electric charging station open. Debbie suggested moving the public parking spots to the north end of the parking lot so there would be less traffic coming through and that area next to Marine Drive could be used for the vendors. There was in depth discussion about several safety concerns and other options. The Board went out to the parking area to view options for access.

Commissioner Goforth moved to allow the Antique Fair to use the east end of the parking lot on August 9, 2014, keeping access to the electric charging station and the public parking area open.

Commissioner Gearin seconded the motion

Discussion- Debbie asked how much of the parking lot was used for the Downtown Developments downtown cleanup day. Scott Earls said that the parking lot was taped off so that the rental area wasn't used. Mary said that access to the electric car charger and the park and ride spaces remained accessible.

Chair Lewicki Aye

Commissioner Widener Aye

Commissioner Gearin Aye

Commissioner Fenske Nay

Commissioner Smith Aye

Commissioner Goforth Aye

5 Aye and 1 Nay

Motion Passed

- 8. MANAGEMENT REPORT- Executive Director Diana Bartolotta reported that that there will be service on July 4th and that the team had put a lot of work into this. Executive Director Bartolotta reported that she and Scott Earls had attended the Cannon Beach City council meeting. The Summer Fun Pass has been launched with a new design including a radio add. Diane and Executive Director Bartolotta have been working on compliance issues for the fiscal year. Jean Palmateer will be coming in today and tomorrow to go over grants including the planning grant which has the statement of work due by August 15th. We will take this to the Team first then bring it to the Board. We really want the Board involved; and there is a huge public component to this grant. Diane and I went to Salem to a pre-audit training. Board policy says that the Board has to approve the Auditor. Diane and I are trying to tie up things for the fiscal then we are going to look at what we need to do for

the Auditor and terms of getting approval and then we will bring it back to you. The proposal will be that we go with the same auditor for a few more years because they know us and they know the things we are struggling with. Executive Director Bartolotta said she has been participating in the Connector Alliance meetings which have been a great resource. Executive Director Bartolotta said that the 3 new busses are here and Scott is working on the licensing and registration and Mary has been working on the bus wrap design. Commissioner Goforth asked that the design be brought to the Board. Eric Barton asked to be part of the Transit Center and started on July 1st. Operations assistant Shasia was moved from part time to full time. Executive Director Bartolotta said she and Jason are continuing to work on the CCO model and reported that she will be out of the office on July 8th to the OTA meeting and NWACT July 10th and that staff and Mary know her schedule.

9. FINANCIAL REPORTS- Finance Officer Diane Moody asked if there were any questions about the May 2014 financials or exception reports. Commissioner Gearin said when Jay was here she had asked for the rental income to be broken down. Diane said for the electric car charger you got \$54.71 and the remainder goes to the spaces. Chair Lewicki said for some months we have asked that the rental breakdown to be a regular part of the financials and that there are 3 income streams as they understand it, the billboard, the parking spaces and the electric charging station. Chair Lewicki said he would like to request again that there be a breakdown in a standard spot in the financials, even if there is a \$0 balance in 2 of them and this request has come up several times and the Board would appreciate it. Diane said from this point forward you shall have it. Commissioner Gearin asked about the expenses \$81.95 under the pass through grant? Diane said this is for the STF grantees and that we receive the grant funds for CRS or the Senior Center so it is the pass through. Commissioner Gearin also said that under bank charges: congratulations. Commissioner Fenske asked about the Ridecare reimbursements exceeding the actual expenses. Commissioner Fenske asked if we are paying them too much or are we not getting enough to pay them? Diane said in budget law we have a total materials and services budget and if we exceed it by more than 10% than we are out of compliance. So because of the over expense, overall our actuals are exceeding that budget by 10% so that is the major contributor to that and I apologize for not writing that more clearly. Commissioner Gearin asked if we are over 10% are we going to have to do take action. Diane Moody said we have a resolution that is not listed on the agenda that I was going to recommend we do after the financial reports.

Executive Director Bartolotta said she went back through the minutes and did not find the month that had the motion or resolution for the Ifocus website agreement, so she had Diane pull the contract for the website which was for \$4900 and the total expenditures to date are \$10,000. Executive Director Bartolotta said that we are over budget but we budget by appropriations so we are not out of compliance and said we will manage the contract with Ifocus better in house, making John responsible for the web changes which will be part of the compliance piece. Commissioner Kleczek said we as a Board were never shown that contract and I asked for it but never got it and I believe it was just an amount that was part of the rebranding project and there were no specifics and I raised those concerns every time this came up because I know how this works and that is how they get paid. There was discussion about contract requirements and developing a process going forward which would include all contracts having lawyer approval before the Board ever sees them. Commissioner Kleczek said especially if something is in the ball park of \$10,000 worth of work. Commissioner Goforth told Commissioner Kleczek what we have just been handed is not a contract at all it just shows how much money we have spent. Commissioner Fenske said that we probably did not see the contract because the original was \$4900 which is below the \$5000 limit that Jay had. Commissioner Widener said that Jay had mentioned it was going to be more, however he could not find it in the minutes but he did mention it. Chair Lewicki said as a reference of scale my recollection of this was that we were going to use the money that was awarded to the District to cover the rebranding effort which Commissioner Widener clarified as \$7870.92. Chair Lewicki said we may have had an original contract for \$4900. Commissioner Widener said this went towards the entire rebranding effort. Commissioner Gearin also said that money went to all the rebranding efforts and we have spent well over the \$8000 including Tiffany's contract. Commissioner Kleczek said her concern at that point and time was that the contract had a built in there is going to be more to it. There was further discussion about the need to review current contracts and staying within the scope going forward.

Diane said that it appears that she flipped a and b on the financial reports.

Commissioner Fenske moved to approve the May financials

Commissioner Widener seconded the motion

Motion passed unanimously

Executive Director Bartolotta said that we were looking at the remaining items that need to be paid from RideCare for materials and services for this fiscal year and Diane realized we can pay all those because we have the money but if we do we will be out of compliance with budget law and then we brainstormed and found how we could stay in compliance and it is tricky to understand. Executive Director Bartolotta said the only goal of this is not to get dinged on our audit and explained this is in two pieces, so we took the remaining that was in the RideCare contingency will move it over to materials and services and that covered about half of it. The second part is to move the funds from materials and services in the general fund to material and services in the Ride Care fund. Diane said to stay in balance we are moving \$150,000 of allocated resources from the General Fund to the Ridecare fund. Chair Lewicki asked if we are amending the budget. Diane said we have made no change to the overall budget as reported on the LB1. Commissioner Kleczek said she had not received a copy of Resolution 2014-01. Mary said that it was not completed until after the original Board Pack went out so it was sent out with the Management Report on Monday June 21st.

Chair Lewicki read Resolution 2014-04 (see attached)

Chair Lewicki Aye
Commissioner Fenske Aye
Commissioner Gearin Aye
Commissioner Goforth Aye
Commissioner Kleczek Aye
Commissioner Smith Aye
Commissioner Widener Aye
Motion passed unanimously

2014-2015 Budget Resolution 2014-03

Diane said the Budget was approved by the Budget Committee and you have the General Fund the Ridecare Fund and the Reserve fund and resource and requirements. Diane said there was one change requested by the Budget Committee which was to reduce the provider payment amount which has been done. Diane said that we were asked by Budget Committee member Barbara Blue to confirm with our Auditor that the 2012-2013 reconciliation payment of \$160,000 was applied to the right appropriated expense in debt service. We had done that and the Auditors came back and said it would be more appropriate that you put it in material and services given it is not a concrete number and after you have it in your budget you can move it after the fact. So I am putting this forward for the Board to consider as a change to the RideCares budget expense. Commissioner Fenske recommended making the change that the Auditors recommended.

Chair Lewicki read Resolution 2014-03 (see attached)

Chair Lewicki Aye
Commissioner Fenske Aye
Commissioner Gearin Aye
Commissioner Goforth Aye
Commissioner Kleczek Aye
Commissioner Smith Aye
Commissioner Widener Aye
Motion passed unanimously

10. Chair Lewicki said Jeaneyse Snow had arrived and at 10:30 AM announced that the SETD Board will now meet in Executive Session for the purpose of ORS 192.660 2 (b).

Executive Session ended at 10:40

11. OLD BUSINESS-

- a. Holiday Schedule for Administrative Staff-Tabled for later date per Board request

- b. Merit Increases for Staff- Tabled for later date per Board request
- c. Finance Committee Proposal- Chair Lewicki said that he and Diana has spoken about a Finance Committee and he thought it was a good idea. Diane said the Board could determine what the Finance Committee would look like but Diane would be the staff person that would run it. The Finance Committee would meet before the Board meeting to go over financials so that the questions that aren't getting answered in the Board meetings can get answered by the Finance Committee. Chair Lewicki asked if the Board Secretary Treasurer would also be a member. Diana said yes. Diane said there would also be people from the community on the committee for an outside perspective. There was discussion about staff being on the committee as well as budget committee members or CPA's.
- Commissioner Gearin said the concern that she had raised was that she was originally told by Diana that she wanted me to go to her because she may have the answer. I specifically asked the Auditor when he was here, "Should finance and administration be kept separate?" His answer was yes. So my request is that the Board Treasurer has open access to the Finance Officer. Of course the Executive Director should be kept in the loop and if the Board Chair wants to be kept in the loop I do not have a problem with that. As a Board member I want my questions answered and the Finance Committee might not have the same questions I have. And maybe my questions are stupid and ignorant, but I still want them answered.
- Commissioner Fenske said in that regard I agree with Carol, I want to understand what I am approving and my questions are my questions. I think that is why there were problems in the past; we were approving things with miss information. I want to understand, even if you had a finance committee I would ask the same questions at the meeting. It would not matter if there was someone else in the loop. I think it is kind of a mute point.
- Commissioner Goforth said when I was the Secretary Treasurer; I could go to Brenda who was the financial person and ask her to explain this to me. And now when I am signing checks I can ask questions. I think the Secretary Treasurer should be able to go directly to the finance person. Commissioner Smith said he wanted to think about it for a few minutes. Commissioner Widener said he is not a fan of starting a lot of sub committees. There are times when they are necessary and I am kind of where Neal is and am going back and forth wondering why. Chair Lewicki said he understands staff not wanting to be interrupted. However each of us has the responsibility and the authority to get in there and look at this stuff. It boils down to what kind of courtesy we want to extend, what kind of structure we want to develop to meet the needs of the management and of the Board to get done what we have to get done. Chair Lewick said he thought the idea of a committee was a good idea but he is not too excited about outside people being involved because the original request was to give the Board a way to be better informed about individual line items. There was further discussion about the usefulness of the committee answering some of the bigger questions. Commissioner Fenske said the answer to my questions is generally in the exceptions report and I like the way we are doing things. Commissioner Smith said his comments last month had to do with the individual Board members going to the finance officer or staff with individual questions which could be interruptive. Executive Director Bartolotta said it does get overwhelming for the staff. Commissioner Gearin asked Diane if she is overwhelmed by people. Diane said no and that she thinks what Diana is making sure of is that the pace continues to be the same as it has been going forward. Commissioner Fenske asked if the rest of the staff is being bombarded. Staff said no. Chair Lewicki said these are unplanned interruptions. Chair Lewick said I think that some of the questions could be structured in an email with an answer in a couple of days and then if not resolved we can have a more structured way of asking. Diana said what my role is if my role is not to manage staff. Others can answer questions but my job is to make sure we are spending appropriately and running correctly. Commissioner Fenske asked how often a Board member actually goes to the staff. Scott Earls said he has worked for many managers and all of them have said it is not the Boards job to get involved in daily management and that they have said they would come to him if they needed information. Commissioner Gearin said I would like to hear from staff if they are getting calls. I remember going to Lis with a customer service issue and I saw her right here. Commissioner Gearin said she wanted this on record; this whole thing started because I feel that the Board treasurer should have direct access to the finance person if there are questions raised. I do not believe I come in and tell Scott or Lis or Tami or anyone that they are doing their job wrong, that is not my job to do and I hope I have the intelligence enough to realize that. But I do feel that if I have a question on anything to do with the finances that I do not have to go to the director, that I can go to you or to the financial person directly. I made a deal when I was elected treasurer that whenever I was in town I would stop in and say do you need me. What does that take 10 seconds of Diane's time and it is either yes or no. Executive Director Bartolotta Diana said I think the treasurer has a special roll and it is

especially important that the treasurer be able to access the finance officer but if the Board can go directly to staff and do whatever they want what is my job. Chair Lewicki said he wanted to put a cap on this as we may not resolve this today. Chair Lewicki said the Board cannot be blocked at what they want to look at and it would be nice to maintain the working relationship between board and staff. Chair Lewicki said again he liked the email approach. Executive Director Bartolotta said that SDAO training says specifically that Board members should not direct staff and if a Board members can go directly to staff than what is my job because I thought my job was to manage operations. Chair Lewicki noted that this would be at the will of the Board. Chair Lewicki said that we are all sensitive to what you are saying Diana, but if something comes up that one of us feels needs to be addressed, in a remarkable way in a short time period it is our charge to do that. Executive Director Bartolotta said you just need to follow the rules. Chair Lewicki said, tell me what rules say that a Board member cannot do that, because you will not find it. SDAO does not tell us that if we see an urgent situation that we cannot take steps necessary. The whole crux here is that we do not want to agree with an arrangement that is finally going to close the door against our ability to do what we were elected to do. Diana said I just ask you to have rules and follow them. Chair Lewicki said I think if we develop a system to communicate that works for as we can work through this. Commissioner Smith asked if there was a bulletin board type communication like a forum. John can probably set this up and will look into this.

- d. Proposed Antique Sale- Moved to item 7 earlier in the meeting.
- e. Special Transportation Funds (STF) A & B Proposals

The Senior and Disabled Committee has approved the proposals being presented below.

- a. Dial a Ride Service Re-Opening – Commissioner Goforth passed out information about the RSVP route and proposed Dial a Ride. This included a new rate sheet for the proposed Dial a Ride service. There was discussion on why the RSVP route had not been successful. There were several reasons from it not being what people wanted and too restrictive in use. Marketing was difficult due to scheduling and limited destinations. Tami reported that we have tried the RSVP for three months and it has not been working as it was too restrictive. Tami said that she is recommending we bring back Dial a Ride to the same areas that were served with the RSVP route and will be able to use the current driver. Tami said that the schedule provides service to different areas on specific days. This is open to the public with no restrictions but we will not be doing this intercity. We are trying to build a fair structure that will fit in with other services. John prepared a fair report which shows the costs. Most fairs will be increased about \$2 higher for the 10 miles and \$4 for 5 miles.
- b. Bus Shelter Renovation, Maintenance and Signage- Scott Earls detailed how the \$31,520 was going to be utilized. He said there is a great need for refurbishing shelters. He will be purchasing 2 new shelters. One will be installed at Fred Meyer and one will be used to replace a shelter in Seaside. The old shelter will then be refurbished and once finished this will be installed and another shelter refurbished and this process will continue. Scott also said he will be purchasing display holders that are made to go into the shelters that is large and is locked. Commissioner Kleczek asked if we are looking for weather proof schedule holders. There was discussion of the risks of riders wasting the schedules. Scott also there will be maintenance said he is looking at contracting to do shelter cleaning once a week or once a month is also planned.

Commissioner Smith moved to accept the recommendation of the Committee.
Motion passed by unanimous aye vote.

Commissioner Smith amended his motion to accept the recommendation of the Senior and Disabled Committee with regards to the STF proposal A and B.
The amended Motion passed by unanimous aye vote

Commissioner Goforth made a motion to accept the new rates for the Dial a Ride service as recommended by the Senior and Disabled Committee.
Motion passed by unanimous aye vote.

f. Senior and Disabled Committee- Appointment of new members completed during Board member presentations

g. Intergovernmental Agreements (IGA's)- Executive Director Bartolotta reported on the following agreements.

- i. IGA with the City of Cannon Beach- Contract was the same as the last contract, dates have been updated. Compensation on Exhibit B, B.2.A and B.2.B are new. Executive Director Bartolotta said that Jeaneyse Snow has reviewed this and she is happy with it. Scott explained that during the summer when the Trolley is running we do not charge but we keep the money in the fare box. There was discussion about possibly making changes to the agreement next year.

Commissioner Widener moved to approve the IGA with the City of Cannon Beach for the Cannon Beach Shuttle

Commissioner Smith seconded the motion

Motion passed by unanimous Aye vote.

- ii. IGA with Columbia County- Columbia County is using the Trolley again for the Fair and we charge a\$1. Scott said we have done this for 3 years. Commissioner Widener said there are two typos so the motion needs to be amended. Jeaneyse added a personnel and insurance section. Scott said they have always maintained and returned the trolley in good condition.

Commissioner Goforth made a motion to approve the IGA with Columbia County to use the Trolley for the weekend as corrected.

Commissioner Kleczek seconded the motion

Motion passed by unanimous Aye vote.

h.

NAME AND BRANDING UPDATE: Executive Director Bartolotta said she had asked Jeaneyse Snow to look into our changing our name and about the DBA. Commissioner Gearin said we have always been going to keep Sunset Empire Transportation District because it is our legal name and it is on all of our legal papers. There was discussion about the need for filing a DBA. Commissioner Gearin said she did not want to change it. Chair Lewicki said the intention was to update our name and conversation about respecting those people who come from out of town to use our bus and they don't understand the Empire part. With our renewed good public opinion and appreciation we wanted to have a new look. The new logo is an evolution of the old logo and more relevant because at the time we talked about going from a bus company to a multi modal transportation center. My take and what I voted for was to keep the legal name but all other representations would be with this new image. My recommendation would be from this point we hold off and have Mary come back with some recommendations until we develop a plan to use a brand name.

Executive Director Bartolotta proposed that the Board approve the name change for RideCare. She said Jeaneyse is ready to file this for us and needs authority by the Board to adopt the trade name RideCare for our non emergent medical department. Chair Lewicki said if the Wave is not a DBA, then whatever it is, is what we were after. Executive Director Bartolotta asked for a motion to approve the changing the Northwest Ride Center name to RideCare.

Commissioner Kleczek made a motion that we apply for the DBA for RideCare for the non emergent medical transportation.

Commissioner Widener seconded the motion

Motion did not pass by unanimous vote.

Roll call vote.

Commissioner Smith Aye

Commissioner Goforth Nay

Commissioner Lewicki Nay

Commissioner Widener Nay
Commissioner Gearin Nay
Commissioner Kleczek Aye
Aye 2 Nay 4
Motion failed

Executive Director Bartolotta asked for guidance because we have a DBA filed under Northwest Ride Center incorrectly by Jay. She asked do you want us to use Northwest Ride Center or how would you like us to refer to Jason's department? Chair Lewicki said I thought we decided to use RideCare? Executive Director Bartolotta said no DBA but we like the name, I just wanted to get that clarification. Chair Lewicki said as long as we are going for clarification, it's the Northwest Ride Center like we are SETD but we want to call it RideCare, just like Tillamook calls themselves the WAVE so let's find out about that name that Tillamook is using. If it is a DBA then it looks like we should go that way but if there is some other way to do what we want I think we should go that way. Executive Director Bartolotta said so to summarize we like the name Ridecare, we did not pass the DBA, but we would like further research to find out what Tillamook is doing with the WAVE and we want to do whatever they are doing? Chair Lewicki said once we find out what they are doing and it makes sense, but Diana we do not want that paperwork for that organization to remain inaccurate, and I am aware my name is on there and it should not be. Chair Lewicki said that needs to be corrected regardless and if it was Northwest Ride Center and we don't have the where with all to go ahead with RideCare than at least put it back to where it was. Executive Director Bartolotta said ok I just need direction from you on what you want to do, so is the Board saying that they want to use the Northwest Ride Center. It seems like you just decided to use RideCare and you want me to fix the paperwork so you no longer have your name on there. Commissioner Gearin said it is my understanding that the Northwest Ride Center is like SETD and is a legal name and we would keep our legal name and we were just rebranding. Executive Director Bartolotta said the Northwest Ride Center paperwork was filed incorrectly, I can fix it but I need you to tell me what you want and I would suggest a motion. Commissioner Gearin said I want to ask Paul to explain this to me. It was Northwest Ride Center, and it is was staying Northwest Ride Center and we are just doing a DBA with RideCare? Chair Lewicki said his understanding is that when Jay took over mine and Jay's name mistakenly went on the renewal so it looks like we own the Northwest Ride Center business. But our discussion was that we were not going to change our legal names just change branding names for our departments, to give some brand identity to our users. Commissioner Gearin said that is what she understood and she requested that she wanted to change her previous yes vote to a no. Commissioner Kleczek asked if the Northwest Ride Center is a DBA. Executive Director Bartolotta said no it is an assumed business name with Jay as owner and Paul as representative. Commissioner Kleczek said if we are going to correct it we should correct it to what we are using it as. Executive Director Bartolotta said yes we are using it as Ridecare but when Jason writes a contract it will say SETD /DBA Northwest Ride Center but all marketing materials will say Ridecare. Commissioner Kleczek said I want to make sure that everyone understands that there is already paperwork in existence for an assumed business name for that entity of the organization and do we want it be Ridecare or Northwest Ride Center. Chair Lewicki said his suggestion is that we correct the paperwork as Northwest Ride Center. Commissioner Kleczek said the Wave is probably an assumed business name. Commissioner Gearin said she wanted to change her vote to a no because I think what Paul says makes sense. What I understand is if we cut off from SETD NWRC we are making 2 different entities and I think it is confusing so until this is a little less confusing I want to change my vote to a no. Commissioner Goforth said I think the Board has made a decision. Chair Lewicki said we can go around and around on this but I would like to ask is that you Diana do your due diligence to figure out what it takes to get us where we want to be and if it is legal and viable or if it is not viable for us and have a report for the next meeting. Executive Director Bartolotta asked you want me to get the NWRC equivalent to the wave in Tillamook? Executive Director Bartolotta asked what do you want me to do I am not clear. I think we need a motion. Chair Lewicki said a motion for what? Executive Director Bartolotta said a motion to fix the filing for the Northwest Ride Center. Commissioner Gearin said if you need a motion I will make the motion.

Commissioner Gearin made a motion to fix the Northwest Ride Center so that Jay and Paul's name is off as co-owners and that it goes back to the original Sunset Empire Transportation District – Northwest Ride Center and then look at changing Ridecare to an assumed business name.
Commissioner Smith seconded the motion

Commissioner Smith Aye

Commissioner Goforth Aye
Commissioner Lewicki Aye
Commissioner Widener Aye
Commissioner Gearin Aye
Commissioner Kleczek Nay
Aye 5 Nay 1
Motion Passed

12. CORRESPONDENCE- There was none.

13. NEW BUSINESS- None

14. OTHER ITEMS- Commissioner Gearin said she would like to set the date for Special Board meeting. Chair Lewicki asked Mary to send out a Doodle poll to set up the next special meeting.

Meeting was adjourned at 12:15 PM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 7/24/14

Mission Statement

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