



SUNSET EMPIRE TRANSPORTATION DISTRICT

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
THURSDAY September 26, 2013**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:10 AM.

2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Carol Gearin, Commissioner Rae Goforth, Commissioner Kathy Kleczek, Commissioner Neal Smith and Commissioner Kevin Widener  
Excused: Commissioner Marcia Fenske

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Lori Karl, Human Resources, John Layton, IT Specialist, Diane Moody, Accountant, Jason Jones, NWRC Manager, Elisabeth Pietila, Mobility, Scott Earls, Operations

3. CHANGES TO AGENDA- Jay asked to make a presentation following the approval of the minutes.

4. APPROVAL OF August 22, 2013 BOARD MEETING MINUTES-

**Commissioner Gearin moved to accept the August 22, 2013 Board Meeting Minutes**

**Commissioner Smith seconded the motion**

**Motion passed by unanimous aye vote of all Board members present.**

5. Jay announced that SETD had received an award plaque from the Women's Transportation Seminar (WTS) group. WTS awarded the Connector Alliance as Project of the Year last year, however the plaques are just now being distributed to each of the participating transit agencies.

Jay introduced and welcomed new employee Diane Moody who is the new SETD Finance Officer.

6. REPORTS FROM CHAIR AND COMMISSIONERS

a. Commissioner Goforth- Reported on the Senior and Disabled Advisory Committee's unanimous approval of new members Donald McDaniel and Mark Fitzgerald. Rae asked for approval from the Board Chair. Chair Lewicki appointed McDaniel and Fitzgerald to the committee.

b. Commissioner Smith- Reported that he had attended the SDAO training last week. Neal said the training went very well and that they covered a lot of information quickly. He said there were a lot of people there from the fire districts. Neal said he had sat next to lady from a transit system that did not have an Executive Director and the Board did all the hiring etc.

- c. Commissioner Kleczek- Reported that she had attended the North by Northwest Foundation meeting at the new Wauna Credit Union in Warrenton a couple of weeks ago. She reported that the foundation is looking at different methods of fund raising, grant writing and coordinating public speaking and promotion of the Connector. She said she has talked with several tourists that were not aware of the transit connections outside of our area so she is hoping that the promotion effort will improve getting that information out.
  - d. Commissioner Gearin- Nothing to report.
  - e. Commissioner Widener- Nothing to report
  - f. Chair Lewicki- Reported that he had attended a meeting in Salem that was a follow up meeting with Columbia County on the route between Astoria and Longview. Paul also sat on the hiring panel for interviewing candidates for the accounting position and is glad that Diane was chosen.
7. PUBLIC COMMENT- None however Chair Lewicki asked if it was necessary to have two opportunities for Public Comment on the Agenda. There was further Board discussion about limiting the time allowed for public comment to 3 minutes and that this should be written on the agenda and the meeting sign in sheet as well. Neal suggested that the board policy on public meetings should also clarify the time allowed. Jay said he would take the recommendation and work on a Public Meeting Policy at the next Board Policy Committee meeting. Chair Lewicki requested the first Public Comment be removed from the Board agenda.
8. FINANCIAL REPORTS- There was discussion on several credit card charges. Jay will look into and report on when the next payment is due for the Electric Charging Station.

**Commissioner Gearin moved to approve the August 2013 financials.**

**Commissioner Widener seconded the motion**

**Motion passed by unanimous aye vote by all Board members present.**

9. OLD BUSINESS-

- a. Executive Director Evaluation Committee- Chair Lewicki reported that the process is underway with the next committee meeting is scheduled for October 11<sup>th</sup>. Chair Lewicki said he is receiving evaluations and will compile the results on a spread sheet. Kathy said that the committee has met twice and they thoroughly went through the current survey and have discussed a plan to go forward and to improve the process including the time frame and scheduling. Commissioner Kleczek also wanted everyone to know that the committee is working on ways of improving how committee handles the evaluation process and how new goals are set up.

10. CORRESPONDENCE-

- a. The notice received from ODOT that was distributed as correspondence about an upcoming Winter ODOT meeting did not include where the meeting is being held. Mary will forward the complete information to the board.

11. NEW BUSINESS

- a. **Amend SETD Ordinance 2005-01-** Commissioner Gearin said that it would be helpful when making this kind of update or change that an explanation letter or email be sent to the Board that explains why there is a change and

what the Board is being asked to approve. Commissioner Smith said that the \$10,000 purchase limit was talked about at the SDAO meeting and that there were a couple of cautions about making sure to stay below the \$10,000 level because it does not take much to end up going over the limit. Chair Lewicki read Resolution 2013-04 which updates the limit for the SETD Public Contracting Policy from \$5000 to \$10,000 for awarding contracts without requiring a bid method.

	Aye	Nay	Absent
Chair Lewicki	X		
Commissioner Goforth	X		
Commissioner Smith	X		
Commissioner Kleczek	X		
Commissioner Fenske			X
Commissioner Gearin	X		
Commissioner Widener	X		

b. **ODOT Public Transit presentation-** Jay explained that this document was prepared by Hal Gard and was presented to the Public Transit Advisory Committee. Hal is also going to present this to the Oregon Transportation Commission and other folks around the state. This is Hal’s report on the state of the state of Public Transportation in Oregon for this year. Jay said there is a lot of good information contained in this document. He noted that one of the statistics that is identified in the document is that there has been an 85% increase in public transportation ridership since 1992. Jay also said that the North by Northwest Connector project is listed as one of the statewide successes.

c. **Rebranding-** Jay reported that the survey process has begun and will continue to be collected until October 4<sup>th</sup>. There is a work session planned for staff on October 11<sup>th</sup> and one for the Board on October 15<sup>th</sup>. Jay said that the rebranding timeline will be included in the Board packs every month.

d. **Updated Tongue Point Contract-** Jay said that this is the updated Memorandum of Understanding with Tongue Point. Jay said that Tongue Point pays us a lump sum for all 400 students. Students are then given passes to ride our busses, however not all students use the system. Commissioner Kleczek pointed out that the \$5 per quarter student passes are a significant reduction from regular fare prices . Jay said this is a government contract but will look into pricing. Jay will also have a Tongue Point student ridership report available at the next Board meeting.

**Commissioner Goforth moved to approve the MOU between Tongue Point Job Corp and SETD**

**Commissioner Smith seconded the motion**

**Motion passed by unanimous aye vote by all Board members present.**

## 12. EXECUTIVE DIRECTOR’S REPORT

a. Management Report- See attached report

Jay said that SETD and CC Rider are still working to get a final schedule implemented by November 1<sup>st</sup>.

There have been many changes and currently we are trying to arrange for the CC Rider staff and SETD staff to meet and develop a final plan. Jay said his goal is to have the schedule finalized by the OTA Conference.

b. Board Policy Committee Update- The approved policy format was presented. Jay said this format will be used for both SETD and Board policies.

13. OTHER ITEMS- None

14. PUBLIC COMMENT- None

Meeting was adjourned at 11:15 AM

Mary Parker, Recording Secretary

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Commissioner Carol Gearin, Secretary/Treasurer

Date \_\_\_\_\_

*Mission Statement*

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