



**SUNSET**  
TRANSPORTATION  
SERVICES

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
THURSDAY APRIL 24, 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 Carol Gearin, Commissioner Kathy Kleczek, and Commissioner Kevin Widener  
Excused: Commissioner Fenske  
  
Staff Present: Diana Bartolotta, Incoming Executive Director, Jay Flint, Interim (Outgoing) Executive Director, Mary Parker, Executive Assistant, Diane Moody, Finance Officer, Jason Jones, Ridecare Manager, Lori Karl, Human Resources, Lis Pietila, Mobility Management, Scott Earls, Operations Manager, Tami Carlson, Paratransit Supervisor
3. CHANGES TO AGENDA-Chair Lewicki said that a report from Commissioner Goforth on the Ridecare Board meeting would be added under Old Business, a Resolution approving bank signing authority for Diana Bartolotta would be added under New Business, and the SDAO Best Practices process would be added under New Business.
4. PUBLIC COMMENT- None
5. EXECUTIVE SESSION ORS # 1922.660(2)(h)  
Chair Lewicki opened Executive Session at 9:12 am. Staff and public were excused.  
Executive Session concluded a 9:26 am. Staff and public were invited to return to meeting.
6. APPROVAL OF MARCH 2014 BOARD MEETING MINUTES-  
Commissioner Kleczek noted an incomplete sentence and a typo of Vic Kee's name. Chair Lewicki asked the Board if it was helpful to receive the minutes earlier than in the next months Board Packs. After discussion it was determined the minutes will be available 8 days after the Board meeting.  
  
Commissioner Kleczek moved to approve the March Board minutes as corrected.  
Commissioner Widener seconded the motion.  
Motion passed unanimously.  
Voting Aye: Kleczek, Gearin, Widener, Smith, Goforth and Lewicki (6)
7. REPORTS FROM CHAIR AND COMMISSIONERS
  - a. Chair Lewicki- Reported that he had an opportunity to introduce Diana to the staff and attend the staff meeting on Tuesday. He said that our staff is more amazing than you might know only seeing them once or twice a month. He said that he listened to all the projects they are involved in and the responsibility they take for their areas but most notably how they all work together, bounce things off each other and was a completely harmonious meeting. He said he was quite proud of what he saw. Chair Lewicki said that Diane has been working with Vic and has set up an account for the Gannaway Transit Plaza project. He said the account has to have a tax ID number and Diane is recommending that we set up a sub account under the employee account for 60 to 90 days and the funds are separate

than the districts funds. Chair Lewicki said Vic had come to Diane for help in setting up an account. Chair Lewicki said we will hold Vic responsible for this. Jay asked if Vic would be spearheading this. Chair Lewicki said what we had talked about last month was if we knew contributors or interested parties we could mention it but we aren't going to do active solicitation and there was some talk about the staff doing a baked sale at some point. Chair Lewicki said Vic had mentioned that the Gannaway family may be significant participants in this. Chair Lewicki said he did not think this was going to be difficult effort; we just need the tools in place to move forward. Cost estimates are about \$2300. Jay said that this should not create tax problems for us however those that do make donations cannot write it off on their taxes because we are not a 501C3. Jay said this we have other sub-accounts and this one will not cause any problems. Paul welcomed Diana Bartolotta.

- b. Commissioner Goforth- Reported that she and Scott Earls had gone to the Port Commission and the Cruise Hosts and that Scott made it very very clear to everyone that it is not a shuttle, it is Route 11.
  - c. Commissioner Smith- Thanked Mary for all she has done.
  - d. Commissioner Kleczek- Thanked Mary for the extra work the last few months. Commissioner Kleczek suggested that we try and move to putting our schedules into a holder in the shelters. She asked that we install or utilize waterproof schedule holders in the shelters so that riders can see a shelter and see that there is information as well. Commissioner Kleczek also said that we had said that we were having difficulty getting our signs up and she had talked with the Cannon Beach city manager and he is willing to get help us get our signs up down there. Commissioner Kleczek said that if she could have someone help her facilitate, that she would like to exchange the new signs for the old old signs that have an 800 number on them that doesn't go anywhere near us. It would be really great to transition the old signs out and new signs in so riders are a little bit less confused about who is providing their transportation services. Chair Lewicki asked for a status report on updating signage in Cannon Beach at the next Board meeting. Commissioner Widener said the new Connector signs are up but the old signs are also still up. Jay said that we can go down and look at the existing signage and replace with new. Commissioner Kleczek said she will be glad to help since she has talked with and received a commitment from Rich at Public Works.
  - e. Commissioner Gearin- Thanked Mary and the staff as she knows this has been a difficult time the last 6 to 8 weeks and she agreed with Paul that the staff does a terrific job. She also said she had no ideas about the signs in Cannon Beach but she had ridden the bus there and if she had to do it again it would be difficult as there are no signs down there.
  - f. Commissioner Widener- Reported in response to the discussion about Cannon Beach signage that when he looks at the existing signage from somebody else's standpoint that yes they could use different signage down there. There are shelters that were not used originally and they don't have anything on them. Commissioner Widener said he would also like to thank Mary for what she has done.
8. **FINANCIAL REPORTS**- Diane asked if there were any questions. Commissioner Gearin asked if we think we are going to see more on the timber revenue. Diane said it will be about \$5000 under what we received last year. Commissioner Gearin asked if we were budgeted for a Contingency Fund of \$253,000 for RideCare and \$247,000 for Sunset Transportation Services and if they are two separate funds. Diane said yes they are separate and that the amount was correct. Commissioner Gearin asked if we should maybe pay down some of the principle on our loans. Diane said we will be asking the Budget Committee for a Capital Reserve Fund for setting aside funds for improvements. Jay said that cash flow wise we are fine in terms of all of our accounts. We have not had to worry about the getting by period for a couple of years now. Commissioner Gearin said she was wondering if the Budget Committee could look at the extra that we have in Contingency funds and consider paying down on the principle and we could get out of debt a little quicker. Diane said that she thought this was a great conversation for the Budget Committee. Commissioner Kleczek said she had noticed in the Exceptions report that telecommunications is running over budget but it looks like we are under budget on the profit and loss. Diane explained that for this month we are under budget because we have not received a bill. Commissioner Kleczek asked about the money budgeted for shelter cleaning and repair and asked why none has been used. Jay said that we have never had any designated staff for shelter cleaning and repair. Jay said between Mary and Scott we have researched what it would cost to have someone from the outside party do it. We could not find someone that was within budget do this that we would like to have so we decided to include a part time employee that will do shelter cleaning in the budget this year. Jay said this position used to be called a lot attendant and they cleaned the shelters and busses next year. Commissioner Kleczek asked who would be cleaning the shelters until the new budget. Scott said the biggest reason we do not see any money being spent on cleaning the shelters is because he is going and cleaning them and we are already paying him for the job and that is just something that I

do. We have a neighbor next to the shelter in Hammond that calls when the garbage can is full and I go down and empty it or when the shelters at Fred Meyer has spiders in them and we receive a call, I go down and clean them. Scott said some of the shelters have gone beyond being cleaned and need to be taken down and ground down. Commissioner Kleczek said she wanted to make sure because we have discussed this in previous meetings and it is important to us that the shelters are clean and safe. Commissioner Kleczek also asked if Diane had called about reducing credit card fees. Diane said that she has and they will be coming back with a proposal for next year and a requested rebate for this year.

Commissioner Gearin moved to approve the March Financial Reports as presented.

Commissioner Kleczek seconded the motion.

Motion passed unanimously.

Voting Aye: Gearin, Widener, Smith, Lewicki, Goforth and Kleczek (6)

#### 9. OLD BUSINESS-

- a. Budget Process Update- Diane reported that the required Budget Committee legal ad has been put out for the Budget Meeting on May 1<sup>st</sup> at 9:00 AM here at the Transit Center. The Budget Meeting books will be ready following today's meeting. Diane said if there is a second meeting it will be on May 14<sup>th</sup>.
- b. NEMT Brokerage Meeting- Commissioner Goforth said that they had a very good meeting with Tillamook and Columbia County. Commissioner Goforth said she thinks it is important that the Board knows what these committees do. Commissioner Goforth passed around a handout that Jason had made for the Brokerage meeting. Commissioner Goforth also said that Jason had been asked how many phone calls were taken in and he reported 59,000 calls. Commissioner Goforth reported that there was discussion about a recent price war going on which Jason solved by asking that the providers post their prices on the 25<sup>th</sup> of each month and that those prices remain in use until the 25<sup>th</sup> of the next month. Commissioner Goforth said that after over 2 years of working on the gas debit cards US Bank has said "no" to their involvement. She said DMAP will now be paying \$37 a ride and our cost is \$32 a ride. We have 28 volunteers working, and they do receive mileage. Commissioner Goforth said that Tillamook Transit are cashing in on routes to the Casino's and passed out a brochure. Commissioner Goforth said that she would like to get more people on the committees and she would like to see the District's department managers speak at the Board meetings. Chair Lewicki asked Jason why we lost the debit card program. Jason said that we have had a long process trying to set up this program including a rewrite of our programming and he had sent an email to US Bank about completing process. US Bank responded saying they were no longer going to accept any more of these types of programs in their portfolio and as soon as they can they will be dropping the only other debit card program with Medford as well. Jay said that there are no other banks that will provide this service so Jason and Julia have been working on a plan that will be a direct deposit program where money from Ridecare account will be directly deposited into the drivers account through an Automated Clearing House process and Ridecare will also continue reimbursing drivers through the gas voucher program that is currently being used. Commissioner Smith asked why all of the brokerages aren't using the same system? Jason said we are not required to.
- c. Update on new website launch- Jay reported that today is the official launch site of our official web site. There will be a couple of new phases to keep improving it. Chair Lewicki thanked Commissioner Kleczek thanked Lis for the work that she did to make the necessary changes. Jay thanked Mary for her help and being the point person and for the work she has put into it as well. Each of the managers had input for their pages. Commissioner Kleczek said there is a problem with the "plan your trip" direction finder by Google maps. Mary said that she will call Hannah and have them correct or will place notification on page that it is not working or have them remove it.
- d. Donated Services update- Mary reported that we released the Donated Services Application information process to the public. There was information in the paper, on the radio, on our website and we have made several email blasts to local services that we are linked to. The application process will be from April 14<sup>th</sup> through May 14<sup>th</sup>. Mary reported that she has already received 3 applications. Mary will email the Board a copy of the application following the meeting.
- e. New Executive Director Contract approval- Chair Lewicki said that the Board has received a copy of the contract that has been reviewed by our attorney Jeaneyse Snow and have made the corrections she recommended. Addendum A is not included today, but was included in the original contract sent to you. Addendum B is included with today's

contract. Chair Lewicki pointed out that there was one significant change concerning outside employment on page 4 of section 7. Commissioner Kleczek asked about a strike through on page 7 which Chair Lewicki clarified as a typo and which has been corrected. Chair Lewicki said there was one more change that Jeanyse made in the section for grounds for termination in section 8 and 9 under sub paragraph 2.

Commissioner Goforth moved to accept and approve the contract for Diana Bartolotta the new Executive Director.

Commissioner Smith seconded the motion.

Discussion- Commissioner Kleczek thanked everyone for their input and cooperation. Chair Lewicki also thanked everyone for their diligent input. Commissioner Widener stated his being uncomfortable with doing that over the telephone and it should have been done in a meeting.

Motion passed

Voting Aye- Gearin, Smith, Lewicki, Goforth and Kleczek (5)

Voting Nay- Widener (1)

#### 10. CORRESPONDENCE- None

#### 11. NEW BUSINESS

- a. Resolution 2014-01 Bank Signing Authority- Chair Lewicki read Resolution 2014-01 allowing Executive Director, Diana Bartolotta full financial authority to all Sunset Empire Transportation District accounts at Clatsop Community Bank.

Commissioner Kleczek moved to adopt Resolution 2014-01.

Commissioner Gearin seconded the motion.

Roll Call Vote-

Chair Lewicki-yea

Commissioner Goforth- yea

Commissioner Gearin- yea

Commissioner Widener- yea

Commissioner Smith- yea

Commissioner Fenske- yea

Commissioner Kleczek- yea

Motion passed unanimously.

- b. Credit Card for Mobility- Jay explained the need for Lis to have a credit card for the Mobility Department. Jay said that as we ramp up the Transportation Options program Lis and her staff will be purchasing materials for presentations and events this next year. Jay said it is better to have all of her purchase on her own credit card instead of borrowing someone else's. Jay said it is a natural progression to have all department heads have their own credit card. Jay said we are asking for a \$1000 increase to the credit limit for credit cards to accommodate adding this new card. Diane said that having a credit card is also useful for traveling to conferences and training.

Commissioner Kleczek moved to allow Diane to ask for an increase in the credit card limit and for Lis to have a credit card for her department.

Commissioner Gearin seconded the motion.

Motion passed unanimously.

Voting aye- Goforth, Smith, Kleczek, Gearin, Widener and Lewicki (6)

- c. Revised Allocation Plan- Diane said the new Allocation Plan is from January 2014 through June 2015. Diane said the motivation for making these changes has a lot to do with our auditor's findings for the last few years. We inconsistently are applying our cost allocations which have had a lot to do with the variations we had in the cost allocations plan by the expense category. The other motivation is really thinking through the administrative umbrella of Ridecare and Sunset Transportation Services. Diane compared calculating the cost allocation plan by employee time or salary or square footage. Diane said when she did a 2 month study using both methods the results came out at 76/24 % for both methods. Diane said that if there are future changes in staff or square footage we will only need to adjust what is happening at each place. Diane noted to the Board that the allocation methodology had

been changed on page 4 and the table on page 5 and 6 outlines each category of expenses and how they are being allocated. We would like to move forward with the only addition that would happen next year being the addition of the new budget.

Commissioner Gearin moved that the Board accept the Cost Allocation Plan for January 2014 to June 2015 as presented.

Commissioner Kleczek seconded.

Motion passed by unanimous aye vote.

Voting Aye- Gearin, Widener, Lewicki, Goforth, Smith and Kleczek (6)

- d. Best Practices SDAO- Chair Lewicki passed out the new SDAO Best Practices document to the Board. Chair Lewicki noted that the new Best Practices process had been discussed at the last Board meeting. Chair Lewicki asked Mary to take a look at this initially and have a report for the next Board Meeting.

## 12. INTERIM EXECUTIVE DIRECTOR'S REPORT

- a. Jay reviewed the report. Jay said Diane is the Budget Officer and will be handling the Budget Meeting next week, but Jay said he will be attending for historical purposes. Jay said that Diana takes over today and that Jay will be transferring information over to her within the next week. Jay thanked the Board for all their efforts, he thanked the staff for all the hard work we have gone through the last few years. Jay welcomed Diana and said this place requires a lot of energy and enthusiasm and I think she can bring that to the table. Jay said he looks forward to watching and reading about you as you move forward to the new chapter.

## 13. OTHER ITEMS-

- a. Chair Lewicki said that he would like to characterize Jay's tenure here on the shore of the Columbia River as taking us from choppy stormy waters into calmer waters of the river here. Chair Lewicki said the Board had put together a token of their appreciation and presented Jay with a commemorative "ice sculpture" award inscribed with the new logo and names of the Board. Chair Lewicki said there just isn't time to list all the things but the new logo, the original Allocation Plan, the conservative budgeting which has put us in a much better financial situation and the attention you have paid to nurturing the staff. Thank you for everything.
- b. Commissioner Kleczek said that tomorrow is the NWACT Board meeting and we will be voting on the SIP process. Commissioner Kleczek said this is an important meeting for seeing how the process works. Jay said he was not going to attend, and Commissioner Kleczek invited Diana to attend. Diana asked to meet with Commissioner Kleczek after the meeting to coordinate information.

## 14. PUBLIC COMMENT- None

Meeting was adjourned at 11:AM

Mary Parker, Recording Secretary

  
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Commissioner Carol Gearin, Secretary/Treasurer

Date 6/10/14

### *Mission Statement*

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