



# SUNSET TRANSPORTATION SERVICES

## BOARD OF COMMISSIONERS

### MEETING MINUTES

THURSDAY MARCH 27, 2014

9:00 AM

Astoria Transit Center 900 Marine Drive Astoria, OR

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG

2. ROLL CALL-

Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Kathy Kleczek, Commissioner Kevin Widener and Commissioner Carol Gearin.

Excused: Commissioner Marcia Fenske and Commissioner Neal Smith

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Financial Officer, Jason Jones, NWRC Manager, Julia Takko, NWRC, Lori Karl, Human Resources, John Layton, IT, Elisabeth Pietila, Mobility Management and Scott Earls, Operations

3. CHANGES TO AGENDA-

Chair Lewicki said he would be adding a report from Commissioner Goforth on the Senior and Disabled Committee under Old Business.

4. PUBLIC COMMENT (3 minute limit)- None

5. APPROVAL OF MINUTES FOR FEBRUARY SPECIAL BOARD AND FEBRUARY MONTHLY BOARD MEETINGS -

Mary Parker said there were two corrections, one to remove the word agenda from the heading of the minutes and the other is to change the amount of total assets under the Audit Report from \$520,000,000 to \$5,200,000. Commissioner Gearin asked for clarification of the minutes concerning Lori's report on the change in employee's receiving benefits due to the affordable care act. Lori clarified that the policy was changed and the minutes state that now employees receive insurance benefits after 60 days of employment instead of after 90 days of employment.

Commissioner Kleczek moved to approve the January 29<sup>th</sup> Special Board Meeting and the February 27<sup>th</sup> Regular Board Meeting Minutes

Commissioner Gearin seconded the motion.

Motion passed unanimously

Voting aye: Gearin, Widener, Lewicki, Goforth and Kleczek (5)

6. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Widener- Nothing to report

Commissioner Gearin- Nothing to report

Commissioner Goforth- Reported that she had attended the Senior and Disabled Committee Meeting and it was a very good meeting noting that Tami and John had given a wonderful presentation on the new Shopper Shuttle Route which they will also be presenting to the Board today.

Commissioner Kleczek- Welcomed Scott Earls back.

Chair Lewicki- Reported that he had an opportunity to sit in on a meeting for the Long Range Transportation Plan where the contractors discussed the scope of the project.

## 7. FINANCIAL REPORTS

Commissioner Goforth if the items that we are so far over budget on are being taken into consideration on the new budget or are we going to continue to go over budget on these items. Diane said she is making sure we capture this year what we did not think about last year. Commissioner Gearin asked if we have finished paying the auditors and Diane said yes. Commissioner Gearin asked for clarification on professional services. Diane explained that professional services to the District include accounting and the majority of that fund in the budget this year was for Boldt Carlisle and Smith doing the internal control manual. Jay also said that the other \$100,000 is for the consulting service for the long range transportation plan grant but he said that we will only use a fraction of that. Jay said that some of the rebranding costs came out of professional service too. Commissioner Gearin also asked why we have such a large contingency fund. Jay said that it is standard to have a 10% contingency fund which we have. Jay said we didn't have one in the past but we had it last year and did not have to use it. Jay said we may have to do a budget correction at the end of the year and use a small portion however we are only allowed to use 10% of the contingency fund for any one budget item. Commissioner Kleczek asked about the telecommunications budget and utilities being over budget. Jay explained that utilities expenses are higher in the winter and then less in the summer and since we have an annual budget sometimes it looks like we are over budget but we are not. There was discussion about the benefits versus time and effort to change the budget to a month by month basis. There was also discussion about the tracking of donations and merchant fees. Diane said that she has checked the merchant fees but we are locked into the contract until next year. Commissioner Kleczek suggested trying to negotiate with them even though we are locked in. Commissioner Gearin said the exceptions report is great.

Commissioner Gearin moved to approve the February financials as presented

Commissioner Kleczek seconded the motion

Motion passed unanimously

Voting Aye- Kleczek, Gearin, Lewicki, Widener and Goforth

## 8. OLD BUSINESS

- a. Debt Service Update- Diane explained the debt service report she had prepared for the Board. She will be preparing them on a quarterly basis.
- b. Update on new Website Design Process – Jay reported that department up-loads continue to be sent in to IFocus and next week the Board will receive the link by email to the website. All the pages are being worked on except the Transportation Options and all pages are fully functional.
- c. STS Board Liability Coverage Update- Jay said he had checked on a question that Commissioner Kleczek had asked about the separate list of coverage on the liability form that was distributed at the last meeting. Jay said the list is for additional liabilities that are covered but are above and beyond what most insurance companies will cover however Special Districts does cover them. The coverage amounts listed are pre litigation coverage before a claim is filed. Once a claim is filed our \$10,000,000 liability insurance would cover the claim.
- d. Senior and Disabled Committee New Member Approval- Commissioner Goforth said that Patrick Preston who is retired military and works with Veterans locally has volunteered and was approved by the Senior and Disabled Transportation Committee as a new member. Commissioner Goforth asked for the Board to approve the appointment. Patrick Preston's appointment was approved unanimously by the Board.
- e. Special Districts Association of Oregon Best Practices Program- Lori said that at last month's Board meeting there was a question about the Best Practices program from Special Districts Association of Oregon (SDAO). Lori said that district's that participate and pass the requirements of the program

receive a credit towards premiums from SDAO. Lori said she has been coordinating this process for several years which requires completion of a check list of questions about district policies and processes. Lori said that we have received a Best Practices credit every year with last year being \$3033. Lori also reported that we also receive a refund from SDAO for the longevity and rate lock credit. To qualify we sign a 2 year contract for insurance. Our rate lock credit for the 2014 contract was \$6261 and we will receive another check for \$6261 in 2015. Lori said now Special Districts has expanded the Best Practices program and requirements for the Board and for employees. Lori said that she has sent the new Best Practices requirements to Jay and Mary and Mary will scan and send to Chair Lewicki. Commissioner Gearin asked why the entire Board does not receive the form. Jay said that we had just received the application the day before and have not had time to evaluate process. The application will be sent to Chair Lewicki for review.

- f. Employee Job Descriptions- Commissioner Gearin said that George Dunkel had recommended during training that Board Members should review employee job description or changed job descriptions. Chair Lewicki commented that other Board members may not automatically want to receive extra packets of information so he said if anyone on the Board does want a copy of the job descriptions to contact Mary and she will see your get them. Chair Lewicki said what he suggests the Board might be interested in is to make a policy that any newly created or changed job descriptions be passed by the Board. Commissioner Kleczek said if the Board is responsible for legal job descriptions then she thinks the Board should look at them or have the ability to look at them. She also said that due to many recent changes in legislation that our job descriptions need to be up to date. Chair Lewicki said as far as legal responsibility we have hired an Executive Director and are hiring a new one who is responsible for hiring a staff and we have an HR Officer that in principle would know more about job descriptions than most of us. Commissioner Kleczek said this is different, it is more eyes. Chair Lewicki said that if you have a need it is fine to look but it is not up to the Board to approve or not approve a job description but we would ask staff to show the Board any new or changed job descriptions. Commissioner Goforth said she agreed with Chair Lewicki. Jay also
- g. Executive Director Search Update- Chair Lewicki said he had talked to Bill and process is on schedule however Chair Lewicki has been asked a question about Board involvement in the contract negotiations. Chair Lewicki said that he had talked to George Dunkel and George explained that the negotiations of the compensation package is done differently in each district and depends on the wishes of the Board. Chair Lewicki said when Jay was hired the Board had Special Districts handle the negotiations. Chair Lewicki said that Board has already approved the benefit package and salary range. Chair Lewicki said he personally thinks that George is a great person to do this not only from his frame of reference, but George has seen packages from many districts, he knows what's fair and he knows what our operation is. Commissioner Goforth and Gearin both agreed that George would do a good job in negotiations. There was discussion about the timeline and process and Jay suggested that the Board talk with George about any special requests for the contract after you have made your choice. Chair Lewicki said after the Board interviews and negotiations begin the next action will be for the Board to approve the contract and if our agent cannot reach an agreement that the Board will approve then the negotiations will have to stop and we will have control and the last word will be ours. Jay said the contract is a public contract and will have to go before the full board for approval at the next Board meeting.

Commissioner Goforth moved to appoint George Dunkel as the Board's negotiator for the new Executive Director

Commissioner Kleczek seconded the motion

Motion passed by unanimously

Voting aye- Gearin, Goforth, Kleczek, Widener, Lewicki

- h. Gannaway Plaza Planning Process – Chair Lewicki said that before Victor left the Board he had presented his idea about dedicating the Transit Plaza to Bob Gannaway. Chair Lewicki said Vic has

lined up a stone and a plaque and we have designated an area for the stone to be placed. The cost for placement of the stone and plaque is about \$2300. Victor has come back asking for help with the funds. Chair Lewicki said the staff has offered to help with fund raising. He also said some Boards put together funding through contacts in the community and through their own donations, but somehow we are going to have to come up with the funding to cover this. Jay said that the Board gave Victor consensus to move ahead with planning for the plaza. Jay said that what we offered to Victor and what he talked to Chair Lewicki about was to host some kind of a function where people could donate and maybe we could get some matching funds. Jay said he thought Victor should lead the fundraising effort. Chair Lewicki said he liked Jay's idea to have Vic participate or lead the fund raising effort. Commissioner Goforth said that she thinks it is a good idea and Vic should be in charge. Commissioner Gearin said she agreed. Commissioner Kleczek said if Victor is willing to lead the fund raising we can move forward but if he is not willing then we have a problem. Chair Lewicki said he will talk with Vic and he hopes this project can move forward.

- i. Update to Commenter's Requests from February 27, 3014 Board Meeting – Elisabeth Pietila reported on the request by Gail Evans Sanders for route deviation for her daughter on Burnside Loop. Lis said she had previously met with Gail and had developed a plan for her daughter to call when she needed a ride so the driver would be prepared to pull off Route 30 at Burnside loop and then right back onto Hwy 30 again. Elisabeth said that she discussed request with Scott and due to this Route being an intercity route we cannot deviate any farther off of Route and what we are doing now is what we are doing for everyone else. Chair Lewicki said that he met with Jay and Elisabeth to discuss the request. Chair Lewicki asked them to also let Gail know that if we receive more funding or if ridership permits we will restore the route that goes down through Burnside. Jay said that Jean Palmateer from ODOT was here and said that were doing everything we can and in compliance with ADA requirements. Elisabeth said she will respond to Gail in writing. The second commenter Gregory Tarvin asked why Route 101 is always late in the morning and wondered if the bus could deviate and go back to the Senior and Disabled and other buildings on 19<sup>th</sup> St. in Warrenton on the first run. He had said people have trouble getting to their appointments at the Senior and Disabled center on time in the morning. Jay said that the first run of the 101 is an express route so there is no Paratransit available and we cannot add 4 more hours of Paratransit services to our schedules. Jay said the 101 Route was set up knowing it would run late due to the length of the route. Jay said that he and Scott have been working on having the route start earlier and run later in the day at the beginning of the next fiscal year. Jay said this will require more driver hours but no extra cost to fuel. We will not be able to deviate on that route however. Commissioner Kleczek asked if we are looking at Gregory's suggestion of eliminating the Sunset Beach route. Jay said that would not be a good solution as riders in Sunset Beach would be upset if the bus no longer came there in the morning. Commissioner Kleczek said she is happy to hear that the schedule is being looked at to start a little earlier and stay a little later. Commissioner Kleczek also said the first route of the day should be on time because there is not that much traffic and if you are already falling behind on the first route why have a schedule? Chair Lewicki said we would never want a schedule out there that we couldn't usually be on time for and the time will come when money will allow us to make those deviations that we have requests for. Chair Lewicki said that he would like to see a policy that sets up what we consider "on time" and what percentage of late will be acceptable and if beyond those boundaries we need to change the route. He also said it is silly to say we are going to be there at 8:00 and we get there at 8:15 every day. Chair Lewicki said he thought we have given good answers to both these people.
- j. RSVP Shuttle Presentation- Tami reported that the new RSVP Shuttle service will begin Monday March 31<sup>st</sup>. The shuttle is a demand response, curb to curb service designed to provide bus service to the underserved or unserved. The service areas are designated as Zone 1 which is the Jeffers

Garden and Miles Crossing area and Zone 2 which is the John Day, Svensen and Knappa area. Riders will need to call 48 hours in advance to make reservations to one of the shopping areas. Riders will be able to shop for about 2 hours and the bus will return to pick them up and bring them home. Press releases have gone out and flyers have been posted in the service areas. Brochures and a radio ad will be going out in the next week.

9. CORRESPONDENCE

- a. Correspondence included 2 letters written to Gregory Tarvin and Gail Evans-Saunders by Chair Lewicki thanking them for their comments and letting them know that their concerns were being looked into by management and they would be contacted with the findings when available.

10. NEW BUSINESS

- a. Donated Services Application Process- Mary reported that it is time to begin the Sunset Transportation Donated Service Process for 2014-2015. Mary reviewed the process that the Board used last year. Mary will send out a press release explaining the application process and time frame. Applications will be available on the web site and at the Transit Center and applications will also be mailed to those that applied last year. After the application period has closed, the Board will receive copies of all the applications and determine who will be receiving donated services at the May Board meeting.

11. EXECUTIVE (INTERIM) DIRECTOR'S REPORT

- a. Management Report

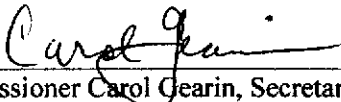
There was discussion about the management report preparation. Jay explained that each manager submits a report to him which he goes over and condenses for the Board. Commissioner Gearin and Commissioner Kleczek asked if the name of the manager could be placed by their department's report. Jay said he would do that. Chair Lewicki said the report however should come from Jay so that it is on a higher level and any questions or concerns would be directed to him and not staff.

Jay reported that the Connector has won another award and Janet Wright will be going to Florida to accept the award.

12. OTHER ITEMS-None

Meeting was adjourned at 11 AM

Mary Parker, Recording Secretary

  
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Commissioner Carol Gearin, Secretary/Treasurer

Date 4-24-14