



**BOARD OF COMMISSIONERS
MEETING MINUTES
December 10, 2015**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:05 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Carol Gearin, Commissioner Tracy MacDonald, Commissioner Paul Lewicki, Commissioner Rae Goforth Excused

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, RideAssist Coordinator Carol Penuel, IS/Transit Center Manager John Layton, Mobility Coordinator Shana Verley, Transportation Options Shasia Fry and IT Manager Konnor Claborn.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF BOARD MEETING MINUTES-
 - a. September 24th Board Workshop Minutes
Commissioner Gearin asked for a correction in wording
Commissioner Gearin moved to approve the September 24th workshop minutes as corrected
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all Commissioners present
 - b. September 24th -Board Meeting Minutes
Commissioner Gearin asked for 2 corrections
Commissioner MacDonald moved to approve the September 24th meeting minutes as corrected
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all Commissioners present
Commissioner Gearin also noted that it stated in the minutes that there would be follow up report given to the board concerning credit card receipts and asked if the report could be given at today's meeting. Executive Director Hazen said he would discuss the follow up in his Executive Director Report.
 - c. November 4th Board Meeting Minutes
Commissioner Gearin noted that Commissioner Mitchum was not listed as excused, there were words missing from a comment and cited was misspelled Mary will check recording and make corrections.
Commissioner Gearin moved to approve the November 4th meeting minutes as corrected
Commissioner Lewicki seconded the motion
Motion passed by unanimous aye vote of all Commissioners present.
6. REPORTS FROM CHAIR AND COMMISSIONERS:
Commissioner Lewicki- Apologized for his past attendance saying he would do better and that the rain gauge at his house is past 30 inches. He said thanks to the weather there was a huge trampoline in the middle of Hwy 30 this morning.
Commissioner Widener- Reported that the water over the road south of Seaside is not as bad as it used to be. He also reported there was a slide at Peterson Point and a large crack in the pavement. Commissioner Widener stated he had attended the OTA Conference in October and the TPAC meeting which focused on what is and is not a priority.

Commissioner MacDonald- Reported that the slide area at the top of Hwy 26 is beginning to move so drive carefully in this area.

Commissioner Gearin- Reported that the Assistance League clothing event at Nike in Seaside went very well. Kids in need from 8 local schools were allowed to shop and pick out shoes or clothing that they wanted. Commissioner Gearin wanted to publicly thank Jeff, Konnor, Shanna, Al and Mary for assisting.

Chair Kleczek- Reported that she had attended the NWACT meeting and was selected to be part of a subcommittee that will evaluate potential road and signage changes in Tillamook that can aid traffic flow and this process may also be used to help resolve similar problems with traffic flow along Highway 101. Chair Kleczek also reported on the recent flooding conditions in the area and the lack of notifications available on ODOT's Trip Check which when she had checked last week before driving home found no adverse conditions listed for our area except construction in Nehalem. However, when Chair Kleczek got to Seaside there was more flooding on Highway 101 than she had ever experienced all the way from Peterson Point to the campground. Chair Kleczek said there was very little signage or warnings and the flooding happened quickly and she warned everyone to be safe and take the bus during these dangerous conditions.

7. **FINANCIAL REPORTS:**

a. **August 2015 Financial Report**

Commissioner Gearin asked if the current budget percentage could be added to the top of the year to date report and about consistency with the year to date budget. Chair Kleczek asked that the financial reports all be formatted portrait style for easier viewing on iPads. Al said he would make the reports in portrait style but it would decrease the font size. Commissioner Lewicki stated that scanning the financials is regressing and that receiving an actual report works much better with iPads.

Commissioner Gearin requested that the rental income be noted separately in the financials. Chair Kleczek asked why the \$15,000 for contracted services for intergovernmental agreements has an actual of \$0. Al explained this was for the Cannon Beach summer route and one other intergovernmental agreement but the Cruise Ship Hosts should not go in there and if it was he would have to reclassify it out later on. Chair Kleczek stated that this leads to a question that if budgeted items are being reclassified and moved someplace and this change does not come before the Board then we are not adhering to the budget. Al stated that the auditors in the prior year said the Cruise Ship income needed to be in Fare Box. Al moved it there to be consistent and did not think it was that big of an item that it would need to be changed or amended. Commissioner Lewicki stated that if a change is made to the Budget that is over 10 % of the Budget at the fund level, then an amendment is required. However the point Chair Kleczek was making is even though the Board does not have to approve, if the Board is notified of a change in the Financial Report or in the Executive Director's report then the question is answered before it comes up. Al said he had put this information in the Exception report in September. Chair Kleczek stated there is confusion when there is history and you are predicting the future, so instead of saying in the August exceptions that the July premium "was paid" in September it would be more accurate if the wording about future changes said "will be made" in September.

- b. **September 2015 Financial Report-** Commissioner Widener stated there was a mistake in the second paragraph as we bill Cannon Beach for Route 21 not Routes 11 and 12. Commissioner Gearin said it would be helpful if the type of account be broken out by name instead of using the number. Commissioner Gearin asked for clarification for insurance that what listed as \$89.85, but in the exceptions was \$88.95. Al said the correct payment amount was \$89.85. Commissioner Gearin asked if the debt service for DMAP payment was missed. Al said yes and that he had caught it and called them. Chair Kleczek asked if Quick Books is set up to alert us when payments are due. Al said he would find out how to set this up. Chair Kleczek said there may be a fee for extra support. Chair Kleczek said she has an issue with missing payments especially highly negotiated controversial payments like this. Commissioner Lewicki stated that he has been made aware of payments and milestones that are

scheduled through the year and whether we rely on Quickbooks or a level of support, but speaking for the Board as whole, it is critical that certain dates be met, and there is no wiggle room for them, we can ill afford to not make our payments on time. Commissioner Lewicki added he would like the Board and the staff to consider a way to develop a calendar that contains dates that are important to the Board and the Executive Director and agree that these are the things we will do every year and we cannot miss them which puts the ownership on both sides. Chair Kleczek also stated that developing a calendar shows a level of respect for the Board members as this is not our fulltime job and if we have a calendar it will help us stay on the path.

Chair Kleczek asked about the Ridecare Profit and Loss which has two different categories for bus passes, one has a balance one does not. Al explained that one of them is an old account that is not used anymore and will be removed. Commissioner Gearin asked about Hip Fish and H&R Block being behind on parking space rent. Al said he has talked to Hip Fish and will talk to H&R Block.

Commissioner Gearin asked about the Ridecare payroll processing fees being higher due to new hires and there are also drug and alcohol tests. Al said that the payroll fees are for the direct deposit.

Commissioner Gearin stated that we are at 73% of the budget for drug and alcohol testing for Ridecare so we should definitely up the budget on that. Executive Director Hazen said this is for the drivers hiring new drivers. Tami explained that Pre-Employment Drug screening is for the new hires at RideCare and the Background checks are for the drivers as the state requires us to have our own background checks done and on file. Commissioner Kleczek asked why the telephone and internet service is \$9000 over budget and what the Board wants to do about it. Executive Director Hazen stated that this is part of Material and Services and under Oregon Budget law we are looking at the total material and services. The \$10,000 was for installing the fiber optics which should have been paid in the last fiscal year but didn't, so it was paid out of this fiscal year. Chair Kleczek asked if we were now under budget in that category for \$9000. Executive Director Hazen stated he would have to go back and look at what the Materials and Services were but the Oregon Budget Law allows up to 10% before making an adjustment. Chair Lewicki stated that he was ok with that as last year's books have been closed. Chair Kleczek stated that she was concerned because in material and services there are several line items where we are above percentage wise where we should be and if the trend continues we will not be under budget and this is based on the September's financials. Commissioner Lewicki asked if Executive Director Hazen thought from what he has seen if we will be able to come in within the budget for materials and services by the end of the year. Executive Director Hazen stated he had not seen the November financials yet. Commissioner Lewicki also asked if Executive Director Hazen would let us know if something came up that was going to put us over 10%? Executive Director Hazen assured the Board he would. There was Board discussion about the need for a Budgeting report that will show how the finances stand. Commissioner Lewicki passed out an example of a year to date Budget form that he and Diane had been working on. The Board approved and requested to add the form to the financial reports and each months Board pack. The Board also requested that Commissioner Lewicki meet with Al to complete the development of the requested reports.

Chair Kleczek asked about the accounts payable current list? Al said this shows the current invoices that have been entered in and then when payments are made the amount owed is reduced or if not paid remain on the report until paid. Commissioner Gearin asked about a \$500 purchase for Diane at Fry's. Al stated that Diane said she had used the wrong credit card and purchased a computer which she then reimbursed us for. Commissioner Gearin asked why we owed interest on a credit card account. Al explained that there was a charge that had a lost receipt and could not get paid until the purchase was verified.

- c. **October 2015 Financial Reports-** Commissioner Gearin asked about two negative entries on the Ridecare profit and loss report. Al explained these were to remove an account that had been previously paid. Chair Kleczek asked if the word "total" could be removed from in front of the account amounts.

Chair Kleczek asked what the \$2500 payment was for. Executive Director Hazen said it was for North West Oregon Transit Alliance dues. Chair Kleczek stated that she thought that in the past this was an IGA? Al will look into this and let the Board know. Chair Kleczek asked why computer services was almost twice as much as budgeted. Al said that these were for email certificates and Wi-Fi. Konner explained that email certificates are necessary to send emails between the state and us and ours had expired and the Wi-Fi in Astoria and Warrenton were not adequate and did not work with some of the new programs so now they are all linked. Commissioner Lewicki complimented the improvements that have been made to the Wi-Fi system here and Chair Kleczek also said she was happy about any security lockdowns we have in place to protect people's privacy. Chair Kleczek asked Al why we are paying twice as much for payroll fees than what was budgeted. Al said he would look into that and have a report on the next Exceptions Report.

Commissioner Gearin asked what Godaddy.com was? Konner said this is who controls the domain for ridethebus.org.

Commissioner Lewicki moved to accept the August, September and October Financial Reports as presented.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners attending

8. OLD BUSINESS-

a. Columbia Pacific Coordinated Care Organization- Contract Amendment

Executive Director Hazen reported that it is time to renew the Columbia Pacific Coordinated Care contract and they are increasing the per member per month amount by 3% to \$9.40. Executive Director Hazen said that Jason and the group is very happy that the CPCCO wants to renew with them.

Commissioner Widener moved to renew the CPCCO Amendment and give permission for Executive Director Hazen to sign such document

Commissioner MacDonald seconded the motion

Motion passed unanimous aye vote of all Commissioners attending

9. NEW BUSINESS-

a. Route Schedule Adjustments-Executive Director Hazen explained the need to provide covered lunch breaks to the drivers and extend the service hours on a couple of the routes later into the evening. Executive Director Hazen reviewed the route changes being proposed and the route change process that includes public notification and a public hearing during the January 28th Board meeting. Chair Kleczek asked that AM and PM be included next to the times on the schedules. Executive Director Hazen stated that the extra hours were part of the budget.

Commissioner Widener moved to have staff proceed with the route change process including a public hearing at the January 28th Board Meeting

Commissioner MacDonald seconded the motion

Discussion: Commissioner Gearin asked why these changes would cost more. Carol Penuel stated that there would be extra costs to provide the required paratransit services during the later schedule times. Executive Director Hazen stated that we are extending the routes for 2 hours a day so that there is coverage for the drivers to take lunch breaks and the busses continue operating with no break in service.

Motion passed by unanimous aye vote of all commissioners present.

b. Board Vacancy-Chair Kleczek proposed that the Board fill the Board vacancy due to the unfortunate loss of Commissioner Mitchum. Chair Kleczek proposed that the position be announced with a press release and public notification and that applications be accepted from December 15th through January 15th. Chair Kleczek said that she had discussed the pros, benefits

or compensation that Board members can be given as incentives with Executive Director Hazen. Commissioner Lewicki asked that Mary try and contact the gentleman who had previously applied to the Board from Gearhart.

- c. Special Districts Association of Oregon Conference- Executive Director Hazen stated that the SDAO Conference is going to be in Bend in February and it was budgeted to cover 2 staff and 2 board members to attend. Commissioner Widener, Commissioner MacDonald, Tami Carlson and Executive Director Hazen will be attending.

10. CORROSPONDENCE-

Chair Kleczek reported that SETD received a notification from the IRS requesting payment of penalties and fees due to late W2 payments. Chair Kleczek also reported discussing this with Executive Director Hazen and has been assured that this has been taken care of and that the contact information for the IRS has also been updated. Executive Director Hazen explained that payroll was being contracted to a third party but when it came back in house the W2's were sent into the IRS but unfortunately they were sent in late so the IRS issued a penalty of \$2700 which we are appealing, then Lori Karl left and the payroll duties were given to Tami and the payment of liabilities and taxes was given to Diane who did not really know the process and there were several more late payments. Diane wrote a letter and had some of the penalties dismissed but there was another \$500 fine which has been paid. Tami now has a no fail system for sending in the W2's on time.

Mary read a thank you card and passed around pictures from the White family who had purchased a Seaside Lights auction package at the Seaside Kids fundraiser. The package provided a ride on the Streetcar in the Seaside lights parade and other festivities for 15 of their family members. In appreciation the family also donated \$25 to be used for groceries for the SETD adopt a family.

- 11. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen passed out a letter about the upcoming ODOT Triennial Review which he is looking forward to. Executive Director Hazen discussed the current marketing plans for the Connector which will prioritize the development of a new user friendly website. Commissioner Lewicki stated at some point we should set a target date for the new SETD website. There was further discussion about website design and moving forward with a new user friendly website for SETD.

12. LEADERSHIP TEAM REPORTS-

- 13. PUBLIC COMMENT- None

14. EXECUTIVE SESSION

11:47 AM Chair Kleczek called for the Board to go into Executive Session for the purpose of discussing the Executive Director Evaluation-ORS 192.660(2)(i)

12:16 Chair Kleczek closed Executive Session and the Board meeting resumed.

12:18 PM Commissioner Gearin moved to have the Board Chair handle how the Executive Director's evaluation is given and will take comments from the Executive Director to bring back to the Board.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

- 15. OTHER ITEMS- Commissioner Lewicki asked that the Board pack also include page numbers before being sent out.

Meeting was adjourned at 12:30 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 7/28/16

Mission Statement

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