



**BOARD OF COMMISSIONERS
BUDGET HEARING AND BOARD MEETING MINUTES
June 30, 2016**

1. CALL TO ORDER- Vice Chair Paul Lewicki called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Vice Chair Paul Lewicki, Commissioner Kevin Widener, Commissioner, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner Rae Goforth and Chair Kathy Kleczek Excused.
Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Ridecare Manager Jason Jones, IT Manager Konnor Claborn, Operations Manager Scott Earls Mobility Manager Shana Verley, Paratransit Manager Carol Penuel and Transportation Options Specialist Shasia Fry.
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. SUPPLEMENTAL BUDGET HEARING 2015-2016- Executive Director Jeff Hazen explained that due to the increase in Ridecare's Non Emergent Medical Transportation Services provided requires that an additional \$150,000 will need to be transferred from contingency to provider payments but this does not change the total budget of Ridecare. Vice Chair Lewicki opened the Supplemental Budget Hearing and asked for any public comment. There being no public comment the hearing closed and Vice Chair Lewicki presented the Ridecare Supplemental Budget for 2015-2016 Resolution 2016-02 by title only.
Commissioner Gearin moved to accept the Ridcare Supplemental Budget Resolution 2016-02 by title only.
Commissioner McDonald seconded the motion
Roll Call vote taken
Commissioner Gearin- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Lewicki- Aye
Commissioner Servino- Aye
Chair Kleczek- Absent
Commissioner Goforth- Absent
Motion passed.
6. 2016-2017 BUDGET HEARING- Executive Director Jeff Hazen presented the 2016-2017 Budget as approved by the Budget Committee and verified that the Supplemental Budget would not change the SETD 2016-2017 Budget as presented. Vice Chair Lewicki opened the 2016-2017 Budget hearing at 9:07 am and asked for any public comment. There being no public comment Vice Chair Lewicki read Resolution 2016-03 adopting the Sunset Empire Transportation District budget for the fiscal year 2016-2017 in the sum of \$8,440,894 and resolves to impose the taxes provided for in the adopted budget at the rate of \$0.162 per \$1000 of assessed value.
Commissioner Gearin moved to approve Resolution 2016-03 adopting the annual operating budget for fiscal year 2016-2017, making appropriations, imposing and categorizing taxes.
Commissioner Widener seconded the motion
Roll Call vote taken
Commissioner Gearin- Aye
Commissioner Widener- Aye
Commissioner MacDonald- Aye
Commissioner Lewicki- Aye
Commissioner Servino- Aye
Chair Kleczek- Absent
Commissioner Goforth- Absent

Motion passed.

7. APPROVAL OF MAY 19, 2016 MEETING MINUTES-

Commissioner Gearin moved to accept the minutes as presented
Commissioner Widener seconded the motion
Discussion- None
Motion passed by unanimous aye vote of all commissioners present

8. CHAIR AND COMMISSIONERS REPORT-

Commissioner Widener attended the last TPAC meeting and confirmed that they will be presenting the report at the Board meeting next month and voting on it in August. Commissioner MacDonald asked if we could upgrade the map and information in the holders in the shelters. Vice Chair Lewicki said he had traveled up the Olympic Peninsula and it was a very pretty drive.

9. FINANCIAL REPORTS- May 2016

Executive Director Hazen asked for questions. Commissioner Gearin asked about other income and requested that the income balances for rent be broken out presented and also recorded separately in the minutes at each meeting. Vice Chair Lewicki confirmed that the rental income breakdown had been at the top of the Financial Exceptions report and that Commissioner Gearin has asked for this information many times. Executive Director Hazen suggested that on page 15 of the Profit and Loss report that the title "Other" be changed to EVA Charging Station since there isn't any other income that would be listed there. Commissioner Gearin said that this would be very helpful. Commissioner Gearin asked how donations are listed in the financials. Executive Director Hazen said he would have Al explain that at the next meeting.

Commissioner Servino moved to accept the May 2016 Financial Report
Commissioner MacDonald seconded the motion
Discussion- No further discussion
Motion passed by unanimous aye vote of all Commissioners present

10. OLD BUSINESS-

a. BOARD AND EXECUTIVE DIRECTOR SIGNING POLICIES (Resolution 2015-01) – Executive Director Hazen explained that this clarification of the Executive Directors signing authority had been requested by Commissioner Gearin at a previous meeting. Commissioner Gearin also asked about changing the wording on page 29 that purchasing from Oregon would be a priority. Executive Director Hazen said that we will be changing this, as the Federal Transportation Guidelines require that we are not geographically specific.

11. NEW BUSINESS-

a. CAPITAL RESERVE FUND RESOLUTION- Executive Director Hazen explained the Sunset Empire Transportation District Budget Committee had approved the formation of the Capital Reserve Fund a couple of years ago by a motion however Oregon Budget Law requires that the formation be approved by a Board Resolution.

Commissioner Gearin moved to approve Resolution 2016-04 and read it by title only.

Commissioner MacDonald seconded

Discussion- None

Roll Call Vote Taken

Commissioner Gearin- Aye

Commissioner Widener- Aye

Commissioner MacDonald- Aye

Commissioner Lewicki- Aye

Commissioner Servino- Aye

Commissioner Kleczek- Absent

Commissioner Goforth- Absent

Motion passed

- b. BOARD VACANCY- Executive Director Hazen passed out Commissioner Goforth's letter of resignation from the SETD Board. Mary will send out a press release and other public notifications of the Board vacancy and application requirements which will be open for 15 days. Applications will be included in the July Board pack. There was discussion of how to honor Rae for her service. Commissioner Gearin suggested that the District purchase an ice sculpture through Loop Jacobs. Other ideas of commemorating Rae included a proclamation, an article in the paper and designating a day or a program that is named for Rae. There will be a presentation and reception for her at August Board meeting.

Commissioner Widener reluctantly moved to accept the resignation of Commissioner Rae Goforth

Commissioner MacDonald seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

12. CORRESPONDENCE- Commissioner Rae Gosforth's letter of resignation was received and discussed. Executive Director Hazen reported that he had emailed the Board the application information about a vacancy on the Special District's Insurance Services Board and information from the Special Districts Legislative Committee asking for submission of legislative issues that the committee will take before the legislature. Executive Director Hazen also has emailed the Board information about the patent on the electric buses that he had gone and looked at earlier this year.
13. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen announced that Konnor has submitted his resignation and will be moving to Alaska and announced that it is Carol Penuel's last day as she has retired and invited the Board to her Retirement Party being held at Operations between 11:00 am and 2:00 pm this afternoon. Jennifer Geisler has been hired to replace Carol. Jennifer is a driver and has also been the Operations Assistant.


Commissioner Gearin asked Executive Director Hazen if he will be looking hiring an outside service to provide IT services. Commissioner Gearin said she would like Chair Kleczek involved in the discussions about how IT will be provided. Vice Chair Lewicki said that from what he read we are counting on the Connector building a platform for other properties to migrate from for a much lower cost and this is where the Board would be happy if they had an anticipated date of when this is going to be happening.

14. LEADERSHIP TEAM REPORTS- Reports submitted for May 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones and Human Resources- Tami Carlson.
15. PUBLIC COMMENT- None
16. EXECUTIVE SESSION- Vice Chair Lewicki called for the Board of Commissioners to enter into Executive Session under 192.660(2)(b)- Discipline of Public Officers and Employees at 10:00 am. Vice Chair Lewicki closed Executive Session and the regular Board meeting resumed at 10:44 am
17. OTHER ITEMS-

An audio recording of the Sunset Empire Transportation District's June 2016 Board Meeting is available at: www.ridethebus.org-Board of Commissioners- Monthly Meeting Minutes- June 19, 2016.

Meeting was adjourned at 10: AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date

8/4/16

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Provide safe, reliable, efficient and sustainable transportation services to
Citizens County with pride, confidence, integrity and courtesy.