



**BOARD OF COMMISSIONERS
MEETING MINUTES
March 24, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:03 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Paul Lewicki, Commissioner Jim Servino, Commissioner Tracy MacDonald and Commissioner Carol Gearin. Commissioner Rae Goforth 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, Operations Manager Scott Earls and IT Manager Konnor Claborn
3. CHANGES TO AGENDA- None
4. APPROVAL OF FEBRUARY 25, 2016 MEETING MINUTES-
Commissioner MacDonald moved to approve the February 25th Board Minutes
Commissioner Widener seconded the motion
Discussion: There was discussion about the new format for the Board minutes.
Motion passed by a majority aye vote of commissioners present
Commissioner Gearin abstained stating she had been unable to attend the February Board meeting.
5. CHAIR AND COMMISSIONERS REPORT-
Reports were submitted from Commissioners Gearin, Servino and Kleczek. Commissioners Widener, MacDonald, and Lewicki had no report.
6. FINANCIAL REPORTS- February 2016
No changes or adjustments were required to the February Financial Report. Commissioner Gearin requested the addition of an end note between the District and Ride Care's Exception Report. Chair Kleczek requested clarification be made at the next meeting on fees charged for the Flex Lease loan.
Commissioner Servino moved to approve the February Financial Report
Commissioner Gearin seconded the motion
Discussion- No further discussion
Motion passed by unanimous aye vote of commissioners present
7. OLD BUSINESS-
8. NEW BUSINESS-
 - a. Clatsop Care District Intergovernmental Agreement- Discussion by Board. No changes to agreement were required.
Commissioner Widener moved to approve the Clatsop Care District Intergovernmental Agreement and to authorize Executive Director Hazen to sign agreement.
Commissioner Gearin seconded the motion
Motion passed by unanimous aye vote of all commissioners present.
 - b. Resolution 2016-01- Approval of VALIC Retirement Amendment and Restatement of Retirement Plan- Amendment discussed by Board. No changes to amendment were required.
Commissioner Gearin moved to approve Sunset Empire Transportation District Resolution 2016-01 as read by Executive Director Jeff Hazen-Approval of VALIC Retirement Amendment and Restatement of Retirement Plan and authorize the Board Chair to sign and initial Amendment.
Commissioner MacDonald seconded the motion
Motion passed by unanimous Roll Call vote of Commissioners: Kleczek- Aye, Gearin- Aye, Widener-Aye, MacDonald-Aye, Lewicki-Aye and Servino-Aye. Goforth absent

- c. May Board Meeting date change- Board approval was received to change the May 26th Board meeting to May 19th at the Transit Center.

9. CORRESPONDENCE- None

10. EXECUTIVE DIRECTOR REPORT- Executive Director Hazen reviewed the report submitted for February 2016.

11. LEADERSHIP TEAM REPORTS- Reports submitted for March 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.

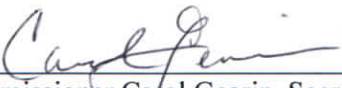
12. PUBLIC COMMENT- None

13. OTHER ITEMS- Commissioner Gearin expressed concerns about the current format of the printed Board Minutes and requested that the minutes include notification of the audio being available for full meeting details. There was discussion followed by Chair Kleczek's recommendation that the Board minutes be presented in the current format for the next 6 months. Executive Director Hazen presented information on the Community Transportation Association of America's EXPO in Portland in May.

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

Meeting was adjourned at 11:10 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 4/28/16

Mission Statement

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