



**BOARD OF COMMISSIONERS
MEETING MINUTES
May 19, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner, Commissioner Jim Servino, Commissioner Tracy MacDonald, Commissioner Lewicki 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, IT Manager Konnor Claborn, Operations Manager Scott Earls and Paratransit Manager Carol Penuel
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENTS- None
5. APPROVAL OF April 28, 2016 MEETING MINUTES-
Commissioner Gearin made 3 typo corrections
Commissioner Gearin moved to approve the April 2016 minutes as corrected
Commissioner Widener seconded the motion
Discussion: Commissioner Servino corrected wording in sentence at the top of page 3 from *the he* to *that he* and Chair Kleczek noted that the Board Pack file that was sent out needed the year changed to 2016 to make it official.
Motion passed unanimously
6. CHAIR AND COMMISSIONERS REPORT-
Reports were submitted from Commissioners MacDonald, Gearin, Servino and Kleczek. Commissioners Widener and Lewicki had no report.
7. FINANCIAL REPORTS- April 2016
No changes or adjustments were made to the April 2016 Financial Report. Al will look into how the processing fees for payroll processing were budgeted.
Commissioner Servino moved to accept the April 2016 Financial Report
Commissioner MacDonald seconded the motion
Discussion- No further discussion
Motion passed unanimously
8. OLD BUSINESS-
9. NEW BUSINESS-
 - a. FACILITIES MAINTENANCE PLAN-Discussion by Board. No changes to the plans were required.
Commissioner Gearin moved to adopt the Facilities Maintenance Plan
Commissioner Widener seconded the motion
Discussion- No further discussion
Motion passed unanimously
10. CORRESPONDENCE- Chair Kleczek reported that she had received an email about employment which she passed on to Executive Director Hazen.
11. EXECUTIVE DIRECTOR REPORT-Executive Director Hazen reviewed the report submitted and offered further explanations on a couple of topics. Executive Director Hazen reported that because of the Internal Controls Review by Boldt and Carlisle and Smith and the draft report they have submitted from the transition last year, he has given them the go ahead to get with Al to make the necessary corrections, however this does mean that we will need to hire a new auditing firm. Executive Director Hazen said that we will be putting out a Request for Quote for a qualified auditing firm in the next week.

Executive Director Hazen discussed the difficulties that Columbia County Rider has with Janet retiring within a month, the new director turning down the position and the failure of the formation of the Columbia County Special Transportation District by voters last week. Executive Director Hazen said he had a chance meeting with Betsy Johnson yesterday who said she wanted to talk about CC Rider. Executive Director Hazen said he let Betsy know that he had a conversation with Henry Heimuller at the SDAO conference earlier this year discussing the future of CC Rider and had asked Henry about Sunset Empire Transportation District taking CC Rider over but Henry did not want to go there yet and encouraged Executive Director Hazen to review the RFP for providing services as they contract everything out. Executive Director Hazen went through the contract and was not comfortable with some of the terms they had so he did not pursue it, however this is the direction Betsy would like to see us take. Executive Director Hazen said this would be a long process and Betsy will be looking into it from her end. Chair Kleczek asked that Executive Director Hazen keep the Board informed of any developments as the Board will be responsible for approving any changes or additions to District services.

LEADERSHIP TEAM REPORTS- Reports submitted for April 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 Servino moved to adjourn the meeting
Chair Kleczek seconded the motion
Motion passed unanimously

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

Meeting was adjourned at 10: 05 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 7/19/16

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