



**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY MAY 29, 2014**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:00 AM.
2. ROLL CALL-
Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Neal Smith, Commissioner Kathy Kleczek and Commissioner Kevin Widener
Excused: Commissioner Fenske, Commissioner Gearin
Staff: Executive Director Diana Bartolotta, Finance Officer Diane Moody and Executive Assistant Mary Parker
3. CHANGES TO AGENDA-Chair Lewicki said that Resolution 2014-02 will be moved from under New Business and be included with the Financial Reports.
4. PUBLIC COMMENT- Denise Giliga from Shooting Stars asked to make Public Comment. She said she was in attendance today in case the Board had questions about her application for donated services.
5. APPROVAL OF BOARD MEETING MINUTES-

March 18, 2014 Special Board Meeting Minutes
Commissioner Kleczek moved to approve the March 18 Board Meeting Minutes
Commissioner Widener Seconded the Motion
Motion passed unanimously.
Voting Aye: Kleczek, Widener, Smith, Goforth and Lewicki (5)

April 8, 2014 Special Board Meeting Minutes
Commissioner Kleczek made a correction noting that the vote to offer Diana Bartolotta the Executive Director Position had one nay vote so it was not unanimous as stated in minutes.
Commissioner Widener moved approve the April 8th Board Meeting Minutes as corrected.
Commissioner Goforth seconded the motion
Motion passed unanimously.
Voting Aye: Kleczek, Widener, Smith, Goforth and Lewicki (5)

April 24, 2014 Board Meeting Minutes
Commissioner Widener made correction noting the vote for approving the contract for the Executive Director Bartolotta had one nay vote so it was not unanimous as stated in minutes..
Commissioner Goforth noted a correction of the word “no” that was omitted from a comment she had made.
Commissioner Goforth moved to approve the April 2014 Board minutes with corrections.
Commissioner Kleczek seconded the motion.
Motion passed unanimously.
Voting Aye: Kleczek, Widener, Smith, Goforth and Lewicki (5)
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Commissioner Widener- Reported he had ridden around on Route 11 and it seemed to be working well and he attended the Cannon Beach City Council Budget Meeting where the Budget Committee approved the budget including funds for the Cannon Beach Shuttle.

- b. Commissioner Kleczek- Reported she was pleased with how the Budget meeting had gone and that she had attended the NWACT meeting and thanked Executive Director Bartolotta for also attending. Commissioner Kleczek said she would like to see the District become more involved in applying for some of the funds that are available and fitting into their funding requirements. Commissioner Kleczek also said she had rode around Cannon Beach with Scott Earls and Executive Director Bartolotta looking at the existing bus signage and shelters and she said she was glad that we are moving forward to improve route identification and help riders be more informed. Commissioner Kleczek said that she and Commissioner Widener had collaborated on this effort.
- c. Commissioner Smith- Nothing to Report
- d. Commissioner Goforth- Nothing to Report
- e. Chair Lewicki- Commented that this is Executive Director Diana Bartolotta's first official Board Meeting.

7. **FINANCIAL REPORTS**- Finance Officer, Diane Moody answered several questions concerning the reports presented. Commissioner Kleczek asked about being over budget in computer costs and asked that Diane specify which person is receiving new computer equipment by using their last name. Executive Director Bartolotta reported that she and Diane have been discussing matching the financials with the budget at the appropriations level and Diane has included a proposal of this new Board summary so that the Board will know where this report is headed however; the rest of the financial reports will remain exactly the same. Chair Lewicki thanked Diane for making the report.

Commissioner Goforth moved to approve the April Financial Reports as presented.
 Commissioner Widener seconded the motion.

Discussion- Commissioner Kleczek asked about the computers being over budget. Diane said the Ifocus and M2 budget was under budgeted and the allocations were not included. Diane clarified that both the Ride Center and the General Fund are over budget about \$2000. Commissioner Kleczek asked what the rules are about bringing items back to the Board that are over budget. Chair Lewicki said the Board had approved this contract and that there is 10% overage allowed through our contingency. Commissioner Kleczek said the Board had approved this as an entire entity and asked how much more the costs will be going forward. Executive Director Bartolotta said she will look into this and will put the Ifocus contract on the June Board meeting agenda. Commissioner Kleczek said she had voiced her concern about the Ifocus contract and added costs at a previous Board meeting before the web was launched and for the record, that is why she was calling it out today.

Motion passed unanimously.

Voting Aye: Widener, Smith, Lewicki, Goforth and Kleczek (5)

RESOLUTION 2014-02

This resolution asked the Board of Commissioners of Sunset Empire Transportation District to authorize the transfer of \$90,000 from the Northwest Ride Center Operating Contingency to the Northwest Ride Center Appropriated Debt Service to ensure compliance with relevant Oregon Administrative Rules.

Commissioner Widener	Aye
Commissioner Kleczek	Aye
Commissioner Goforth	Aye
Commissioner Smith	Aye
Chair Lewicki	Aye

Resolution 2014-02 passed unanimously

8. OLD BUSINESS-

- a. **Budget Process Update**- Executive Director Bartolotta reported that the Budget Committee has recommended that the 2014-2015 Budget be approved by the Board of Commissioners.
- b. **Board and Staff Communication**- Commissioner Smith discussed the importance of the Board not being involved in the daily functions of the staff. Commissioner Smith said that if a Board member has questions they should always go through the Board Chair or the Executive Director. Commissioner Smith said that the Board needs to develop policies that support this and also policies that define the importance of the Board policies not containing staff policies. There was discussion about lengthy staff time being spent on the Board minutes. Executive Director

Bartolotta suggested that the recording of the meetings will be made available to the Board directly following the meeting and that the meeting minutes would be compiled in a briefer format and not fully transcribed. Chair Lewicki asked for and received consensus from the Board for making these changes to the Board minutes process. There was further discussion on Board communication flow. Executive Director Bartolotta noted that it sounds like the Board wants to come to agreement on roles and responsibilities and suggested a Board retreat or training, which SDAO could provide. Discussion ensued regarding appropriate training and Executive Director Bartolotta suggested having a short training through SDAO at the beginning of each fiscal year and a more lengthy retreat each year in January, when Board members might have more time to attend. Chair Lewicki explained his role as chair involves being available to the Board on a daily basis and that in order to have better communication between the Board and staff the points of contact should be the Board Chair and the Executive Director.

- c. Commissioner Goforth asked Executive Director Bartolotta what days she plans on working. Executive Director Bartolotta said she will be working Monday through Friday.
- d. Donated Services Approval Process – The annual donated services application process was completed with a detailed discussion of all applications by the Board. Each application was evaluated and determinations made were based on the type of service and associated costs to the District. Some requests were for outreach services that the District already planned to participate in. The total amount awarded for Donated Services was \$4958. This amount is under the \$5000 threshold allowed in the 2014-2015 Budget message.

Donations Awarded:

Shooting Star Child Development Center- \$200 for bus tickets
TOPS 4th of July Ride on Trolley- SETD participates
Clatsop Community Action Homeless Connect Transportation- SETD participates
Clatsop Community Action- \$225 for Emergency tickets and Veterans Stand-down tickets
Cannon Beach Chamber- \$350 for Extra Bus for Sandcastle Day 2015
Goodwill- \$300 for bus tickets and passes
Clatsop Community College-\$350 for bus tickets for students
Astoria Christmas Basket- SETD participates

These items were already identified in our outreach program and cause no additional cost to our District.

SETD 4th of July Parade- \$162 for Seaside and Warrenton
SETD Canned Food Drive Nov.-Dec.- \$2133 for lost fares
SETD Customer Appreciation Day (Homeless Connect) Free Rides All Day- \$1184
SETD Adopt a Family present delivery- \$54

Commissioner Smith moved to approve the 2014-2015 Donated Service awards
Commissioner Kleczek seconded the motion
Discussion- None
Commissioner Kleczek- Aye
Commissioner Smith- Aye
Commissioner Goforth- Aye
Chair Lewicki- Aye
Commissioner Widener- Nay Noting he disagreed with the donation to the City of Cannon Beach.
Motion Passed.

- e. Executive Director Goals- Chair Lewicki distributed 2 goal lists compiled from the suggested goals he had received from Board members and Executive Director Bartolotta. One list was compiled as he received the goals and the other list was compiled by department. Chair Lewicki noted that many goals listed are actually operational duties. After discussion there was consensus by the Board to take the goal lists home to prioritize and return to Chair Lewicki. Executive Director Bartolotta and Chair Lewicki will meet and prepare a final draft of the goals for the June Board Meeting.

9. CORRESPONDENCE-

- a. A copy of the letter of response to Public Commenter Gail Evans-Sanders was presented for review.

- b. A thank you from Orabelle Bruneau commending the service provided by Tami and the Paratransit drivers was presented for review.

10. NEW BUSINESS-

- a. Resolution 2014-02 (moved to follow Financial report)

11. EXECUTIVE DIRECTOR'S REPORT


- a. Management Report- Executive Director Bartolotta discussed her plan to have a weekly team meeting and meet with each team member individually on a weekly basis as well. She also noted the change in structure of the management report including newly defined categories that include Routine Operations, Compliance, Risk, Growth, Organizational Effectiveness and Looking Ahead.

12. OTHER ITEMS- None

13. PUBLIC COMMENT- None

Meeting was adjourned at 12 Noon

Mary Parker, Recording Secretary



Commissioner Carol Gearm, Secretary/Treasurer

Date 7/10/14

Mission Statement

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