



SUNSET EMPIRE TRANSPORTATION DISTRICT

SETD BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY APRIL 25, 2013

1. CALL TO ORDER- The meeting was called to order at 9:05 AM.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Vic Kee, Commissioner Kathy Kleczek, Commissioner Marcia Fenske, Commissioner Neal Smith
Excused- Commissioner Carol Gearin, Commissioner Rae Goforth
Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant Lori Karl, Human Resources Lis Pietila, Mobility Management John Layton, IS Scott Earls, Operations
4. CHANGES TO AGENDA
 - a. Chair Lewicki added an item under New Business at the request of Commissioner Kleczek
5. APPROVAL OF MARCH 28, 2013 BOARD MEETING MINUTES-
 - a. Commissioner Kleczek said that Commissioner Gassner should have been added in the Roll Call as “excused” as her resignation was actually not accepted until later in the meeting. Commissioner Kleczek also noted that her name had been misspelled in the minutes.

Commissioner Kee moved to approve the March Minutes as corrected
Commissioner Smith Seconded the motion
Motion passed by unanimous aye vote.
6. REPORTS FROM CHAIR AND COMMISSIONERS
 - a. Chair Lewicki- Reported that he had attended the annual Transit Day at the State Capital. He said that he enjoyed being able to meet with the representatives and observe the House of Representatives in session. Chair Lewicki said that this is an annual event organized by OTA. Chair Lewicki said that all of the participants met during an opening meeting where the group was addressed by a senator. All attending were given a badge to wear identifying them as a participant in Transit Day. Chair Lewicki encouraged everyone to attend next year. Chair Lewicki said he is asking Mary to have the Board minutes completed and out to the Board within 3-4 working days after the meeting so that the Board can look at them while their recollection is clear. Chair Lewicki said the minutes will be emailed as soon as completed however

you will also receive a copy in the next Board pack. Chair Lewicki took a poll of the Commissioners that had internet and those that have Wi-Fi.

- b. Commissioner Kleczek- Reported that she had attended the Connector Foundation meeting and that the foundation is going to have another meeting in conjunction with the Transportation Director's meeting on May 10th. Commissioner Kleczek said that the Foundation is trying to narrow down the communications between the Foundation and the Directors to find out what they want from the Foundation so we can actually start working on fundraising and widening the communication regarding the Connector system. Commissioner Kleczek also attended the Astoria Transportation Plan meeting yesterday. She said it was very interesting and there is a lot to learn. Commissioner Kleczek said she wanted to encourage all of the SETD Commissioners to attend the City or County wide meetings as they can affect transportation and that sometimes concerns that come up that are common place to us aren't even on the perspective of the larger picture and it is important that the Commissioners get their voices heard. Commissioner Kleczek also said that one of the options on the table that would affect the bus routes is returning Marine drive to two way traffic with no parking and no bus turnouts on either side.
- c. Commissioner Kee- Reported that it had been brought up to him that the hospital employees would use the bus more if the bus schedule were a little different.
- d. Commissioner Fenske-Reported that she has noticed that the busses look full.
- e. Commissioner Smith-Reported that since his name was in the paper (for becoming a commissioner), he has had a lot of people asking him about the bus.

7. PUBLIC COMMENT-None at this time.

8. FINANCIAL REPORTS-

a. Approval of Bills Paid

- i. Commissioner Fenske asked why SETD still owed Lewis and Clark/Fort Clatsop money. Lori explained that at first, reimbursements from the park for the Frog Route was very slow and then they made a large advance payment during the last year of service which resulted in us being overpaid. We never paid back the overpayment. Jay said that we are ready to make payment and he has received a guarantee from the park that they will give us a receipt saying SETD has paid them in full.
- ii. Commissioner Kleczek asked for clarification on some of the outstanding balances in the accounts payable aging summary and asked about the \$ 97,000 showing in two columns. Jay explained that this is probably the money that was transferred from NWRC. Lori confirmed that this is for the NWRC payroll which is initially paid out of SETD and then expensed out of NWRC.
Jay explained that there have been several problems in the NWRC receiving reimbursements from DMAP but they finally got caught up in March with \$264, 000 reimbursements. Jay said the

actual standard amount to have in reserve is about \$120,000 but Jay said he would like to have about \$200,000 in reserve as they did last month. Jay said that the NWRC actually made \$105,000 in payments to providers last month.

Commissioner Kleczek asked if the amount we owe Columbia Rider is actually a bill for the Connector. Jay said yes.

Jay said that overall we are at 61% so we are still under budget.

Commissioner Fenske moved to accept the March financials as presented.

Commissioner Smith seconded motion

Motion passed by unanimous aye vote

9. OLD BUSINESS

a. SETD/NWRC Budget Process Update-

- i. Mary reported that she had received confirmation from Melinda Ward, Steve Hawks and Kevin Leahy for the May 23rd Budget meeting. Mary had not heard from Lylla Gaebel yet. Jim Santee said he will not be able to attend the meeting on May 23rd. Mary said that a public announcement has been sent out asking for Budget committee members. Anyone wanting to be on the committee needs to send a letter of intent to Jay. New budget committee members can be approved at the May Board meeting. Jay said that Jim Santee might be able to attend the second budget meeting if there is one.

b. Loan Payments-

- i. Jay reviewed the SETD Loan status report which Commissioner Gearin had requested. Chair Lewicki said he thought seeing this report at least annually right before the budget process would be very helpful to the Board. Jay agreed to prepare this report annually in the spring before budget.

c. Connector Budget-

- i. Jay reported that the Connector reimbursement invoice is due to Columbia County 5 days after the end of the quarter. Jay reviewed the current status of the Connector budget. Jay noted that we haven't spent any of the \$100,000 allowed for Connector shelters and kiosks yet however Jay said he had met with ODOT at the Hwy 101 South site near Home Depot today. ODOT has decided that they will now build a turnout area for us there which will allow us to install a shelter and have ADA access to the bus. ODOT is also going to add a small section of pavement on the opposite side of the highway right below the new Wauna Credit Union where we will be able to install a bench and a sign for the 101 North bus. Jay said this is a short term fix as our long term solution for 101 North will be to turn up on Ensign and have a turnout near the new Wal-Mart. We have been averaging about \$35,000 to \$45,000 in reimbursables from the Connector grant per quarter. We have allocated about \$20,000 for media which we have begun spending but we will

also have about \$20,000 to \$30,000 of unexpended funds with no match that will need to be spent by August.

Commissioner Fenske asked when we need to be self sustaining with the Connector. Jay said that during the next fiscal year that each of the partners will need to pay about \$10,000 for Connector administrative services. Jay said as far as Operations are concerned we will be rolling the weekend service into our regular grants. Jay said that Columbia County has said they will not be able to pay their portion of the administration so the partners have scaled back and will make sure that all administrative services are taken care of. Columbia County has said due to their cutbacks that their regular weekend service will end in August but they will still have the Connector service. Jay said that Columbia County's new Connector schedule for the weekends is not bad, however, the new Columbia County schedule for weekdays is impossible for us to coordinate with and it could leave people stranded in Longview as it is impossible to make a round trip in one day. Commissioner Kleczek asked since Columbia County is dropping out is the Connector link between Portland and the coast still a viable link that can be marketed or should there be a possible negotiation with the Point bus to provide this link? Jay said the Point bus is not going to operate on Hwy 30. Jay said that there are already plans for opening up more routes as soon as the Connector grant ends. Jay said that once the Connector grant ends there are plans to add routes. One of the additions will be Hwy 18 which goes to Grand Ronde where the group would be partnering with Salem area transit to provide a link to Lincoln City. We do want to start adding existing providers like the Point because they will not want to accept our ticket and pass rates but we can include the routes on the Connector maps. Jay said his goal is to get an Intercity grant for Route 30 where SETD would run an express bus to Longview and back three times a day on weekdays and then have that route extend to Portland on weekends when Columbia County stops their weekend service.

d. SETD Grant Report-

- i. Jay said that the Grant report which he broke down into Operations and Capital grants is up to date and accurate. He said the 5311 Operations Grant which is our base Grant is a 50/ 50 match so we expend all other grants and save this grant until the end. Jay said we will not expend this Grant by the end of this fiscal year. Jay said this is due to us reducing our services, however Jay said what he did not want to do was to add services and spend the money only to have to cut that service next year. Chair Lewicki asked if not spending the entire Grant this year would affect what we get next year. Jay explained that we already received our full allocation of money and we will not get the extra 10% bump due to the decrease we had to in our service. Commissioner Fenske asked about the money that we were given in advance. Jay said that it was STF money and he has done a lot of lobbying in Salem and was able get us included in the STF again and we should be receiving \$75,000 a year for the next 2 years. Jay said Capital Expenditures and the Contingency balance will be added to the monthly profit and loss statements. Jay said the new

surveillance cameras have been purchased for the Warrenton yard came in under budget however there will be another \$ 2000 charge for the conduit that had to be installed between each of the buildings. There are now 7 new cameras operating which as Jay demonstrated can be monitored on an iphone and are motioned triggered. Commissioner Kleczek asked if the information is being recorded and if it could be saved for future use. Scott said that we are supposed to get about 2 weeks of stored information. Jay said it is easy to access the information which can be emailed or stored. Jay also said that the bus camera contract has been awarded and installation will begin soon. Commissioner Smith asked if this is a new system or if we are adding to the existing system. Jay said that are replacing all old cameras with new system with about 6 cameras per bus. The new system will have real time video and also has GPS capability which is tied into Google maps and will tie into a consumer map application within the next 6 months. Commissioner Kleczek asked if this information will be included in future signage. Jay said we may be able to outfit store windows with a flat screen that shows exactly where the bus is. Commissioner Kleczek said that the Cannon Beach Chamber and Theatre would possibly put a screen in their window. Jay said the Grant for the new bus has been extended until the end of the next fiscal year.

10. CORRESPONDENCE

- a. SETD Letter of Support: Business Oregon's Land Certification Program Application (NCBP)-
Commissioner Kleczek asked if the letter had actually been sent out yet as the date on the letter is April 1. Jay said that the letter had not been sent as it is to be sent back to County for them to be put in a packet. Commissioner Kleczek said she had looked this up and she has some concerns about the fast track tool and who's involved in it and what this stamp of approval says as it is giving an assemblance of community support without community input and she has a concern about a fast track for declaring lands, especially in rural areas, industrial that potentially could be converted wet lands. Commissioner Kleczek also said she has concerns about us jumping behind a fast tracking of lands in the declaration of industrial use. Jay explained that this land has gone forward with permitting with the entire industrial park and they had full community input to do that. Jay said we are just looking to help them market this better at the State level and get this on to the Business Oregon Certification program to help bring more business to that park. Commissioner Fenske said that the land on both sides of the new Ensign Avenue have been approved by the county. Commissioner Kleczek said that she is not saying she is on one side or the other but for the Board to back a fast track tool which does take a certain amount of the public input out of it and it does involve the Environmental Protection agency in certifying the land. Jay said they already have done the mitigation. Jay as a fellow government entity within the County our job is not to get involved in a political struggle. When it comes to us asking the County to write a letter of support for us I would hope the County would be there for us. Commissioner Kleczek said she agreed to a certain extent but just because we are a government entity that works within the same boundaries of the County that we should

not be a rubber stamp organization that adds their name to every list of every project that the County says they want to do. Chair Lewicki said since Commissioner Kleczek felt so strongly that he would like to have a motion.

Commissioner Kee moved to send the letter of support on behalf of Clatsop County

Commissioner Smith seconded the motion

Smith- yea Lewicki- yea Kee- yea Fenske- yea Kleczek- nae

Motion was approved.

11. NEW BUSINESS

- a. Commissioner Kleczek said she would like to let the Board know that she is interested in serving on the Board Policy committee. Jay said that this committee was initially an Ad Hoc committee that reported directly to the Board. However, in order for this process to move in a timelier manner and to allow Jay time to gather information in the process, the committee now reports directly to the Executive Director who can make final changes to the policies prior to them being presented to the Board for approval. Jay said the scope of the committee is just Board policies. Jay said that we are free to add another member. Commissioner Smith said he would like to add his technical support to this policy process as well. Mary asked if Neal could also help with the operational policies as well. Chair Lewicki said it is important that each of us as Board members keep in mind that the Board's main purpose is to write policy for the Board. Chair Lewicki said that the Board is the policy making entity and we do not go beyond that point. Chair Lewicki said he will do some research if there needs to be any obligations as an Ad Hoc committee. Board Policy Meetings are scheduled on a agreed upon day during the week following Board meetings. The next Board Policy meeting will be May 2nd at 9 AM.

- b. Election Vice Chair –

Commissioner Kee motioned that Commissioner Fenske be Vice Chair

Commissioner Smith seconded the motion

Motion passed by unanimous aye vote

- c. NWACT Appointment- Jay said that due to Julie Gassner leaving SETD needs to appoint another NWACT representative. Commissioner Kleczek said that at the last NWACT meeting she attended as a community member at large that Mary McArthur had already changed her status as representing SETD.

Commissioner Fenske moved to appoint Commissioner Kleczek to the NWACT Committee

Commissioner Smith seconded the motion

Motion passed by unanimous aye vote

Commissioner Kleczek abstained

d. Resolution 2013-02-

Clatsop Bank and NWRC/ACH process-Jay said that he has been working on this process for months. This Resolution gives approval by the Board for either the NWRC manager or the Executive Director to be authorized to go online and approve the final transaction for the ACH upload. The procedure requires two signatures so once a Board member has signed their approval then the NWRC manager or the Executive Director can go online and give final approval of the ACH upload. Chair Lewicki said that he and Jay have discussed that if a Board member is not available to approve the upload process that the upload may still be made and a Board member can approve the transaction at a later date.

Chair Lewicki read Resolution 2013-02

A change was made to remove phrase from the last sentence in first paragraph for clarity.

Resolution 2013-02 passed.

Name	Yea	Nea	
Chair Lewicki	X		
Commissioner Goforth			Absent
Commissioner Gearin			Absent
Commissioner Kee	X		
Commissioner Smith	X		
Commissioner Fenske	X		
Commissioner Kleczek	X		

- e. Hwy 30 Update- Jay said that there had already been discussion earlier in the Board meeting of the upcoming changes. The new schedules are pink and have be distributed to riders and posted on the buses and in the shelters.
- f. Donated Service Request process- Jay said that the application process for SETD Donated Services will go out next month to our contacts and service organizations. The submitted applications will be ready for Board review at the May Board meeting. The Board will determine the amount that will be available for allocations to these services and then will make the final approval from the applications submitted. Jay said that we will then record the accepted donated services on a calendar for Operations. Commissioner Kleczek asked about requests that come in later in the year. Jay said the Board will have to determine if they want to allow late applications. Commissioner Kee said that the Board had discussed the process earlier and that this was supposed to be a one shot deal. Commissioner Fenske agreed that this had been discussed but this is the first year and there may be those that request later in the year. Chair Lewicki said that we do not want to be a Board that is inflexible and insensitive to the community but this is our policy and it says to apply in May and if there is something we need to look at outside of that we can.
- g. Board Travel and Training (OTA/SDAO)- Jay said that during the during the Budget process the Board will determine how many Board members will be going to the OTA and the SDAO conferences.

- h. Board Policy Committee: Chair Lewicki reviewed the changes and updates that had been made to the B-302, B-307 and B-308 policies. There was final discussion on each.
B-811 - Jay suggested that all board members bring a list of training or conferences that they would like to attend to the next Board meeting. Chair Lewicki asked the Board how many Board members should attend one of these major conferences. Marsha suggested that 2 should go. Jay also said that there are often scholarships available.

Commissioners Fenske motioned to approve all 4 Board Polices as presented

Commissioner Smith seconded the motion

Motion passed by unanimous aye

12. MANAGEMENT REPORT- See attached report

13. OTHER ITEMS- Commissioner Kee asked for confirmation of date of the next Board meeting and the Budget meeting day and time. Jay verified that the next Board meeting is on May 23rd at 9 AM with the Budget meeting directly following at 10:30 AM with a working lunch.

Commissioner Kleczek asked if the Board could send a get well card to Betsy Johnson who has a broken pelvis from being injured in a car wreck. Mary will send her a card from the board.

14. PUBLIC COMMENT- Kevin Widener encouraged everyone to vote.

Commissioner Kee moved to adjourn the meeting

Commissioner Kleczek seconded the motion

Motion passed by unanimous aye vote

Meeting was adjourned at 11:35 AM

Mary Parker, Recording Secretary



Commissioner Rae Goforth Board Secretary/Treasurer

Date 6-20-13

Mission Statement

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