



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

SETD BOARD OF COMMISSIONERS

MEETING MINUTES

August 23, 2012

1. CALL TO ORDER – The meeting was called to order at 9:00 A.M.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL-
Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Vic Kee, Commissioner Ron Bline, Commissioner Julie Gassner, Commissioner Marcia Fenske
Excused: Commissioner Carol Gearin
Staff Present: Jay Flint, Executive Director, Mary Parker, Executive Assistant, Lori Karl, Human Resources, Lis Pietila, Mobility Management, Scott Earls Operations
4. CHANGES TO AGENDA- None
5. APPROVAL OF JULY MINUTES-
Commissioner Gassner moved to approve the July 2012 Board minutes.
Commissioner Kee seconded the motion.
Motion passed by unanimous aye vote.
Commissioner Fenske abstained due to her absence at the July meeting.
6. REPORTS FROM CHAIR AND COMMISSIONER
Chair Lewicki- Reported he had talked with Commissioner Gearin and she asked him to pass on her gratitude for the thoughts and concerns that have been sent Dick's way,
Commissioner Gassner- Reported that her boyfriend rode the NW Point between Astoria and Portland and had a very good experience each time. She also reported that the Coastal Family Health Board was appreciative for the assistance that SETD staff has given them in planning clients transportation to their out of town medical appointments.
Commissioner Goforth- Attended the Senior and Disability Committee meeting and there was discussion about the new pet carrier policy. The committee is also continuing to update the By-Laws and the committee is full now.
Commissioner Kee- No report

Commissioner Fenske- No report

Commissioner Bline- Reported that he has been riding the bus quite a bit lately and he wanted to compliment the drivers for their extra efforts to help passengers make their connections when the bus is running behind schedule

7. FINANCIAL REPORTS- Jay reported that he had calculated one less parking space than is actually rented out so our parking revenue will be \$45 more than budgeted each month. Commissioner Goforth asked why we are taking buses to Putnam Pro Lube instead of using the contract we have with the school. Jay said there have been many staffing changes and a reduction of mechanics at the school maintenance department so we have not been using them as much. Chair Lewicki asked if there was an IGA for these services. Jay said there was. Chair Lewicki said he agreed with Commissioner Goforth that if we have an agreement and an established program that we are not using, at some point we need to make a decision on what we want to do so the public does not see us not following the agreement. Commissioner Fenske asked if the contract states that they will be our only provider. Jay said no, that the contract was set up to allow for SETD to utilize other providers and for the school to also to utilize other providers if they could not do the work needed so for various reasons we have been using other providers. Scott Earls added that the charges listed for Pro-Lube were not for oil changes because we do oil changes with our own mechanic. Pro-Lube was used for exhaust repairs that required welding. Commissioner Goforth asked about the towing charges. Scott explained that there had been some breakdowns but all busses have been repaired and are in service. Commissioner Goforth asked what JP Chase represented and Lori said it is the Valic retirement account. Commissioner Bline asked if we had bought the new utility vehicle yet. Jay said that we are still working through the grant process and finalizing the bid sheets.

Commissioner Fenske motioned to accept the financial report as presented

Commissioner Goforth seconded the motion

Discussion- Executive Director Flint said that he wanted to note changes to the Balance Sheet on page 13. He noted the addition of fixed assets under assets and the addition of long term liabilities on the liability side. Flint said we are not required to show this but it gives the Board a better picture of what our loans are and the long term debt and the detail of our assets. Also the long term liability does not show payments on a monthly basis however once the audit is complete the payments will be deducted. Chair Lewicki asked if there is a report available that shows what the actual figures of these payments are? Executive Director Flint said he would have a spread sheet prepared for the next meeting. Commissioner Goforth asked about the professional services being high. Jay said that the CPA provided services in the month of July to close out the books. Commissioner Goforth asked when the CPA's services would be complete. Jay said that he plans on keeping the CPA as a consultant this next year because she provides the required expertise specifically when working with the auditors. Jay said that the CPA is also providing training for Julia.

Motion passed by unanimous aye vote

8. OLD BUSINESS-

- a. Executive Director Goals and Evaluation Report- Commissioner Bline reported that he, Commissioner Gassner and Commissioner Kee tabulated the results from the input received from all 7 Board members

and several staff members. He handed out the summary letter and copies of the board and staff matrix. Commissioner Bline said that the committee met with Jay and went over the input and Jay also completed a evaluation form. Commissioner Bline went over the summary letter saying that the input from the board and the staff was very similar in the areas of 'needs improvement' as well as the compliments which included comments on how Jay has had a lot to handle all at once and at the same time there are complaints about some things not getting done. Commissioner Bline said that one of the big issues, as we settle down is realizing what staff had been through these past couple of years and that staff would like to see the Personnel Policy Manual completed. Commissioner Bline then asked Jay for his comments. Jay said he and Lori are well aware of this need of the Personnel Policy Manual and there have been discussions about the need to update it. However there have also been so many other things that have gotten in the way that had more immediate effect and required immediate priority. Jay said that on top of all of the goals that were required of him there have been unknowns that have cropped up on a monthly basis for at least the first 8 to 9 months. Jay said we have dealt with the goals as well a lot of other unknowns. Jay said it feels like most of those unknowns have surfaced and we have in front of us what we need to work on so this next year should be more straight forward. He said there was a lot to get done in this last year and in a quick amount of time and we accomplished a lot and I feel proud of my staff. Jay said that there are a lot of policies that need to be completed in the next year. Jay thanked the committee for the evaluation and said he really appreciated the input from the commissioners and the staff. Commissioner Bline said the board will be doing an evaluation in February 2013 as is noted in the Executive Director's goals for next year. Commissioner Bline said since the board had asked for input from the staff there is a question of maintaining staff confidentiality and archiving requirements. Commissioner Bline has asked Ron Downs from SDAO to look into the requirements. There was discussion about the need to maintain the staff and board matrix records for future reference.

Commissioner Gassner motioned to accept the Executive Director's Evaluation Results

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote

9. CORROSPONDENCE- Thank you letter about the Seaside Trolley reviewed.

10. NEW BUSINESS-

Chair Lewicki reported that he, Commissioner Gearin, Jay and Mary are on the Board Policy committee and working on updating the Board Policies. He said that the policies being reviewed by the board today are operational polices and not board policies. The effort to update board polices is just ramping up. He said the binder of Board Policies that has been used by the board is not really a policy manual but more of a handbook from SDAO. Contained in this manual is a section about the Board Roles and Responsibilities. Jay has taken that section and will be rewriting this document and make it more specific for this board. The next step will be the board policies that guide this board. This is the primary function of the Board Policy Committee as it sits now. Chair Lewicki said the policies that we have before us today are operational polices that do not require board

approval. Staff had put these together to meet the operational requirements for audits and other regulatory agencies. The board may create a policy that alludes to these but at a board policy level not at the operational level. Chair Lewicki said what we are interested in developing is board policy that directs the policies of the district. The Board Policy Committee will be meeting the first Tuesday following the board meeting each month. Jay said that this is a work in progress since we are working on many policies we should label policies as operational, personnel and board policies. He said the intent is to reduce board policies from very large documents down to 1 to 2 pages. Jay explained that the policies presented at today's meeting are operational policies that provide important solutions to the Audit Deficiency Report and ODOT requested to have these completed by August. Jay said the next policy that we need to create to satisfy the Audit Deficiency Report is a Records Retention Policy.

Chair Lewicki said that this is a textbook example of the difference between the documents. Chair Lewicki explained that what Jay is going to put together is a records retention schedule and what the Board will put together is a Board policy saying that the Executive Director will maintain a particular type of records retention procedure. That's the distinction between the two. Jay said as an example would be that the Fare and Financial operational policies will have a matching Board Policy directing the Executive Director to have a policy requiring these policies to be in place. Chair Lewicki said that these operational policies are here to inform us. However, Jay said he was requesting because of the special requirements from ODOT that the Financial and Fare policies go on the record with board approval today.

There was a review and discussion about the Service Animal and Pet policy. There was discussion about the legality of drivers asking what service an animal provides. Scott Earls clarified that this is accepted by ADA and is part of the ADA training that drivers are required to take. He said the question does not ask about the riders disability but just what service the animal provides.

Jay reviewed the pet requirements and said that this policy will allow us to accommodate and provide the link for people traveling on the connector routes.

Commissioner Goforth motioned to approve the Service Animal Pet Policy

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote

Jay said the Credit Card Security Policy was sent to us by the Credit Card Company to approve.

Chair Lewicki motioned to approve the Credit Card Service Security Policy

Commissioner Kee seconded the motion

Motion passed by unanimous aye vote

Jay discussed the Fare Policy and asked for board guidance on a request from the members of the Senior and Disability Committee to receive free bus fare for all District committee members for a year. Commissioner Fenske asked what a full year pass would cost. Jay said a regular yearly pass is \$495 and a disabled pass is \$ 330. Chair Lewicki said this could open a door for others asking for similar compensation and this could become a budgetary issue. Commissioner Fenske said that as an elected officials there is a limit to what we can receive as gifts. Jay said he thought that SETD could not justify this. There was a suggestion that maybe SETD could just provide a few free tickets that would allow new committee members to ride the bus to and experience what the

bus service is like. Commissioner Goforth said that we are complicating a simple issue that has been working. Chair Lewicki was worried that the ticket examples that were included in the Fare Policy should say void across them.

Commissioner Goforth motioned to accept the Fare Policy as presented

Commissioner Gassner seconded the motion

Motion passed by unanimous aye vote

Jay presented the Financial Policy and commended and said that this lays out in a very comprehensive fashion every aspect of the financial control for the District. Commissioner Gassner said she was concerned that the person receiving the checks was the same person making the deposit. Mary said she opens and dates the checks and Jay initials each check. Commissioner Gassner suggested that the checks go to Lori next and she logs them in and then Julia completes a separate deposit slip. Commissioner Fenske said she was more concerned about the cash. Mary explained that one Transit Center staff balances the cash in the morning and one balances the cash in the evening, each recording the totals in a itemized cash log. Once a week a cash drop is made to accounting for deposit. Commissioner Gassner also had a concern about purchasing check stock. She suggested that the accounting person would order the checks but then a different employee would verify the check order and check numbers received. Commissioner Gassner asked about the cash vaults in the buses. Scott explained the drivers never touch the money and they do not provide any change on the bus. The vaults are removed from the bus and locked in a safe. Two people are always present when the vaults are counted. Another small change suggested was that the policy clarify that the board selects the Auditors and that the Auditors report is presented to the board.

Commissioner Gassner moved to approve the Financial Policy with suggested changes and additions

Commissioner Kee seconded the motion

Motion passed by unanimous aye vote

e. Request for Report to include rental income.

Chair Lewicki said that he had spoke with Commissioner Gearin who has requested that the rental income be broken out in the financial reports each month. Jay said to make this easier he is suggesting that the rental income be part of the exceptions report every month. He clarified that currently we receive parking space rental on a monthly basis. Sign rental is received once a year. We will be receiving a portion of the electrical fee from the charging station when they begin charging a fee

Commissioner Bline moved to approve the monthly listing of rental income in the Exceptions report

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote

f. OTA Membership Resolution 2012-04

Executive Director Flint asked if the Board would approve SETD becoming a member of the Oregon Transit Association. He said there are many benefits to becoming a member. Jay said we will receive a discount if we become a member before September 9th. Jay said we used to be a member but have not been for about 5 years. OTA has continued to help us and support us even though we were not members. The membership fees are based on peak vehicle miles and will be about \$1530.

Commissioner Bline motioned to approve Resolution 2012-04 SETD Membership in OTA

	Yes	No	Absent
Chair Lewicki	X		
Commissioner Bline	X		
Commissioner Gassner	X		
Commissioner Kee	X		
Commissioner Fenske	X		
Commissioner Goforth	X		
Commissioner Gearin			X

Resolution 2012-04 passed by roll call vote.

11. EXECUTIVE DIRECTOR'S REPORT

- a. Management Report- See attached report
- b. DHS Audit- Jay reported that there are some additional payments that have been discovered that may be used to reduce what we are going to owe DHS. He is waiting to hear back from them.
- c. Jay invited the Board to attend the SETD employee picnic and barbecue on August 29th at the Warrenton office. Jay said he would be preparing ribs, chicken, hot dogs and hamburgers and the rest of the meal is pot luck.
- d. Jay announced that SETD will be having a Grand Opening for the Electric Charging Station on September 12th at 12 noon. There will be representatives from ODOT, OTA and an electric car available. He said we will be sending out a press release and invitations. Commissioner Kee suggested talking with Regina at the Chamber to get the information in the Chamber weekly newsletter, Jay said Mary will be the point person for organizing this event.
- e. Chair Lewicki introduced and read a resolution prepared in appreciation of Ron Bline's service and dedication to SETD as Commissioner and as Board Chair.

Resolution 2012-05 Resolution in Appreciation of Ron Bline's Service to SETD

	Yes	No	Absent
Chair Lewicki	X		
Commissioner Bline	X		
Commissioner Gassner	X		
Commissioner Kee	X		

Commissioner Fenske	X	
Commissioner Goforth	X	
Commissioner Gearin		X

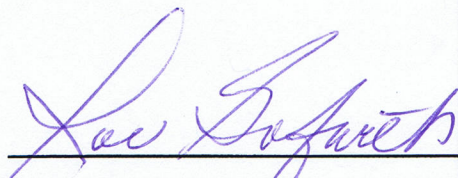
Commissioner Bline said he also wanted to thank all of the board because "there had been a time when we could have gone apart but we hung together and it is so much easier now that we have an executive director that is easy to work with, but this was a team effort."

12. PUBLIC COMMENT-

Kathy Kleczek said she wanted to complement the Board on the progress they had made in the last year. Kathy said, "I thank you and so do the riders thank you. You are receiving letters of praise instead of an angry mob at the door. It is a huge difference. I would like to remind you to keep doing what you are doing because what you do effects people's lives and is not just a convenience it is how people get to work."

13. Meeting was adjourned at 10:55 AM

Mary Parker, Recording Secretary



SETD Board Secretary/Treasurer

Date 9/27/12