

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY DECEMBER 12, 2013**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:00 AM.

2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Neal Smith, Commissioner Rae Goforth, Commissioner Marcia Fenske, Commissioner Kevin Widener and Commissioner Carol Gearin
Excused: Commissioner Kathy Kleczek

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, NWRC Manager, Elisabeth Pietila, Mobility, Scott Earls, Operations, John Layton IT, Tammi Carlson and Saisha Operations Assistants.

Jeanyse Snow, District Legal Counsel

3. CHANGES TO AGENDA- None

4. EXECUTIVE SESSION- At 9:03 AM Chair Lewicki announced that the Board would be going into Executive session under ORS 192.62 h. Minutes are confidential but available to Board by request. Executive Session Closed at 9:20 AM

REGULAR PUBLIC BOARD MEETING: Reconvened at 9:30 AM.

5. APPROVAL OF OCTOBER 2013 BOARD MEETING MINUTES-

**Commissioner Goforth moved to accept the October 2013 Board Meeting Minutes
Commissioner Widener seconded the motion
Unanimous aye vote by all Commissioners present with the exception of
Commissioner Carol Gearin who abstained due to her absence from the October meeting
Motion passed**

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Widener- Reported that he had received letters from DHS and the Coordinated Care Organization saying they are doing away with the standard Oregon Health Plan and putting everyone on the OHP plus, which will mean an increase in riders. They are also doing away with the waiting list and the lottery for rides so there will be a lot more people eligible for rides. Jay commented that there could be 7000 more riders in the next 3 years and maybe 3000 this year. Commissioner Widener said that he wanted to report for Commissioner Kleczek that there are 2 different schedules on the web for the same route. John said he would correct the web schedules.
- b. Commissioner Gearin- Reported that she had attended the STS Board Policy Meeting.
- c. Commissioner Smith- Reported that he had seen a large sticker on the floor at a mall in Toledo that was used for advertising that also had the QR code attached and people were actually using. There was discussion about putting this type of sticker on the shelters and in other locations.
- d. Commissioner Fenske- Nothing to report today.
- e. Commissioner Goforth- Reported that she had attended the Senior and Disabled Committee Meeting and one of the things that was discussed was determining how to use some extra STF Grant funds. Commissioner Goforth said the

staff had done a wonderful job of preparing recommendations for using the funds and it was decided by the committee to start a Shopper Shuttle. Steve Hawks asked for a shelter at the Senior and Disabled Center in Warrenton. He was told that there is a shelter that we can restore and place on the pad that is in place. The Veterans Administration asked for a better pass program so we can sell them passes that actually are good for a full month. Rae said she was bringing the recommendation for the Shopper Shuttle to the Board for approval. Rae said that she had seen little garbage bags hanging on the busses from across the river which had their logo on them and were a clever marketing idea. .

- f. Chair Lewicki- Requested that any letters or comments that Board members want to be presented or relayed to the Board should be sent to the Chair of the Board so it can be managed appropriately.

Executive Director Jay Flint submitted his resignation to the Board of Commissioners. Jay explained that he has been invited to join a law practice. He thanked the Board for the opportunity he has been given. Jay offered his services as an Interim Director during the hiring process and transition. Chair Lewicki said he had contacted SDAO and they will be helping with the hiring process. Chair Lewicki has asked Jay to put together a list or roadmap of what committees he is currently serving on.

- 7. FINANCIAL REPORTS- Financial Officer, Diane Moody presented the Exceptions Report and the new financial format. Diane said that what she has tried to achieve is for the Board to first look at a snapshot of the financials looking at the income versus expense which will be given on a quarterly basis. Chair Lewicki requested that the financial charts be copied and presented in color in the Board Packs. Diane said that she had condensed pages 7 thru 10 of the old financial reports into a report that is a comparison of the year to date to the annual budget in a side by side comparison for both the NWRC and STS. Commissioner Smith asked if the references on the exceptions report could also be marked on the financials. Diane also said she had taken care of all the journal entries so this financial report is clean. The new check register will only list checks that are issued for \$5000 and above. Chair Lewicki asked Diane if she would label columns with month actual and year to date actual. Commissioner Gearin asked Diane for a copy of the credit card report, accounts receivable and accounts payable reports. Diane suggested that if Commissioner Gearin reviews these reports she can bring any questions or concerns to the Board.

**Commissioner Fenske moved to approve the October 2013 financials.
Commissioner Smith seconded the motion
Motion passed by unanimous aye vote of all commissioners present.**

8. OLD BUSINESS-

- a. **Rebranding Update:** Jay reviewed what was discussed at the previous Board meeting and expressed that he thought that the new name voted on was Sunset Transportation Services. Commissioner Gearin, Commissioner Widener and Commissioner Fenske said that the vote had been for Sunset Transit Services. Jay said he thought using Transportation services allowed for a better description of all the services we provide. Commissioner Smith agreed.

**Chair Lewicki moved to change the District's name to Sunset Transportation Services.
Commissioner Widener seconded the motion.
The motion passed by unanimous aye vote of all commissioners present.**

Tiffany reviewed the different versions and options of the new logo and the final selections. There was discussion about the cog design and why it had been chosen and what the cog means. Tiffany said that it looks like a wheel or a gear and represents motion. Jay said it also looks like a sun. Commissioner Smith was concerned about what the logo will look like when shrunk to letterhead size. Tiffany said she will have several templates for us to use that Tiffany asked the Board a make final decision on what cog design they liked best and what color they want the cog to be. There was a discussion about using the new logo on the busses, uniforms and letterhead.

**Commissioner Widener moved to accept the gold rounded cog for the new logo
Commissioner Smith seconded the motion
The motion passed by unanimous aye vote of all commissioners present.**

Tiffany said she also wanted to discuss the final position statement: *The organization that facilitates safe reliable and economical services for people who choose to utilize transportation options for travel to, from and within Clatsop County.* Tiffany clarified that this statement is a reminder or compass of what we do and why and it will be a basis for other decisions that are made for marketing. Tiffany said that this helps everyone that works here to be on the same page. Tiffany also asked the Board to consider which of the tag lines they thought best fit with the new logo and the direction the logo is going. "Good to Go" was selected as first choice and "Going your way" was selected as second choice. Tiffany will check and make sure that Good to Go can be used. Tiffany will bring the final versions of the icons to the next Board meeting.

- b. **Columbia County MOU:** Jay reported that ODOT had a chance to review this agreement and provide comments which are included in this draft. Jay noted that the MOU is predominantly an agreement of common courtesy between Columbia County and SETD. Jay said that once we approve and sign the agreement it will be sent to Columbia County. The planned start date for SETD's new weekend route is January 4th with Monday January 6th being the start date for the new weekday schedule.

**Commissioner Goforth moved to approve the MOU Agreement between Columbia County and the Sunset Empire Transportation District.
Commissioner Gearin seconded the motion
Motion passed by unanimous aye vote of all commissioners present.**

- c. **Connector IGA Ordinance:** Jay reported that this is the first step in ratifying the IGA Ordinance for the 5 transit partners. This process will also require Board approval of an Ordinance which will start at the next meeting.

**Commissioner Fenske moved to approve the IGA for the NW Oregon Connector Alliance
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all commissioners present at meeting.**

9. CORRESPONDENCE- Chair Lewicki asked if there were any comments about the thank you letter from CEDR. Jay added that he was on the CEDR Board before he started at SETD and he will continue to serve on the CEDR board. He also said that the new Executive Director will serve as a non-voting member unless voted to the CEDR Board.

10. NEW BUSINESS

- a. **Adjust January and February Meeting Times-** Commissioner Gearin requested that the start time of the January and February Board meeting be changed to 10 AM as a precaution in case of bad weather. There was discussion about other ways to evaluate conditions and notify Board members if the Board meeting needed to be delayed.

Commissioner Gearin moved to change the start time of the January and February 2014 Board meetings to 10 AM.

Commissioner Goforth seconded the motion.

Roll call vote:

Commissioner Gearin- Aye

Commissioner Fenske- Nay

Commissioner Goforth- Aye

Commissioner Smith- Aye

Commissioner Widener- Nay

Commissioner Lewicki- Nay

Motion did not pass

- b. **Senior and Disabled Advisory Board STF Recommendation-** John Layton made a presentation to the Board about the suggested uses of additional STF grant funds that he had also presented to the Senior and Disabled committee. John said that there will be a total of \$42, 000 available for 2013 through 2015. Staff evaluated several plans for utilizing the STF funds and submitted the top 3 to the Senior and Disabled Committee for their final recommendation to the Board. Submitted was 1. Shopper Shuttle- This would be a “by appointment” service for customers who live within ¼ of a mile of the route and would have limited number of trips and limited destinations related to shopping. 2. The 5 mile plan- Would allow Paratransit service areas to expand and cover a larger area. 3. Shelters and display boxes- Install 3 new shelters and purchase display boxes for protecting schedules in the shelters. John reported that the Senior and Disabled Committee had chosen the Shopper Shuttle. The Shopper Shuttle will be available for anyone who lives within ¼ of a mile of Jeffers Gardens, Miles Crossing, Meriwether Village, Astor House, Gateway, John Day, CMH, Transit Center, Fred Meyer and Costco. The service will be available 3 days a week, 6 hours a day and will require hiring a new part time driver. Appointments are required 48 hours in advance. Commissioner Fenske was concerned with using the term shuttle. Commissioner Fenske also said that there used to be a group of ladies out in Svenson that rode the bus every Thursday to go to Fred Meyer and asked if the Shopper Shuttle could go to Svenson on one of the service days. Tami said her concern would be opening the service up in Svensen and then taking it away after 2 years and it could take an entire shift for a driver to go out and back to the Svensen/ Knappa area. Lis said the shopper shuttle is really designed to reach close outlying areas and to pick up people who are close to fixed route but not eligible for the paratransit program. Lis also said that the Shopper Shuttle will highlight areas where we know we could get ridership based on our previous Dial A Ride services and current requests for ridership. Commissioner Fenske said that other than Jeffers Gardens, all of these people are within ¼ of a mile of a fixed route and the Senior Center, Gateway Apartments and Clatsop Retirement Village have regular shopping day busses. Commissioner Fenske said we are covering people who are already covered. Jay said the core goal of this is to open up service to the Jeffers Garden /Miles Crossing area and the only reason we hit the other areas is they are on the way. Chair Lewicki reminded the Board that a recommendation had been given to the Board by the Senior and Disabled Committee that needs to be approved or not approved.

Commissioner Gearin moved to approve the recommendation for the Shopper Shuttle Service

Commissioner Widener seconded the motion

Commissioner Fenske Nay

Commissioner Smith- Aye

Commissioner Gearin- Aye

Chair Lewicki- Aye

Commissioner Widener- Aye

Commissioner Goforth- Aye

Motion passed

c. Change Board Meeting Locations- The Board discussed holding meetings in other towns and communities in the County. Commissioner Goforth suggested waiting until summer. Commissioner Smith said it would be nice if the Board rode to the meetings on a bus. Jay will ask staff to look into locations and meeting facilities that could be utilized and report this at the next meeting.

i. *Note: At 11:30 AM Commissioner Fenske asked to be excused from the Board Meeting.*

d. Strategic Goals- Chair Lewicki asked for discussion or comments from the Board about the Goals list that Jay had submitted for their review. Jay said that he thought he could accomplish most of the goals this year.

Commissioner Widener moved to approve the Executive Directors Goals for 2013-2014

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote of all commissioners present

Motion passed

11. EXECUTIVE DIRECTORS REPORT

Management Report- Jay asked Tami to introduce new Operations Assistant Shasia Holthusen. Lori announced that Danielle will be leaving at the end of February so Lori has posted the job opening for a new Mobility Assistant.

Commissioner Smith asked how the hydrogen hookups are going. Jay said that the bus that the device was placed in has been in the shop so many times that we are in the process of deciding if we should move the device to another bus or not.

Policy Committee- Equipment Use Policy- Jay said he borrowed parts of this policy from a federal document as the district falls under federal requirements because we receive federal funding and so this policy and procedure follows all the federal rules we need to comply with. Commissioner Gearin noted that there are two places where the word Government was to be replaced by District. Commissioner Smith said he thought that there is always a separation of the Board Policies from Employee Policies. Jay said this is one area where they overlap because both Board and staff have been issued district equipment so we need a consistent policy across both levels to show what the allowed usage is. Commissioner Smith asked if the same procedure was going to be put in the Employee's Policy manual. Jay said yes it was. Commissioner Smith asked why. Chair Lewicki said the attachment is what is actually going into the employee policy manual which is a detailed procedure that actually supports the Board policy but is not a part of the policy. Jay said that we discussed removing the procedure from the Board policy but he argued to keep the procedures in because the Board needs to know what the dos and don'ts are under federal rules. Commissioner Smith said as Board members we cannot dictate employee policies and he does not feel that Board Policy should dictate anything but Board policy. Commissioner Gearin said that Board policy can dictate the use of district owned equipment because the Board dictates policy for the district and this is about district owned equipment. Jay said that an employee policy cannot contradict Board policy. Jay said the board needs to only approve the policy today not the procedures.

Commissioner Gearin moved to approve the Board Equipment Use Policy

Commissioner Goforth seconded the motion

Commissioner Gearin- Aye

Commissioner Widener- Aye

Commissioner Goforth- Aye

Commissioner Smith – Nay

Chair Lewicki- Aye

Motion passed.


12. OTHER ITEMS:

- The new Board Agenda format was discussed and it was suggested that for next month's agenda there will be an asterisk placed next to the agenda items that may require Board action.
- Commissioner Smith asked if we would try not to use acronyms in the documents for the board as they can be confusing.
- Jay reminded the Board about the Board training being held at the Transit Center on January 7th from 9 to 12 Noon with George Dunkel.
- Lori invited the Board and employees to participate in the annual Holiday Adopt a Family for this year. Every year a family in need is provided with gifts and food through employee donations which are delivered to the family by one of our busses. Lori asked that anyone interested contact her for more information.

13. PUBLIC COMMENT: None

Meeting was adjourned at 11:50 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 1/29/14

Mission Statement

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