



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

SETD BOARD OF COMMISSIONERS

MEETING MINUTES

FEBRUARY 28, 2013

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE TO THE FLAG

2. ROLL CALL-

Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Vic Kee, Commissioner Julie Gassner, Commissioner Marcia Fenske, Commissioner Carol Gearin

Staff Present: Jay Flint, Executive Director, Mary Parker, Executive Assistant, Lori Karl, Human Resources, Lis Pietila, Mobility Management, Scott Earls Operations, John Layton, IS

3. CHANGES TO AGENDA- Chair Lewicki announced that the Audit Deficiency Report will be struck from today's agenda and Jay Flint asked to move the NWRC presentation up on agenda to follow "d" in Old Business.

4. APPROVAL OF FEBRUARY MINUTES-

Commissioner Goforth moved to approve Board minutes.

Commissioner Gassner seconded the motion.

Motion passed by unanimous aye vote.

Commissioner Fenske abstained due to her absence at the February meeting.

5. REPORTS FROM CHAIR AND COMMISSIONER

Chair Lewicki- Reported attending the State Budget class and that it was very detailed and informative.

Commissioner Gassner- Reported that MTC is going to make cutbacks which will reduce enrollment at Tongue Point from 540 to 350 by June 30th. There is also the possibility 22 layoffs before June 30th. Julie said she appreciates SETD's support. This cut back is independent of the upcoming sequester.

Commissioner Goforth- Reported that she had attended the State Budget class in Tillamook and this was her 4th time of attending but there is always something to learn.

Commissioner Kee- No report

Commissioner Fenske- Reported that she had attended the Democratic meeting. She had a discussion with the members about status of SETD and board vacancy opportunity. She said she received positive feedback about the progress we made.

Commissioner Gearin- Reported that she had also attended the State Budget training in Tillamook and found it informative.

6. FINANCIAL REPORTS-

Commissioner Goforth asked what percentage of the taxes SETD has received to date. Jay said that it is at about 95%. Commissioner Goforth also asked about the change in rental income. Jay explained that we had received the annual \$1200 from the sign rent. Jay said that he still has not heard anything from the owner of the Spexarth building concerning their wanting to utilize the parking spaces. Commissioner Gearin asked if the total for donations included the customer appreciation day. Jay said that this had not been added but that the estimate was about \$3000 plus the paratransit numbers.

Commissioner Fenske moved to accept the financial report as presented

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote.

7. PUBLIC COMMENT-

Neil Smith commented on the history of the parking spaces that are that are "owned" by the owner of the Spexarth building. Neil said this same request had happened 3 or 4 times in the past when he worked for SETD. He said that after opening up the requested spaces no one from the Spexarth ever used them so SETD returned them to rentals again.

8. OLD BUSINESS-

a. Board Policy Committee:

Board Policy #700-Executive Director Selection, Role and Function Policies-. Chair Lewicki said that these are new policies and the Board is seeing them for the first time.

Commissioner Gassner moved to approve #700 Policies with corrections as noted

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote

b. Mid Term Board Vacancy Policy-

Chair Lewicki commented that as the committees continue to work on new polices we will have the minutes of those meetings submitted to the Board but the Board does not have to approve the minutes. Chair Lewicki said that the Mid Term Board Vacancy Policy was approved by the Board last month however there have been changes made to the policy since then as a result of a conversation with counsel. Chair Lewicki said that it was counsel's opinion that we were out of compliance with ORS so we have revised the policy to be in compliance which was included in your Board Packs. Chair Lewicki said that there was a hand out from this morning that is the amended

policy that is marked with yellow highlights and red printing. This is an example of what the committee is suggesting that we use as the format for amending policies, as it will show what has been deleted and what has been added. Commissioner Gearin commented about a section of policy that was removed that spoke to the Board being able to appoint members to maintain a quorum. Jay said that the entire ORS198.320 concerning a quorum dictates that if there is not a quorum left that it is up to the county commissioners to appoint the needed board members to bring the board to quorum so if you are under a quorum, you cannot make any action.

Commissioner Gassner moved to approve the Mid Term Board Vacancy Policy as amended

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote

c. Committee's Recommendation for Board Commissioner Appointment-

Chair Lewicki explained the process that took place and the Board AD Hoc committee meeting that resulted in a scoring process of the submitted applications. The results of the scoring resulted in a recommendation by the committee for the appointment of Katherine Kleczek as the new interim Board member.

d. Katherine Kleczek was sworn in as a SETD Board member by Chair Lewicki.

e. NWRC Debit Card Presentation-

- i. Jay presented a power-point presentation that Jason Jones had created. Jason is attending an important meeting today in Columbia County concerning Dawn the Volunteer Coordinator job being cut. Jay said the Board has asked for more information about the provider Debit Card plan for OHP Plus clients when it was discussed at the last meeting so Jason prepared the presentation which shows how the entire program will operate. The plan includes application, verification and implementation and then activation and confirmation of the account set up and use. Once the account is activated staff will control who is being put in, verify who is eligible and what they are eligible for and then this information is entered and the facility verifies the appointment.

f. Appoint Budget Officer-

Commissioner Gassner moved to appoint Executive Director Jay Flint as Budget Officer for the 2013-2014 Budget.

Commissioner Kleczek seconded the motion

Motion passed by unanimous aye vote

g. Commercial Communications-

Jay said that the NWRC will be improving their service by contracting to have their afterhour calls answered by Commercial Communications. Commercial Communications is an answering service that is owned and operated by Medix Ambulance. Jay had the contract reviewed by Jeanyse Snow. Jay explained that most afterhours calls are from the hospital or clinics. The service will cover from 5pm to 8am Monday thru Friday and 24 hours on Saturday and Sunday. Commissioner Goforth said this is a very good move towards improving service.

Commissioner Goforth moved to approve the service contract with Commercial Communications

Commissioner Kee seconded the motion

Motion passed by unanimous aye vote

h. SHIS Bus MOU Draft

Jay said that Supplemental Hydrogen Injection System (SHISH) company has developed a device that removes hydrogen from water and puts it into fuel that increases fuel efficiency which increases fuel efficiency by about 40% efficiency in regular cars. Now SHISH wants to test the device on commercial vehicles so they have asked to install the device in one of our buses. Jay had ran this by SETD's insurance carrier and Jeanyse Snow who drafted the MOU. Jay said that we are a good test model because of the consistency of our drivers, types of routes and the extensive operational data that we have historically kept. SHIS will also be collecting their own data. Scott Earls said that we should see our fuel costs go down and emissions will be much cleaner as well. Jay said that the plan is to install one of the devices on one of the Blue Bird buses which SETD owns. Commissioner Kleczek asked if this study would be a burden on the drivers and if there are problems caused to the engine will SHIS have to replace the engine to pre-installation condition. Jay said there will be no extra burden to the drivers and that the device should not cause damage to the engine because it connects into the fuel system and that SHIS is required to return the engine to pre-installation condition.

Commissioner Fenske moved to approval the SHIS MOU

Commissioner Kleczek seconded the motion

Motion passed by unanimous aye vote

9. CORROSPONDENCE-

Letter from John Weigel- Chair Lewicki said that Dr. Weigel's letter is quite a comprehensive reflection of his case and Jay answered appropriately. Chair Lewicki said we may not be able to do what he wants right away but we have the wheels in motion and I think he made a good point. Jay said he answered the letter and talked with the city. Scott Earls said they are hoping that when the hospital expands that bus access will be considered. There was discussion of the area and the limitations. Chair Lewicki said that this is really a city issue. Jay said the process is open but it will take private property owners and the city working together to come to a resolution.

Thank You - SETD received Thank you letter from Clatsop Community Action Regional Food Bank for the donation of food in December.

10. NEW BUSINESS-

Jay explained that Lis Pietila and her staff had been working on and completed several tasks that needed to be updated and completed. He asked Lis to present each of them:

Coordinated Plan-

Lis explained that the SETD Coordinated Plan is a 36 page state mandated plan that describes the overall goals and operation for the district. All services, service areas, census data, goals and funding sources are listed in this plan. Lis said there was new census information available to add and they were able to include the data from the Strategic Planning results.. The Strategic Planning information went into the Grant Priorities and Possibilities section which prepares SETD to apply for any grant that becomes available between now and 2015, that meets some of the criteria of goals. we will be able to apply for it. Lis said there is still more updating to do but this was a large portion of it.

Commissioner Gearin motioned to approve the updated Coordinated plan

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote

SETD ADA Plan-

The ADA plan is also a state mandated plan. It describes all of our ADA services. This plan was developed for SETD by a consultant provided by ODOT so our plan is in the same format as all other transit providers. We have to make sure that our plan is in compliance with any new ADA requirements or changes that come up usually at the federal level. Part of this plan describes the service routes that are offered and the district's availability to deliver ADA services to those routes. Only the pages included in the Board packs have been updated. Commissioner Fenske asked about a sentence saying that the drivers do not restrain mobility devices. Scott Earls said that was a mistake we do secure mobility devices. Lis will make the corrections.

Commissioner Fenske made a motion to approve the updated ADA Plan

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote

Honored Citizen Policy-

Lis Pietila explained that SETD offers discounted passes for various reasons that are difficult to verify. The Honored Citizen (HC) policy defines a process for verifying eligibility and organizing the entire process. The application requires a medical provider to verify that the applicant has a condition which makes them eligible. Once SETD has received the application and verifies ID the applicant's picture is taken and placed on their Honored Citizen ID card. A log will be kept of all HC cards issued and any duplicate cards that are made. Applications will be kept on file in the Transit Office. Lis said that this process and the HC ID cards will eliminate a lot of problems.

Jay thanked Lis and her staff for their hard work in completing these reports.

11. EXECUTIVE DIRECTOR'S REPORT

Management Report- See attached Managers Report for February 2013

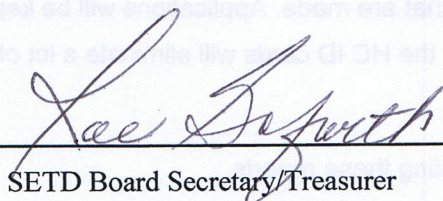
Rebranding: Jay reported that he is looking into possibly rebranding SETD and said he had received a proposal for \$5000. Jay said he would like to add this to the budget for next year. Commissioner Kleczek asked since we are a District do we have to go to bid. Jay said not if the total is \$5000 or under. Commissioner Goforth said this is a good price but it is just the tip of the iceberg when you think about all of the changes with wrapping the buses and signage etc. Chair Lewicki suggested that a presentation be made to the Board about the rebranding for their approval. Commissioner Kee asked if you are expecting to get some pushback from the public for spending this kind of money on marketing. Jay said that we will not go out and buy all new things but will phase in the new logo as we purchase new items. Commissioner Kleczek said that Cannon Beach Chamber is in the beginning of rebranding and they are going to spend \$45,000 so she said \$5000 seems reasonable and makes us more viable as good stewards of public funds. She said the better we put ourselves in a better light in the public and we draw good attention, that is using public funds wisely as far as a business decision. We want to reflect the new age. Commissioner Gearin said she agrees with Commissioner Goforth and what she would like everyone to think about is to just ask the question: Why? Commissioner Gearin said that SETD has gone through some bad times but we are coming out on the good. People know "Ride the Bus" she likes the Sunset Empire sun and that 3M doesn't change their logo. She said businesses do not just change their logo because that is how they are identified. Commissioner Kleczek commented that just because we are looking at changing the logo it does not mean we are going to completely change and many major companies have changed their logo including Pepsi, 3M, Coke and others. Jay said that the logo has changed at SETD many times.

Chair Lewicki said it would be helpful if the Board could see a rebranding implementation plan that would show the 2-3 year projected plans and costs.

Columbia County-Commissioner Goforth said that she had heard that Columbia County Rider services were going to be cut 64%. Chair Lewicki asked if we were any closer to having an MOU with Columbia County since the expected route changes are supposed to start April 1st.

12. PUBLIC COMMENT- None

Meeting was adjourned at 10:55 AM Mary Parker, Recording Secretary


SETD Board Secretary/Treasurer

Date 5-2-13