



SUNSET EMPIRE TRANSPORTATION DISTRICT

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY July 25, 2013**

1. CALL TO ORDER- Chair Lewicki called the meeting to order at 9:05 AM.

2. ROLL CALL:

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

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Lori Karl, Human Resources Scott Earls, Operations, Jason Jones, NWRC Manager, John Layton, IT Specialist, Julia Takko, Accounting Specialist, Steve Weinert, Assistant Operations Manager

3. CHANGES TO AGENDA-There were no changes to the Agenda.

4. APPROVAL OF MAY 23, 2013 BOARD MEETING MINUTES-

Two corrections were noted.

Commissioner Goforth moved to accept the June 2013 Board Meeting Minutes as corrected.

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote.

5. SWEARING IN OF NEWLY ELECTED BOARD MEMBER

- Vice Chair Fenske swore in the newly elected Commissioners: Widener, Lewicki, Smith and Kleczek.

6. ELECTION OF OFFICERS

Chair Lewicki opened the election of Board Chair

Commissioner Kleczek nominated Commissioner Lewicki as Board Chair

Commissioner Goforth closed nominations

Commissioner Gearin seconded the motion

Commissioner Lewicki was elected Chair by unanimous aye vote

Chair Lewicki opened the election for Board Vice Chair

Commissioner Goforth nominated Commissioner Gearin for Board Vice Chair

Commissioner Kleczek nominated Commissioner Fenske for Board Vice Chair

Commissioner Widener moved to close nominations

Commissioner Goforth seconded the motion

Commissioner Fenske was elected Board Vice Chair by unanimous show of hands.

Chair Lewicki opened the election of Board Secretary/Treasurer

Commissioner Widener nominated Commissioner Gearin

Commissioner Fenske Seconded the motion

Commissioner Gearin was elected Board Secretary/Treasurer by unanimous aye vote

7. REPORTS FROM CHAIR AND COMMISSIONERS

- Chair Lewicki- Thanked all that had participated in helping with the Rider Surveys. He also congratulated Jay on his being nominated for the Mass Transit's Top 40 Under 40 in Transit award. Chair Lewicki said that opportunity had presented itself and he wrote back to the magazine and Jay was selected. There was discussion on publicizing Jay's receiving the award. Chair Lewicki asked that Mary send a draft of the press release and ad to the Board for their approval.
- Commissioner Goforth- Reported that she had rode the Route 30 bus just for fun and there were nine other riders that were going to Westport and she hopes that the route continues to pick up.
- Commissioner Fenske- Thanked Lis for helping her nephew ride the bus safely to Portland.
- Commissioner Gearin- Nothing to report at this time.
- Commissioner Widener- Nothing to report at this time.
- Commissioner Kleczek-Reported that the bus and shuttle service in South County seems to be fairly on schedule however, she said the connection with Tillamook County in the morning has been a little rough with people missing that connection but hopefully the schedule change will smooth that out a little. She also said it is not just our bus that is involved and that it is a mutual connection issue.
- Commissioner Smith-Reported that he had talked with a Dial A Ride driver when he was visiting in Yellowstone. He said that it was interesting to hear about their routes which can are very long and involve crossing over 3 states lines. He also asked if he had seen the Route 20 turning at Holladay and Broadway. Steve confirmed that this was the current route but it will be changed with the proposed new route.

8. PUBLIC COMMENT- Chair Lewicki announced that today's meeting will have three opportunities for public comment due to the additional public comment for the Route and Fare Changes. Chair Lewicki asked if there was any public comment at this time. Janet Wright from Columbia County Rider said she wanted to hear the staff report before making public comment.

9. FINANCIAL REPORTS-

Approval of Bills Paid- There was discussion about the increase in usage and costs associated with credit card purchases which included questions about the process required when making purchases. Jay said that we are not going over budget and that John Layton and Jason Jones had been recently issued credit cards. Discussion continued with several questions and comments about credit card purchases. Jay said that Chair Lewicki will work with staff to create a new format for the monthly financial reports which will contain the information needed for the board's fiscal responsibilities. Jay said if board members want more details they can always ask for it. Chair Lewicki said he has a sense of what is important to the board and will come up with something however no changes will be made without the board's approval. There was discussion on grant and timber revenue with Jay saying that we will be at 100% or more of the predicted revenue this year. Jay also informed the board about the upcoming purchase of a third new bus engine to replace another engine that has "blown" in one of the 4 lemon busses. Jay said we have to keep these busses running until we can afford to purchase new ones.

Commissioner Goforth moved to accept the June 2013 Financials as presented.

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote

10. OLD BUSINESS

- Public Comment on Route and Fare Change- Chair Lewicki asked for Public Comment.
 - i. A letter written by Janet Wright, Transit Director for Columbia County was included in Board Packs and is submitted as public comment concerning proposed changes to Route 30.
 - ii. Janet Wright from Columbia County requested that she be allowed to wait until after the SETD staff presentation about the Route 30 and Columbia Connector were made before making her public comment.

Janet Wright from Columbia County said that obviously from the letter that was provided to the Board (concerning the new Columbia Connector changes) Columbia County does not believe that this is a very good deal for them. Janet said that the fare schedule is not high enough so that you wouldn't compete and your schedule as it is laid out is going to come in about 10 minutes before the CC Rider busses and take their riders of which there are very few. We do not believe that this is collaborative enough in terms of the NW Connector program that includes them and we are really going to object at a higher level. Commissioner Fenske asked if Janet had received an answer from Hal Gard at ODOT yet. Janet said that ODOT was working on a response. Janet said she was glad that SETD will be looking at how you determine the ridership because she does not understand why you would want to go there. Janet said the Grant that SETD had applied for has a 50/50 match and CC Rider was already providing the service for a lesser match, so they did not apply for the grant because they are going through budget problems like SETD had in the past. So to apply for a grant with larger cash match on a local level that would be harder for them to come up with did not make much sense. We are going to be doing the same service as SETD does, so it did not make sense to them to apply for that grant. This was the first time we had talked since March or April about what the service would be. We didn't know so there was nothing for us to react to. So the first time we had actually heard about it was when someone called her and said there was an article in the Daily Astorian about what the actual real schedule was going to be. The schedule that was attached to the letter was when I asked Jay about it and when we looked at all the stops you were going to make. We wondered if you actually knew where Alston Corner was. We don't see a connection to bring people from Astoria to Wal-Mart. We do not see this as a real intercity route per the guidelines, which is why we are talking with ODOT about it. If there are people going to jobs from Clatsop County into Columbia County, then perhaps those people need to have an express route. I am not sure really what the point is as we have connected before and we could connect again and we could possibly even connect 7 days a week. I sit 10 feet from our (CC Rider) dispatcher and when you have someone for our bus your bus is always 10, 15 and sometimes 30 minutes behind schedule so our bus waits for you guys and then we are off schedule for the rest of the time we are running. So the meaningful connections which I am glad you guys are going to look at next week might help you actually have something where if they got on in Astoria they could get to Portland in a reasonable time or they could get to Wauna.

- Adopt Route Changes-
 1. Route 20- Jay explained the Route 20 will now have 3 connections with Tillamook County Transportation 7 days a week. The first is at 9:30 AM at mid-town in Cannon Beach, the next is at 11: 10 AM in

Manzanita and at 4:30 PM in midtown in Cannon Beach. Commissioner Gearin questioned the accuracy of times on the schedule. Commissioner Kleczek asked about the wait time for someone that misses the north bound Route 20 at Tolovanna during the week. Steve Weinert said the wait time would be about an hour. The Route 21 comes by too but it will be an hour. Chair Lewicki said that it is good that all of these concerns come to the table and that everyone is looking so closely, but we need to remember that routing is operational and that as such we ask staff to make sure that we review these things and take care of typos because sometimes they generate questions that we don't need to generate. Chair Lewicki asked that the schedules be corrected and the proposed routes be sent back out to the commissioners. Commissioner Widener commented that by doing this you are giving up the 11:00 AM connection between the Route 20 and the Route 101 and people that do ride this may not know about it. Chair Lewicki answered that there has to be public comment and that staff does a good job of getting the information out to the public. There was discussion about how decisions are made to change routes. Jay said that we need to provide more than just intercity connections, and he believes in order to make this connection worthwhile there has to be a midday connection seven days a week to Manzanita. Commissioner Widener said what you are asking is on a county wide basis to give up service to run the Connector into Manzanita and he said that was not what he was elected to do. He said he was elected to the SETD Board. Jay answered that we are part of a bigger system and connecting folks that need to go to and from our county is part of what we do. Chair Lewicki said that he appreciated the comments and they are on the record but we do have to act as a Board and agreed with Jay and we must serve the most people that we can with the resources we have. Commissioner Widener said we have no evidence that we are serving the most people. Commissioner Kleczek said it is important to create connections and it is important that in creating connections that we make sure they are working and they are serving the most amount of people and she said she has had concerns since the beginning about the redundancy of one bus following another bus down 101 and asked if we are looking at these connections and making it better for everybody in general if there is a way at looking at this stretch of road and the redundancy. Chair Lewicki asked Jay if he could have staff make a presentation on what criteria is used in making route decisions at the next Board meeting. Jay said he would.

2. Route 30- Jay reported that the previous agreements with Route 30 had run its course and in order to continue the Route 30 SETD had applied for and received an intercity grant. The grant provides funding for service from Warrenton/Hammond to Longview/Kelso two times a day, seven days a week and also requires that SETD schedules and services be interlined with Amtrak. Jay said the Route 30 and the Columbia Connector were combined into a new Columbia Connector route. The new Columbia Connector route will run in the early morning and late afternoon and will connect with CC Rider at Rainier allowing riders to have daily service to Portland. This route will restore service beyond Westport on the weekends which was lost two weeks ago when CC Rider discontinued weekend service to Westport. Jay explained that the new Columbia Connector route also requires a change in fares as we are now going beyond Westport so to not compete with the current fares charged by CC Rider for the service from Westport to Longview a \$1 was added to their current fares. The proposed routes and the proposed fares were submitted to ODOT and approved. The Board is asked to approve the proposed new Columbia Connector and the SETD Fare Policies Amended Attachment A. Commissioner Widener commented that if you live south of

Warrenton that you cannot get there in the morning or you cannot get home at night and if you cut off 2/3 of your county you are not increasing your ridership and you are not increasing connectivity. Jay responded that this is a new intercity grant and is not for creating loops within our county, it is for creating loops between our county and other transit agencies. Chair Lewicki added that the Board does not have to approve Route changes and that the information is being brought to the Board as a courtesy and to make sure the Board understands these changes. Chair Lewicki said he had already asked to have information brought to the Board about this process and if the Board still has concerns then as a Board it is our responsibility to make policy that guides what staff does. Chair Lewicki also said it is important to have our concerns on the record but each of us is not going to be able to sway the way this district operates to our own perception. Commissioner Widener said it is not his perception it is the people who are riding's perception. Chair Lewicki responded that we are trying to move forward with concerns but it will not happen overnight.

3. Route 10- Has added one more stop in Hammond.

4. Route 101- Commissioner Fenske asked about changes to Route 101. Steve Weinert explained that the Route 101 had made changes due to construction in that area. The temporary route had worked out better for many riders so the proposed new Route 101 would adopt the temporary route traveling south along Wahanna then turning right on to Avenue S then right onto Hwy 101 with one stop at McDonalds and then back to the Seaside Cinema.

Commissioner Fenske moved to adopt the proposed Route changes

Commissioner Kleczek seconded the motion

Motion passed

Commissioners Lawicki, Kleczek, Fenske, Gearin, Smith and Goforth voting aye

Commissioner Widener voting Nay

- **Adopt Fare Policy Amendment-**

The proposed SETD Fare changes are only for the Route 30 beyond Westport. The new fare chart has been added to Attachment A of the Fare Policy. The Board is asked to approve the Fare Policy's Amended Attachment A.

Commissioner Kleczek moved to approve Amended Attachment A of the SETD Fare Policy

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote

11. CORRESPONDENCE-

- Letter to City of Astoria Public Works from Jay confirming that the leak in the basement of SETD was caused by the current construction by Tapani Contracting.
- Letter from Columbia County which is a copy of the original that was sent to ODOT.

12. NEW BUSINESS

- a. ADA Presentation- Elisabeth Pietila, SETD Mobility Coordinator made a presentation that explained the American with Disabilities Act and the laws that public transportation must follow including access, training, signage, seating, Paratransit services, the Limited English Proficiency (LEP) Plan, phone, web, schedules and other printed materials. The LEP plan will be presented at the next Board Meeting.
- b. New Park and Ride – Riders using the Connector or the Northwest Point are now able to apply for a permit to leave their vehicle in the SETD parking area for 72 hours. There are three spaces available seven days a week.
- c. Columbia Pacific CCO-Jay discussed the status of the CCO plan. He explained the Per Member Per Month (pm-pm) process which will be helpful and more cost efficient. This will not be a reimbursement process and instead will be an upfront reserve account. Jay is hopeful to have the final CCO agreement by August 1st. Jay said that there are other ride centers that have already signed contracts including Lane County and Corvallis. Commissioner Goforth asked if we could possibly get a copy of Lane County's CCO contract. Jay said he would request one and send copies to the Board.
- d. Draft Allocation Plan-Jay reported that during the last pre-audit training by Boldt Carlisle and Smith it was strongly recommended for SETD to go to a cash basis of accounting. This is because of the new requirements that are being added to the federal General Accounting Principles (GAP). These requirements are becoming more and more difficult for small businesses to comply with. Jay said that this change was also recommended by Shadron who has been our auditor for several years. Jay said this will not be much of a change from what we are already doing. Jay also reported that we will be having a full Financial Control evaluation done by Shadron starting on July 29th. This will provide us with a financial template for all of the financial processes that we need to do and will be based on our going to the cash basis of accounting. Jay said that the new SETD Allocation Plan has been updated to show that our basis of accounting system is now Cash Basis. Other changes to the plan include updates which are based on records and surveys that determine the allocations used for SETD and the NWRC.

Commissioner Fenske moved that the 2013-2014 Cost Allocation Plan be approved

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote

13. EXECUTIVE DIRECTOR'S REPORT

- a. Management Report- See attached report

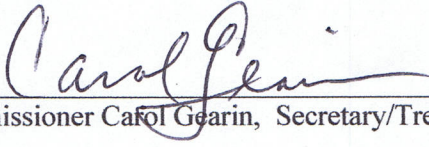
14. OTHER ITEMS-

- Chair Lewicki said that his goal is to streamline and shorten the amount of time we are spending in the Board meetings and this may include setting up Board work sessions. Chair Lewicki also said that when the Board is receiving public comment that they do not have to respond to what is being said.
- Jay said that discussing the transportation scheduling is really not appropriate for a Board meeting. Jay would like to schedule this as a work session and would like to discuss this with Scott first.
- Jay said that his next evaluation is coming up on September 1st.

15. PUBLIC COMMENT-

Meeting was adjourned at 12 Noon

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 9/19/13

Mission Statement

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