



SUNSET EMPIRE TRANSPORTATION DISTRICT

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SETD BOARD OF COMMISSIONERS

Thursday June 28, 2012 9:00 AM

Meeting Minutes

1. CALL TO ORDER – Chair Bline called the June Board Meeting to order at 9:00 A.M.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL-
Present: Chair Ron Bline, Commissioner Rae Goforth, Commissioner Paul Lewicki, Commissioner Carol Gearin, Commissioner Vic Kee and Commissioner Marcia Fenske
Excused: Commissioners Julie Gassner
SETD Staff- Executive Director Jay Flint, Executive Assistant Mary Parker, Human Resources Lori Karl, Accounting Clerk Julia Takko, Mobility Management Lis Pietila
4. CHANGES TO AGENDA- Chair Bline asked that Public Comment's be moved up from the end of the meeting and be placed between Agenda items 5 and 6 as courtesy to person who has requested to speak.
5. SETD BUDGET HEARING- Chair Bline opened the SETD Budget Hearing for FY 2012-2013 at 9:05 AM.
 - a. SUPPLEMENTAL BUDGET
 - i. Public Comment- Chair Bline opened Public Comments for the Supplemental Budget. There were no public comments. Chair Bline closed Public Comments for the Supplemental Budget.
 - ii. Discussion: Executive Director Flint reported that the Supplemental Budget presented today includes change to what had previously been presented at Budget Committee meeting. The Auditors requested that the bridge loan be included in debt servicing so that correction was made along with a few other small changes. Commissioner Goforth read Resolution 2012-12 to the Board.
 - iii. RESOLUTION 2012-01 SETD SUPPLEMENTAL BUDGET-
Resolution passed by unanimous roll call vote.

b. GENERAL FUND AND NWRC BUDGET

- i. Public Comment-Chair Bline opened Public Comments for the General Fund and the NWRC Budget. There were no comments. Chair Bline closed the Public Comments.
- ii. Discussion: Executive Director Flint said that he was amending the contingency to total \$404,684. This is less than the original contingency presented at the budget committee meeting. This also reduces the beginning balance for next year to \$404,684. Executive Director Flint also recommended a change in the debt service from \$400,000 to \$700,000 due to the Auditor's recommendation of adding the bridge loan into debt service. Chair Bline commented that the Budget is a living document that is subject to change as the year goes by. Chair Bline also asked about the accounting of Timber Revenue that is received after the end of the fiscal year. Executive Director Flint said that the Timber Revenue received after the end of the fiscal is included in the previous year and that the actual yearend closing of the books takes place after the annual Audit for that year is completed. Board Secretary Rae Goforth read the resolution.
- iii. RESOLUTION 2012-02: ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2012-2013
Resolution passed by unanimous roll call vote.

c. The SETD Budget Hearing for Fiscal Year 2012-2013 was closed at 9:30 AM by Chair Bline

6. APPROVAL OF BOARD MEETING MINUTES FOR MAY 2012-

Commissioner Kee made a motion to approve the May Board meeting minutes.

Commissioner Goforth seconded the motion.

Motion passed by unanimous aye vote.

Commissioners Fenske and Gearin abstained due to them not attending the May Board Meeting.

7. PUBLIC COMMENT- Katie Passo from TOPS (Take Off Pounds Sensibly) organization requested the Board's permission to use the SETD Trolley bus in the 4th of July parade in Seaside this year. TOPS have been given permission to use the Trolley bus for several years. Katie said that TOPS have liability insurance and will abide by all parade rules required by the City of Seaside. Katie said that the group will be putting banners on both sides of the trolley and will be handing out beaded necklaces.

Commissioner Goforth made a motion for the Board to allow the TOPS organization to use the Trolley on the 4th of July in Seaside.

Discussion: Commissioner Gearin asked what the actual cost would be for SETD to run the bus in the parade. Scott Earls said it would take about 2.5 hours to travel the parade route. Executive Director Flint said the hourly cost is \$55.00 per hour. Commissioner Gearin asked if SETD would receive any advertisement from the bus being in the parade. Scott clarified that the bus says Street Car on it. Commissioner Goforth said that the SETD Street Car is well known in the area as an SETD bus. Katie said that they have used the bus for at least 5 years. Commissioner Kee asked who would be liable if there was a problem or injury that resulted from the items that are being distributed out of the Trolley bus. Executive Director Flint said that this issue will be covered in the agreement. Katie said that the TOPS group decided to walk alongside the bus due to the danger of kids running up to the bus and to actually hand out the necklaces individually.

Commissioner Lewicki seconded the motion.

Motion passed by unanimous aye vote.

8. REPORTS FROM CHAIR AND COMMISSIONER

Commissioner Goforth – No Report

Commissioner Lewicki- Thanked the staff and commissioners for the cards and messages he had received in regards to the passing of his father.

Commissioner Gearin-No Report

Commissioner Kee- No Report

Commissioner Fenske- No Report

Chair Bline- No Report

9. FINANCIAL REPORTS

Commissioner Gearin asked Executive Director Flint to explain several items in the Aging Report.

Commissioner Goforth motioned to approve the financial reports as presented.

Commissioner Lewicki seconded the motion.

Motion passed by unanimous aye vote.

10. OLD BUSINESS

- a. Goals and Evaluation Committee- Chair Bline reported that Commissioner Gassner, Commissioner Kee have met 3 times in the past month. The minutes from these meetings and the Goal list were included in the Board Packs. The Committee then met with Executive Director Flint and categorized the Goal list. The initial draft was presented to the staff. Flint said that he did receive feedback from staff which help refine the Goals list. One of the goals is to plan for the Board to meet on a Saturday for a Strategic Planning work session. Commissioner Kee has reserved the green building next to the Chamber office in Astoria for October. Chair Bline also said there are 4 board positions up for election next year. Commissioner Kee suggested that it be a known courtesy that a board member let the board know of their intentions to seek re-election or not. Chair Bline said that the first item in Tier 3of the goals is one that is important and we want to be iron tight.to begin working on. Chair Bline passed out the Executive Director Evaluation matrix and letter. Executive Director Flint said that there is a plan that in an emergency if there is time an employees will remove the hard drives from the Transit Center or the NWRC. If there isn't enough time then we would lose that data. Flint said the solution is off site back up which costs and will have to be planned for. Commissioner Gearin asked what type of onsite computer program back up there is. John Layton said that there is 2 weeks of data stored. Commissioner Lewicki said that if you had a crash on day 13 you would lose the last 13 days but would retain everything before that? Flint said yes. Commissioner Gearin said she knew of businesses where employees would take a back up tape home. Flint said that our data contains confidential information so staff cannot take back up discs home so the best method is to have a back up service outside of our agency that backs up your system every night. Commissioner Gearin said we should really be looking into look having backup. Commissioner Lewicki said that he would like to see a goal added to Tier 1 to investigate data backup storage costs and that recommendations be made to the Board in October at the Strategic Planning meeting. Commissioner Goforth

suggested that there might be a grant available to assist with the cost of offsite back up. Commissioner Lewicki suggested asking SDAO what they might have available or suggest. Flint said he would also check with other transit providers in the region to see what they are doing.

Chair Bline said that once the Board has adopted the new goals they will proceed with Executive Director Flint's evaluation in August, which is his first anniversary. Chair Bline said the committee will meet and build the new Evaluation Form based on the approved goals. The form will be distributed to the Board by the first of August. Flint suggested that it might be better if the questions had answers that were subjective and rated 1 to 5 and others would be better if they were objective with a yes or no answer. Commissioner Gearin asked if the evaluation form could include a self evaluation that Jay completes prior to the Board receiving the form. Gearin said this would be very helpful. Commissioner Fenske asked how often evaluations will be done after Jay's annual evaluation in August. Chair Bline said our proposal will be that there be another evaluation next January.

Commissioner Lewicki made a motion to accept the new Goals as amended.

Commissioner Gearin seconded the motion.

Motion passed by unanimous aye vote.

11. CORROSPONDENCE- None

12. NEW BUSINESS-

- a. Valic GA#64705 Vesting Changes- RESOLUTION 2012-03- Lori explained this plan amends and restates the original contract which was effective July 2002. The amended contract will require an employee to work 3 years before being vested at 50% and will be vested at 100% at 5 years. Commissioner Lewicki read Resolution

RESOLUTION 2012-03 – VALIC AMENDMENT AND RESTATEMENT
Resolution passed by unanimous roll call vote.

Commissioner Fenske made a motion to adopt the Resolution 2012-03

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote

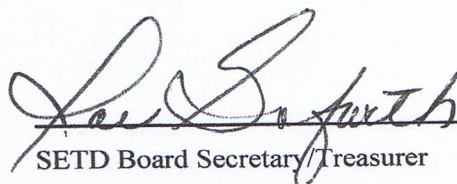
- b. Reschedule Board Meeting- Executive Director Flint asked the Board if the July Board meeting could be moved to July 25th so that he can attend the NEMT meeting in Salem on July 26th. The Board approved. Chair Bline asked that the public be notified of the change.

13. EXECUTIVE DIRECTOR'S REPORT

See the Executive Directors May 2012 Management Report

Meeting was adjourned at 11:30 AM

Mary Parker Recording Secretary


SETD Board Secretary/Treasurer

Date

7/25/12