



SUNSET EMPIRE TRANSPORTATION DISTRICT

SETD BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY June 27, 2013

1. CALL TO ORDER- Chair Lewicki called the meeting to order at 9:20 AM.

2. ROLL CALL:

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

Excused: Commissioner Neal Smith, Commissioner Kathy Kleczek

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.

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

4. BUDGET HEARING PROCESS

- a. Chair Lewicki opened the SETD 2013-2014 Budget Hearing.
- b. Public Comments: Kevin Widener said as a public comment he did not find and problems with the budget.
- c. Chair Lewicki read the Board Resolution 2013-3 which states that the Board by vote adopts the 2013-2014 General Fund budget of \$3,524,305 and the Northwest Ride Center budget of \$2,938,459 for a total budget of \$6,462,764.
- d. Commissioner Gearin asked if it made a difference in the resolution that the Board of Commissioners were referred to as Board of Directors. Jay said that the directors and commissioners in this case are synonymous but he would make a note to change the resolution wording to say commissioners for next year.
- e. Jay reported that the only changes to the Budget since the Budget Committee meeting was we received the final amount of grant funding that may be available for the Comprehensive Transportation Management plan. Jay explained that he had originally estimated that SETD would receive \$75,000 for this grant of which \$50,000 was included in the consulting budget. However the actual award will be \$157,000 which would add \$132,000 more to the consulting budget. This change was made to the budget before the Board Packs were sent out.

Commissioner Gearin moved to accept Board Resolution 2013-03

Commissioner Goforth seconded the motion

Resolution 2013-3 passed by unanimous roll call vote

	Aye	Nay
Chair Lewicki	X	
Commissioner Kee	X	
Commissioner Goforth	X	
Commissioner Gearin	X	
Commissioner Fenske	X	

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

Commissioner Kee moved to approve the May Board Meeting Minutes

Commissioner Goforth seconded the motion

Commissioner Gearin noted that the word straight had been misspelled on page 4.

Commissioner Kee withdrew his original motion and moved to accept the May Board Meeting Minutes as corrected.

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote.

6. COMMISSIONER KEE RECOGNITION OF SERVICE-

Time was set aside for a celebration of Commissioner Kee's service on the SETD Board. The Board and SETD employees thanked Commissioner Kee and presented him with a certificate of appreciation, gifts and a card that all of the SETD employees had signed. Cake and coffee were enjoyed in celebration and appreciation.

7. REPORTS FROM CHAIR AND COMMISSIONERS

- Chair Lewicki- Reported that he had attended the Leadership Boot Camp at Portland State University and it was a really good course. The theme of the camp was how to be the most effective governing board in Oregon. He has information that he will share at a later date and encouraged the commissioners to attend this class when offered again.
- Commissioner Goforth- Reported that she had ridden the busses 4 days in a row. She handed out 35 surveys and had heard a lot of interesting things including a lot of compliments. She said there are a lot of people who rely heavily on the bus and also noted that the drivers were very courteous and she encouraged everyone to ride the bus.
- Commissioner Kee- Reported that he did not have a chance to do the surveys, but had ridden the bus several times and had talked to several people in the Transit Lobby who asked if the current vendor could put in a warm beverage machine. Commissioner Kee also reported that he had taken the NW Point bus to Portland and then took the MAX to PDX and it was easy and enjoyable. Commissioner Kee said that a survey was handed out at the last Chamber Circle meeting wanting subject suggestions for classes that would be sponsored by the Chamber.

- Commissioner Fenske-Reported that she had come in on the weekend and realized that Grace was working in the Transit Center alone and was concerned about her safety and the security at the Transit Center. Jay discussed the security cameras that are in place and the other security measures that are taken however he said that there are plans in place to increase the security at the Transit Center. Lis added that Grace relies on the drivers for backup when she needs to be outside of the locked office area.
- Commissioner Gearin- Reported that she had rode Route 20 and Route 10 and collected several surveys. She said that she saw more of Cannon Beach than she had ever seen and she didn't have to worry about driving. She said that there were drivers being trained on both busses and she thought she made them nervous. She also made the drivers nervous when she stood up to pass out the surveys as he wanted her to be careful. Commissioner Gearin also reported that she had attended the Board Policy Committee Meeting.

8. PUBLIC COMMENT- None

9. FINANCIAL REPORTS-

- Approval of Bills Paid-** Commissioner Fenske asked why the bank charges and fees are so high. Jay said he had miscalculated the amount needed in last year's budget so we are over budget. Commissioner Fenske also asked what type of vendor the Farmers Coop was. Jay explained that it is a gas station that gives out gas vouchers for the NWRC. Commissioner Gearin asked why there was not any rental income entered for May. Jay asked Julia to check on the rental income. Julia said she could not immediately find the problem and would check with the accountant and report to the Board. Commissioner Gearin also asked what went into miscellaneous income. Jay explained that this is made up of health reimbursements from payroll. Commissioner Gearin asked if the years donated services will be included on the final financial report at the end of the year. Jay said yes the CPA will be doing those journal entries.

Commissioner Fenske moved to accept the May 2013 financials as presented.

Commissioner Gearin seconded the motion

Motion passed by unanimous aye vote

10. OLD BUSINESS-None

11. CORRESPONDENCE-

- 2 letters received from Fort Clatsop confirming their receipt of the final payment from SETD.
- A Thank You note was received from the Encore Program for use the conference room.

12. NEW BUSINESS

- Donated Services-** Jay reviewed the new process that will lay the groundwork of what the Board will support in the future. Jay said that the Board had set a limit of \$10,000 for all donated services and when you look at the applications theoretically you could approve all of them. Jay said that more importantly that the Board should focus on the types of donated services they want to support and that the decisions

today will set a precedence in the future and people will know what they can and cannot apply for. Chair Lewicki said that the cost break down sheet that was handed out this morning was the missing component of what we needed to look so that as we go through this year we should also be planning how we want to do this next year because this process could take an hour. Chair Lewicki suggested that next year the Board should develop a rating process that is recorded on a form and tabulated prior to the meeting so there would be a consensus as to what the important things are. Commissioner Fenske asked if there is a difference between donating tickets and the actual operating costs. Jay said that there are several events that we have already been doing so the cost is already budgeted and is absorbed so there is no real donated service costs when we are participating. Commissioner Gearin said that she thought that all of the things that SETD is already doing should be done and that she had no problems with TOPS riding in Seaside Parade since we were going to be there. She also said that SETD has to be careful not to donate shuttle service. The Board discussed and reviewed the applications distinguishing those that were allowable, affordable and feasible. There was discussion about encouraging those that had applied for free tickets to look into applying for a grant or other resources that would allow them funding to purchase tickets from us. Suggestions were made to have the SETD staff assist agencies in accessing grants or in developing programs for purchasing tickets for their needs. Commissioner Fenske said that MTC has their own busses that could be used for going to the fairgrounds. Scott Earls explained how the cost estimates for donated services were calculated using ridership and averages.

Chair Lewicki suggested that the Board go down the list and come to a consensus for each one of the applicants. Results of the Boards decisions are listed below. Jay said he would contact applicants and provide information and assistance for ticket funding.

Sunset Empire Transportation District - Donated Service Award List 2013-14

Name	Comments	Cost
Astoria Warrenton Chamber	Goonies Event	Not Awarded
Goodwill	10 Daily Passes a month: Awarded 5 Daily Passes a month	\$ 300.00
MTC Works	Not Awarded- Suggest they utilize MTC Blue Busses	Not Awarded
Choices Counseling	1000 Tickets for Victim Services Drug Court, Mental Health	Not Awarded
Coastal Family Health	Tickets for Low Income Residents; Advise and give grant information	\$ 300.00
TOPS	Ride Trolley Seaside 4th of July Parade	\$ 91.00
City of Seaside Visitors Bureau	Bus Trip of North Coast for Journalists	Not Awarded
Clatsop Community Action	Project Homeless Connect; Must coincides with Customer Appreciation Day	\$ 1,184.00
Seaside Chamber/SETD	Seaside Christmas Lights Tour	\$ 120.00
SETD	Warrenton 4th of July Parade	\$ 54.00
SETD	Astoria Regatta Parade	\$ 58.00
SETD	Holiday Canned Food Drive November December	\$ 2,133.00
SETD	Christmas Family Outreach	\$ 70.00
Total		\$ 4,310.00

Commissioner Gearin moved to approve the \$4310 of donated services

Commissioner Gofroth seconded the motion

Motion passed by unanimous aye vote

- b. **Rider Survey Update-** Jay thanked the Board and staff for their participation in riding the bus and getting the surveys completed and turned in. He said that for those that haven't been able to go yet that there is still time as we have until the end of the month to collect the surveys. Jay said he hopes that SETD turns in the most surveys.
- c. **New Format for Board Reporting-** Chair Lewicki reported that he had talked with Jay about how the Board receives data for the board meetings. He said he does not have any particular format in mind but he would like to move forward in working with Jay and staff to develop a format within the next couple of months that will give a quicker picture and overview of what is going on financially including trends and indicators rather than pages of checks that were written and journal entries. Jay said that he had met with Barbara Blue who suggested reducing the financial reports down to about 5 pages. The Board gave their approval for Chair Lewicki to proceed with developing a new concise format for financial reporting.
- d. **TGM Support Letter:** Jay reported that he had sent in a support letter from SETD with the TGM Grant application which Chair Lewicki had not signed so he is requesting that the Board ratify the letter and that Chair Lewicki signs the letter for the record. Jay explained that this Grant will be used to develop SETD's long range plan and there is a 12 percent match for this grant.

Commissioner Fenske moved that the Board approve the support letter for the TGM Grant application

Commissioner Kee seconded the motion

Motion passed by unanimous aye vote

- e. **Board Policy Committee:** Jay reported that the Board Policy Committee had met and completed the new Board Committee Policy which describes any committees that will be formed under SETD. The committee is recommending that this policy be approved by the Board. Chair Lewicki asked for those who are in favor of adopting this policy signify by saying aye. The SETD Board Committee Policy was approved. There was further discussion about finalizing the format that will be used for all policies at the next Board Policy meeting. Jay will coordinate a meeting time with committee members. Commissioner Fenske asked if she should keep her SDAO Guide since the Board Policies were replacing this. Jay said there still may be sections of the SDAO Guide that are not covered by the Board Policies. Chair Lewicki asked that Mary check on what the latest publication of the SDAO Guide is.

13. MANAGEMENT REPORT-

- a. Jay reported that he will have the new Allocation plan available at the next meeting. Carol asked for more information about Park and Ride. Lis explained that when people ride the Point bus to Portland they sometimes need a place to leave their cars until they return, so SETD will offer free parking for these riders. Lis said a plan is being developed to utilize 4 spaces of the public parking in the side parking lot for this purpose. Jay said we will have a process developed for the next meeting.

- b. Jay introduced the newest employee Diane Williams who is working at the NWRC as a call taker. Diane is from Texas and speaks Spanish and is a much appreciated addition to the NWRC.
- c. Jay reported that a Memorandum of Understanding has been signed with the new CCO to start sharing information.
- d. Jay is working with the City of Astoria on the little park across the street. Jay said he has been assigned this park and the section of River Walk near it as his project to oversee due his being a member of the Astoria Parks and Recreation board. .


14. OTHER ITEMS-

Jay announced that Tami Carlson had been chosen as Employee of the Quarter. Tami does an outstanding job as the Paratransit Supervisor and Operations Assistant and her hard work is much appreciated.

15. PUBLIC COMMENT- None

Meeting was adjourned at 11:40 AM

Mary Parker, Recording Secretary



Commissioner ~~Rae Goforth~~ Board Secretary/Treasurer
CAROL GEARIN

Date 8/2/2013

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