



SUNSET EMPIRE TRANSPORTATION DISTRICT

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[www.ridethebus.org](http://www.ridethebus.org)

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**SETD BOARD OF COMMISSIONERS**

**Thursday May 24, 2012 9:00 AM**

**Meeting Minutes**

1. CALL TO ORDER – The meeting was called 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 Julie Gassner, Commissioner Paul Lewicki and Commissioner Vic Kee  
Excused: Commissioners Gearin and Fenske  
SETD Staff- Executive Director Jay Flint, Executive Assistant Mary Parker, Human Resources Lori Karl, Accounting Specialist Julia Takko, Mobility Management, Lis Pietila
4. CHANGES TO AGENDA- None
5. APPROVAL OF APRIL MINUTES-  
**Commissioner Kee motioned to approve the April 26<sup>th</sup> meeting minutes.**  
**Commissioner Gassner seconded the motion.**  
**Motion passed by unanimous aye vote.**
6. REPORTS FROM CHAIR AND COMMISSIONER  
**Commissioner Goforth** – Reported she had attended the Senior and Disabled Advisory Meeting. Goforth also reminded everyone that there will be services at the Maritime Memorial at 3:00 PM on Memorial Day. Goforth said this will be the 19<sup>th</sup> year that all the names listed on the wall will be read.  
**Commissioner Lewicki**- No Report  
**Commissioner Gassner**- No Report

**Commissioner Kee-** Made a proposal to the Board that the plaza area of the Transit Center be dedicated and renamed Robert H. Gannaway Plaza. Commissioner Kee explained that Mr. Gannaway had served on the board and been involved with transit for many years. Commissioner Kee said that we may have to solicit public funds for the project and that he had talked briefly with the family who said they would be honored. Kee said if he receives a positive consensus from the Board he will proceed. Board members each gave verbal support for Kee to move forward.

**Chair Bline-** Reported that he would be passing around a retirement card for all to sign for Michael Ward from ODOT.

#### FINANCIAL REPORTS-

Executive Director Flint explained that there was a posting error on the last payment for the Craft 3 loan. The payment was put in debt service by mistake. Flint said that he will have this corrected. Commissioner Gassner asked about the drop in the DMAP reimbursement rate that was mentioned in the exceptions report. Flint explained that as of April 1<sup>st</sup> the rate had gone down to \$30 a ride. Flint said we were underpaid for the first few months this year due to the transition to the new billing system, but have a significant amount in reserves to cover the loss. Flint said once the current administrative costs get relayed to DMAP the reimbursement rate will be adjusted up. Flint said the rate has also been reduced because DMAP is now including the volunteer drivers in their calculations.

**Commissioner Goforth motioned to approve the financial reports as presented.**

**Commissioner Lewicki seconded the motion.**

**Motion passed by unanimous aye vote.**

#### 7. OLD BUSINESS-None

#### 8. CORROSPONDENCE-

- a. Clatsop County Assessment and Taxation Letter- Executive Director Flint said that this letter announces the settlement that Clatsop County reached with Wauna. Flint said he has talked with the Assessors office and clarified that SETD does not have any money in reserve for the repayment of the Wauna tax. Flint said that SETD will have to repay about \$3700 per year for the next 10 years.
- b. Letter of Appreciation- Shaylyn Connelly's complimentary letter dated April 19, 2012 was reviewed. A copy of the letter will also be presented to the drivers at the next drivers meeting.

#### 9. NEW BUSINESS-

**Goals Committee-** Chair Bline said one of the primary responsibilities of the Board of Directors is to set goals for the Executive Director and then evaluate performance based on those goals. Chair Bline said we have a set of goals but they need to be added to because many of the original goals have been accomplished. Chair Bline asked for Board approval for Commissioner Kee, Commissioner Gassner and himself to meet as a Goal's Committee. The committee would update the goal list, tabulate the evaluation forms that Board members completed and prepare a report for the June Board meeting. Chair Bline said he and Commissioner Kee have informally met to begin organizing work on new goals. Chair Bline said the committee will initially meet and work on the goals list and then meet with Executive Director Flint for his input and ideas. Chair Bline said the Executive Director's formal evaluation will be done in August with a follow up in December.

Commissioner Lewicki asked if this is an Ad-Hoc committee. Chair Bline said yes it is since it is not in the Board policies.

**Commissioner Goforth motioned that the Board approve the Ad-Hoc Goal's Committee for setting new evaluation goals.**

**Commissioner Lewicki seconded the motion.**

**Motion passed by unanimous aye vote.**

#### 10. EXECUTIVE DIRECTOR'S REPORT

**Audit Deficiency Report-** Flint reported the new Audit deficiency recommendations have been added to the report in red. Many of the deficiencies overlap and we are continuing to work on this. This year's Audit will be done in October and the Auditors have scheduled 2 weeks for the process. Flint said he and staff will be attending a pre -audit meeting June 13<sup>th</sup> in Salem. Flint also said that we will be working with Jean Palmateer on updating and finalizing the completed deficiency list as well.

**ODOT Reorganization-** Flint reported that we will now have only one ODOT representative that will work with us instead of a whole department. SETD's representative will be Sharon Coleman. Flint said that this is a good match as Sharon has brokerage and mobility background. Chair Bline said there are a large amount of changes taking place in ODOT and it effects all types of transportation and not just the public transportation sector. The changes will roll out July 1, 2012. Chair Bline suggested going to the ODOT website and reviewing the latest ODOT newsletter for more information.

**CCO Update-** Flint reported that the first wave of local CCO's has applied and GOBI/Care Oregon has put in an application for our area. There are three waves of application opportunities so we may see more CCO organizations applying.

**OBSS-**Training is complete. Flint will be bringing in a temporary employee to work at NWRC to assist with customer service and reduce call wait time. Call wait time has increased due to the NWRC taking on the volunteer driver system. Tami Slaughter who used to be accounts payable for SETD has been hired for the position. She will basically be an extra call taker. Flint also said that he wants to hire a full time supervisor at the NWRC to do the technical work and handle the day to day issues. The supervisor will be able to absorb some of the work including taking calls. Flint would like to begin the hiring process on July 1<sup>st</sup>.

**Summer Schedule-** Flint reported that several new summer bus routes are starting at the end of the month and the first week in June and will be running through September. The Route 20 will run between Seaside and Cannon Beach hourly during the week. Cannon Beach now has service 7 days a week starting June 7<sup>th</sup>. The Summer Fun Passes are available for kids for \$20 and are good from June through September. The Seaside Trolley will be running through Seaside on weekends only. It is an hourly route starting at the Seaside Cinema and goes by many Seaside attractions. Flint said schedules and maps are being distributed and there will be 2 open houses one in Seaside and one in Astoria so SETD staff can give out schedules and answer questions.

**ODOT Grant Award-** Flint reported that we were just awarded a supplemental 5311 Grant for \$58,000. Flint said this grant will cover the increased service this summer, security cameras at the Warrenton yard, upgraded cameras on the busses and a new shop truck.

**Connector Route Update-** Flint asked Kathy Kleczek who is on North by Northwest Foundation to comment on the last meeting. She said that she these meetings are invaluable because of the direct connection between the Foundation and the Connector Steering Committee is very important. Flint also asked Chair Bline who is on the Connector Fare Policy Board to comment on their progress. Chair Bline said they are working on coordinating a ticket system between all Connector transit systems. Chair Bline said it is important that the system be user friendly for the riders and bus drivers. Commissioner Lewicki said that in the big

picture implementing new technology for the Connector program will help open up new technology usage for all of the transit services. Flint distributed some of the new Connector marketing materials. Commissioner Kee reminded the Board and staff that there is advertising available through the Astoria Warrenton Chamber and in the Chamber Newsletter.

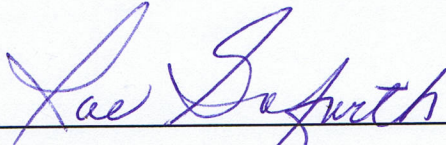
11. PUBLIC COMMENT-

Kevin Widener commented on several of the new routes overlapping. Kevin said he does not think that Cannon Beach is aware of what the Connector Route is and the Connector is running with federal funds and that it is not cost effective to overlap services and to have empty busses because of the overlap. Kathy Kleczek agreed that she does not think that the City of Cannon Beach is aware of the Connector Route schedule. Flint said that he will talk to Scott Earls about route duplication. Flint asked Kevin if he could attend the open house in Seaside as Scott Earls will be attending also.

Kathy Kleczek commented that this is the first meeting that she has been able to attend since Flint has come on and it seems like there has been a vast improvement. She said that the new routes are great and people will be really excited about it but the important thing is having signage and schedules available to everyone. Kathy also said to keep in mind that when the busses do not operate on a holiday there are still a lot of people that do go to work and they will have to find another way to get there. She also strongly suggested that SETD remember that when you are ramping up routes and changing schedules that you need to make things more obvious than obvious.

12. Meeting was adjourned at 10:30 AM

Mary Parker Recording Secretary

  
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SETD Board Secretary/Treasurer

Date 5/24/12