



SUNSET EMPIRE TRANSPORTATION DISTRICT

SETD BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY MAY 23, 2013

1. CALL TO ORDER- Chair Lewicki called the meeting to order at 9:05 AM.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Vic Kee, Commissioner Kathy Kleczek, Commissioner Marcia Fenske, Commissioner Neal Smith Commissioner Carol Gearin, Commissioner Rae Goforth

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Lori Karl, Human Resources Julia Takko, Accounting Clerk, Scott Earls, Operations

4. CHANGES TO AGENDA

5. APPROVAL OF APRIL 28, 2013 BOARD MEETING MINUTES-

Commissioner Kleczek corrected her comment on page 5 changing the word in the sentence “Cannon Beach Chamber and Theatre from “probably” put a screen in their window to “possibly” put a screen in their window.

Commissioner Kee moved to approve the April 2013 Minutes

Commissioner Kee amended his motion to include the correction

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote.

Commissioner Gearin abstained due to her absence at the April 2013 Board Meeting

6. REPORTS FROM CHAIR AND COMMISSIONERS

- Chair Lewicki- Congratulated the newly elected Board Commissioners at the table and in the gallery. Paul reported that he and Jay have been trying to meet with each of the new commissioner’s one on one and because of his schedule have not been able to get together with Neal but have met with Kathy. So he said that they will find a time next week that is convenient for Neal and Kevin and that is good for Jay and meet for coffee.
- Commissioner Goforth- Reported that she had attended the NWRC Advisory Board meeting and Jason is doing an excellent job. She also attended the Senior and Disabled Advisory Board meeting where the STF

Grant application was approved for the Senior Center to receive \$250 a year for the next 2 years for fuel to take senior trips. Commissioner Goforth also said that the committee is looking for new members.

- Commissioner Kleczek- Thanked the Board for their congratulations and thanked the public for their vote. She said that she noticed that the quantity of people voting for the Transportation District Board were high compared to a lot of the other positions even unopposed positions. Kathy said she thinks this says a lot for people's confidence in what we're doing and the fact that we are not off the hook and they are still keeping an eye on what is going on, which is a good thing.
- Commissioner Kee- Nothing to report.
- Commissioner Fenske-Nothing to report.
- Commissioner Smith-Nothing to report.
- Commissioner Gearin- Reported that Hawaii was wonderful.

7. PUBLIC COMMENT-

- Dr. John Weigel read a letter to the Board that expressed his sincere appreciation to Jay Flint, Paul Lewicki, Scott Earls and all the SETD bus drivers and staff for their support of the soon to be official new Route 10 Columbia Memorial Hospital Bus Stop.

8. FINANCIAL REPORTS-

- Approval of Bills Paid-
 - i. Commissioner Fenske asked about the section of Jay's report that says that DMAP trip reimbursements continue to exceed? Jay said that what he meant to say is that provider payments continue to exceed because we are pulling in slightly more than we are expending for the year. Jay said there should be a greater cushion in the Budget but it will be reconciled at the end of the year.
 - ii. Commissioner Gearin asked if we have any information on how the new CCO is going to affect the reimbursement rate. Jay said that there still has not been a final decision made on this and he and Jason will be attending a CCO meeting in June.
 - iii. Commissioner Gearin also asked about the contracted services and IGA on the Profit and Loss report being below what has been budgeted. Jay said he would check on this. Jay said our main IGA is with Cannon Beach and there should be more in this account including what we receive from the Job Corp and Medicaid rides and will see that it is corrected.
 - iv. Commissioner Goforth asked why we are over budget with the drug and alcohol screening. Jay said we budgeted lower than we should have this year but will look into why we are over budget.
 - v. Commissioner Kleczek asked why we are over budget for insurance in April. Jay explained that we had made a large quarterly payment for insurance which puts us over budget for the month but we are well within the budget on the year to date report.

Commissioner Goforth moved to accept the April 2013 financials as presented.

Commissioner Kleczek seconded motion

Motion passed by unanimous aye vote

9. OLD BUSINESS

- Approval of New Budget Committee Members- Jay reported that we have been looking for new members for the Budget Committee since February. We posted a public announcement requesting applications and received 2 applications within a week and a third applicant a little later. The first 2 applicants if approved by the Board are planning on attending the Budget meeting today. The third applicant was contacted and thanked for applying and will be put kept on a list for backup or for next year's Budget Committee. Commissioner Kleczek reported that Melinda Ward would not be able to attend the Budget Meeting today and she wondered if Kevin Widener could attend in Melinda's place. Kevin said he could not serve on the Budget committee at this time.

Commissioner Gearin moved to accept Barbara Blue and Charles Dice as citizen members of the Budget Committee.

Commissioner Kleczek seconded the motion

Motion passed by unanimous aye vote

10. CORRESPONDENCE- None

11. NEW BUSINESS

- STF Allocation Approval- Jay thanked Lis Pietila for her work with the STF process. Jay said that this had been a quick process as we did not think we were told we would not be receive STF funds due to our having to pay back ODOT funds that we had received in advance. Jay reported that after several discussions with ODOT he was surprised when he was notified that they were going to allow us to receive STF funds. SETD also had to offer part of these funds to other community and service organizations that provide services to seniors and disabled and we only had a 2 week period to comply with the application process which included public notification of funds available and the application requirements. SETD only received only one application from the Astoria Senior Center for \$1300. The application went before the Senior and Disabled Advisory Committee for approval. The Senior and Disabled Advisory Committee decided that prioritizing Paratransit and Mobility was of a higher level so they offered the Astoria Senior Center a reduced amount of \$500 or \$250 a year which will be used for the fuel for fun trips in the area. SETD will receive the rest of the allocation which is about \$60,000 a year. We will then make payments to the Astoria Senior Center.

Commissioner Gearin moved to approve the STF allocation for the Senior Center.

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote

- Board Policy Committee- Jay said that as discussed at the last Board meeting the Board Policy Committee now reports directly to him and he will present the Committee's recommendations to the Board. Chair Lewicki, Commissioner Gearin, Commissioner Kleczek, Mary and myself will be on the committee with Commissioner Smith as back up. Jay reported that we had a very productive meeting last month with Neal and Kathy as it was very fitting to have the 2 newest Board members input on the Board Orientation Policy. Jay said the policy is short and straight forward and the addendum describes the process. Commissioner Gearin said she had not received an orientation book and was wondering if she could receive some of the documents. Jay said that this was not in place when Carol and Paul came to the Board and that any Board member could request the documents on the list. Mary said she will make extra orientation notebooks. Chair Lewicki said he has had a discussion with Jay and the next Board policy will discuss committees of this Board and which committees are standing and how we form ad-hoc committees.

Commissioner Fenske moved to approve the Board Orientation Policy

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote

12. MANAGEMENT REPORT- See attached report

- Jay reported that he had been interviewed on KMUN for about 30 minutes. Jay said in the first half of the program he talked about SETD and where we have been and where we are now and in the second half he discussed the Connector project. You can listen to the interview by going to KMUN website and going to the April 26th Public Affairs program.
- Jay also reported that he had done a presentation at the Maritime Museum last month.
- Commissioner Smith asked if there was some way to do the ridership reporting differently as the current reports can be confusing. Jay said he would work on this and asked for input from the Board on what type of formatting or graphs they would like to see.
- Scott reported that Route # 11 had 13, 933 riders in a two week period this month. Commissioner Gearin asked if we could make a small map or card that shows the stops around Astoria for visitors who are visiting the Maritime Museum and for the Museum staff as well. There was further discussion about assisting tourists with trip planning assistance from staff.

13. OTHER ITEMS-

- Commissioner Kleczek said that she had talked to Jay about the barriers that prevent SETD from operating on holidays. She said that people she has talked with about holiday service would not expect a full schedule. Jay said that there are about 6 holidays when we do not provide service. Commissioner Keczek said that some of the holidays we would want to look at and some we probably would not.

Commissioner Fenske that this is a really good point. Jay said that we do operate the Cannon Beach shuttle on Memorial Day, Fourth of July and Labor Day and the Seaside Trolley on the weekends. There was discussion of what could be provided to workers and tourists as well. Chair Lewicki asked if the Board could have a report from staff on what the cost would be to operate holiday service at the next Board meeting. Jay said there is also a rider survey coming up in June and we could add another question about Holiday route usage. Commissioner Gearin said she would also like to ask how many people that work would use it. Jay said that he is suggesting that we use Board and staff to ride a bus and hand out surveys because this will give the Board a reason to get on the bus and learn firsthand what is going on. Chair Lewicki asked Jay if he would be able to report back to the Board about the Holiday routes at the meeting in June. Jay said yes and he said we can have Scott work on some modified Holiday routes and what the costs would be. Commissioner Gearin asked if Jay would send a copy of the survey to the Board in case they had questions. Jay said he would send out the surveys within a week.

- Commissioner Kee asked for an update on the hydrogen project. Scott said it started last Monday and so it has only been operational for 3 days and so far there are no difficulties. We have not received enough information to yet to see if it is making a difference or not. He said it was added to bus #75 which is used for the Route 10 morning schedule. Jay said the installation took longer than expected. Scott said that it will also take a couple of weeks before the engine gets cleaned out and we begin to see a difference in the fuel consumption.

14. PUBLIC COMMENT-

Commissioner Gearin moved to adjourn the meeting
Commissioner Kleczek seconded the motion
Motion passed by unanimous aye vote

Meeting was adjourned at 10:15 AM

Mary Parker, Recording Secretary



Commissioner Rae Goforth Board Secretary/Treasurer

Date June 27, 2013

Mission Statement

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