



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

BOARD OF COMMISSIONERS

MEETING MINUTES

November 29, 2012

1. CALL TO ORDER – Chair Lewicki called the meeting to order at 9:00 AM.

2. ROLL CALL-

Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Julie Gassner, Commissioner Marcia Fenske, Commissioner Carol Gearin and Commissioner Victor Kee

Staff Present: Jay Flint, Executive Director, Mary Parker, Executive Assistant, Lori Karl, Human Resources, Lis Pietila, Mobility Management, Scott Earls Operations, John Layton IT, Julia Takko, Accounting

3. CHANGES TO AGENDA-

Chair Lewicki placed agenda item “Public Comments” directly following Reports from Chair and Commissioners as courtesy to Tony DeGoede from Community Action and cancelled the Strategic Planning Report under Old Business from the agenda.

4. APPROVAL OF OCTOBER 2012 MINUTES-

Commissioner Gassner moved to approve the October 2012 Board minutes.

Commissioner Fenske seconded the motion.

Discussion- None

Motion passed by unanimous aye vote.

Commissioner Kee abstained due to his absence at the October meeting.

5. REPORTS FROM CHAIR AND COMMISSIONER

Chair Lewicki- No report at this time.

Commissioner Goforth- Reported on the Senior and Disabled Transportation Committee Meeting. She said they had finished their work on updating the SADTC By- Laws which are being brought before the SETD Board for approval today.

Commissioner Gassner- Reported that she had attended her first NWACT meeting on November 8th, where Jay had made a wonderful presentation on the Connector and Grant applications and she thanked

Lis who went out to Tongue Point on November 14th to train students how to access the bus and utilize public transportation.

Commissioner Fenske- No Report at this time.

Commissioner Gearin- Reported that she is continuing to work on the Board Policy Committee and are currently working on Board Governance, Duties and Responsibilities which Chair Lewicki will elaborate on.

Commissioner Kee: No Report at this time

6. PUBLIC COMMENT-

- a. Homeless Connect: Tony DeGoede from Clatsop Community Action explained how important the upcoming Jessica Mclay Homeless Connect Event is to our community. He explained that the event is held at the Seaside Convention Center and 30 local service agencies will be participating along with 150 volunteers and lasts about 5 hours. Having transportation to the convention center is a huge help. The attendees are growing every year. Tony said they still need volunteers and need all the help they can get and distributed applications. Jay said that Tony is here to ask that SETD will be able to continue to coincide the annual SETD customer appreciation free bus day on the same day as the Homeless Connect Event this year. Jay explained that SETD will be changing to an application process for bus services this spring, however the Board is currently voting on these types of requests on a case by case basis. Commissioner Kee informed Tony that the Clatsop Association of Realtors will be donating socks to Homeless Connect this year.
- b. Kathy Kleczek suggested that the Public Comments be changed on the agenda and placed at the end of the meeting so that the public could make comment on what was discussed during the meeting. She also suggested that people making presentations like Tony could be added to the agenda in a different way such as special guests instead of under public comments.

7. FINANCIAL REPORTS-

Approval of Bills Paid- Commissioner Gearin asked for clarification on the increase in fares received in October. Julia explained that this increase was due to contracted fares from the Connector project, Hwy 30 reimbursement and a payment from Cannon Beach. Jay said he will include this breakdown in his future exception reports and the month after every quarter you will generally see an increase in fares.

Commissioner Gearin motioned to accept the financial report as presented

Commissioner Gassner seconded the motion

Discussion- None

Motion passed by unanimous aye vote

8. OLD BUSINESS-

Senior and Disabled Transportation Advisory Committee By laws-

Jay reported that all SETD subcommittees must ask for board approval of these types of documents. Commissioner Gassner asked about the section on terms of office and why there is an indefinite number of terms. Jay said this allows community members to serve a longer term because of their interest and it can be difficult to get new members; however a term is two years and they do serve at the pleasure of the SETD Board so new membership is encouraged. Jay explained that there are 6 committee members and in the past the committee chair was not allowed to vote at all. The chair has now requested that she be allowed to vote, so the by-laws were changed to allow this which means there are now 6 voting members. Since there are now 6 voting members it was also necessary to change the by-laws to allow the SETD Board member on the committee to now be allowed to vote when needed in a tie vote. The Senior and Disabled Transportation Advisory Committee is the recommendation making body for the dispersing of the 5310 Grant and the STF State grant money. Jay said that SETD is the Granting authority for the 5310 Grant application process that will begin in December. There is about \$289,000 allotted to us. Jay explained that there will be an open public application process where applicants will compete for this funding. SETD will be applying for this grant for mobility and maintenance funding. Jay explained that the Senior and Disabled Transportation Advisory Committee will hold a public meeting and rank the 5310 Grant applications that are submitted. The ranked applications will then be submitted to the District Board for final approval at the January meeting. Commissioner Gassner asked if this was new information. Jay said yes it was. Commissioner Gassner said in light of this and since the Senior and Disabled Transportation Advisory Committee has the ability to make recommendations to the District Board, then she would want to encourage additional participation because if you have members that have been on the committee for a long time it could be viewed as “we only fund this because these are the recommendations”, Granted that the District Board can question and ask questions about the SADTAC’s work. Commissioner Gearin said she agreed with Julie and also said it would be helpful for the Board to receive an annual reminder a few months before SADTAC members terms expire so that District Board members could assist with recommendations to the Board Chair in advance. Commissioner Gearin also said she had no problem with the Committee Chair voting and no problem with the Board member who is sitting on the Committee being the tie breaker. Commissioner Goforth assured everyone that this is not a rubberstamp committee they take these issues seriously. Marcia said that most of the members use transit services. Commissioner Gassner suggested we see how this first cycle goes.

Resolution 2012-08

Commissioner Gearin moved to approve Resolution 2012-08

Commissioner Gassner seconded the motion

Motion passed by roll call vote

Name	Yea	Nea
Chair Lewicki	X	
Commissioner Goforth	X	
Commissioner Gearin	X	

Commissioner Kee	X	
Commissioner Gassner	X	
Commissioner Fenske	X	

9. CORROSPONDENCE- None

10. NEW BUSINESS-

New Board Commissioner-

Chair Lewicki said that as we were preparing for this meeting we realized that there is no formal process for this. Chair Lewicki said that since we have multiple applicants it is in the best interest of the board and District that this process be straight forward reliable and transparent in its actions. Chair Lewicki said our best path forward at this point is to come up with a process that we can use to fill the current and future Board vacancies. This process would be headed at this point by a committee to put that process together and present it before or at the January Board meeting for review and approval. Marcia commented that this is a unique situation with more than on applicant. Chair Lewicki said that it is hard to tell when a unique situation becomes a trend and there have been certain situations that have already come up that we had to make decisions on that we did not have a process for and that is why we have made it a priority to making policies for the things that we do. Even if this never happens again for the purpose of audit and the purpose of public perception we will have a process in place. Chair Lewicki said this may require a special meeting to approve the process and complete the interviews by the January meeting. Commissioner Gassner, Commissioner Kee and Commissioner Gearin will form the ad hoc committee.

Board Vice Chair-Election-

Commissioner Goforth nominated Commissioner Gassner for Vice Chair. Commissioner Kee nominated Commissioner Fenske for Vice Chair. Commissioner Gassner seconded the nomination of Commissioner Fenske. Chair Lewicki asked for all those in favor of Commissioner Gassner. Receiving a total of 4 votes Commissioner Gassner was elected SETD Board Vice Chair.

Board Policy Committee-

Board Governance- Chair Lewicki reported that the work continues on these policies and hopefully there will be draft polices available for the January Board meeting.

Term Limit of Officers- Commissioner Gearin said in the ORS under mass transit in Metro areas they speak to 2 year terms for all officers. Commissioner Gearin said that Jay had pointed out to her that rural has separate rules and only the Board Chair is limited to a one year term and not the rest of the officers. Commissioner Gearin said she has discussed this with other people that sit on boards and she thought the board should set up term limits. There was discussion about board elections and term limits.

Ordinance 2013-01 Connector Passes First Reading-

Jay reported that this process is part of the ongoing Connector Project and is required when proposing new fares to the public. This Ordinance is for visitor passes that will be used in on all buses throughout the Connector system. All of the Connector partners are currently going through this same process. Jay explained that today will be the first reading which requires approval by the board and at the Board meeting in January there will be a second reading with needed Board approval and then the passing of the Resolution 2012- If approved these passes will go into effect in March 2013.

Commissioner Gearin motioned to approve the first reading of Ordinance 2013-01

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote

Chair Lewicki read Ordinance 2012-01. First public reading completed on November 29, 2012

Annual Free Transit Day- Chair Lewicki reported that the SETD customer appreciation Free Transit Day has been proposed for January 31, 2013.

Commissioner Fenske motioned that Free Transit Day be on January 31, 2013

Commissioner Gassner seconded the motion

Motion passed by unanimous aye vote

Weekly Management Report-

Commissioner Gearin asked that the Board receive a weekly Management update and or report from Executive Director Flint. Jay asked for clarification of what would be in the report. Commissioner Gearin said that he could designate someone to do this for him once a week or every other week and it could just be the big things going on so that there is no delay in the Board hearing about them. Commissioner Gearin said it would be nice to have a report more than once a month because unless you come in here and sit and talk to somebody you do not know what is going on.

Chair Lewicki said that it has been his experience that Jay has done this most of the time and asked Commissioner Gearin if she was interested in lower level details other than what we are currently getting? Commissioner Gearin said she was used to receiving weekly updates as a Board member. Commissioner Gassner said that she feels that the chair and Jay communicate. If there was something we weren't getting we would work through the chair which would be the protocol if we needed more information. Commissioner Gassner said at that level she feels that it might be getting a little too micro-management. Commissioner Goforth said she does not need any more information. She said that Mary sends us information and Jay keeps us informed. Commissioner Fenske said if something was going on that she needed information on she would just call and talk with him. Commissioner Kee said that he agrees with Commissioner Gassner that he gets what he needs and if he wants more information he goes to face book or the webpage and checks it out. Chair Lewicki thanked Commissioner Gearin for her concern. Jay said he will try to increase information and milestones. Commissioner Kee suggested that any new happenings be posted on the SETD website and facebook.

11. EXECUTIVE DIRECTOR'S REPORT

- a. Jay discussed the current status of the SETD buses and the plans for the future. He said that optimally we should be replacing 3 buses every 2 years. There are several Grant opportunities available however one of them will not be available until 2015. Jay said we currently have 18 buses. We had 36 buses.
- b. Management Report- See attached report

12. OTHER ITEMS-

- a. Mary presented the tentative Budget Calendar for the upcoming year. She asked everyone to check their calendars and let her know if the dates will work or not.
- b. Mary passed out the newly designed business cards which incorporate the Connector and SETD logo and have the new SETD Mission Statement on the back. .

13. PUBLIC COMMENT-

- a. Kathy Kleczek wanted to make sure that SETD was aware of the proposed Hwy 101 changes in the Sunset Beach Area. Kathy said that this might be an opportunity to address some of the safety issues that were brought up in this area concerning the bus and shelters. Commissioner Gearin said she is on the committee and has attended many meetings.

Commissioner Gassner made a motion to adjourn the meeting

Commissioner Goforth seconded the motion.

Motion passed by unanimous aye vote

Next Meeting- February 28, 2013

Mary Parker, Recording Secretary

Date

Commissioner Rae Goforth
SETD Board Secretary/Treasurer

MISSION STATEMENT

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