



SUNSET EMPIRE TRANSPORTATION DISTRICT

900 Marine Drive Astoria, OR 97103

SETD BOARD OF COMMISSIONERS

MEETING MINUTES

September 27, 2012

1. CALL TO ORDER – Chair Lewicki called the meeting to order at 9:00 A.M.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL-
Present: Chair Paul Lewicki, Commissioner Rae Goforth, Commissioner Ron Blin, Commissioner Julie Gassner, and Commissioner Gearin
Excused: Commissioner Victor Kee and Commissioner Fenske
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.
4. CHANGES TO AGENDA- Public Comment will follow the approval of minutes.
5. APPROVAL OF AUGUST 2012 MINUTES-
Commissioner Gassner moved to approve the August 2012 Board minutes.
Commissioner Goforth seconded the motion.
Motion passed by unanimous aye vote.
Commissioner Gearin abstained due to her absence at the August meeting.
6. PUBLIC COMMENT-
Pocket Park 9th and Astoria-
George Hague (Mick) asked to speak about the small pocket park across from the Transit Center on 9th and Astor Street. George said he enjoys walking along the park and had been watering the plants and watching over the park for quite a while. George has also done quite a bit of research on the history of the park and funding for the park. He said that originally the area was going to be a walkway between the Transit Center and the Riverwalk. There was \$40,000 set aside by the District for the park but there were litigation problems with the billboard people and the funding went away. George said he sees the park as something that was in the original vision and would connect the transit center to the river walk. George said it is a natural extension of the Transit Center and families do use it but there are also people that use the park for things that most would not appreciate. George

said that he and Jay had met with JP Moss from Astoria Parks and Recreation and discussed what the city could do and the interest SETD and possibly others had to improve the area. George said one of the issues was the height of the shrubs and the use of the area behind the shrubs. He said this was quickly taken care of the next day by the Astoria High Football Team as part of their community service. George said what he would like is for you (SETD) to consider adopting the park and maybe work with the city and others in the area. George said that the woman at the Interior Design store is also willing to work with other businesses in the area. George said he hoped that the Board would come up with ideas or a vision for the park at the planning meeting that would allow us to move forward with this and actually make something of this park. Jay said the more the park is neglected the more it becomes a place for transients and others to hang out which results in negative security issues around this area. Jay said creating pocket parks combats this because it becomes safer for everybody. Jay also said that the Transit Center is a multi-modal area and this park is a natural corridor between the River Walk and the Trolley. Jay said that as we go into strategic planning and are looking at 5 years and beyond that we might look at partnering with the city or find funding. Jay also said that if no one champions this forward it will be forgotten. Commissioner Gearin asked if the park was city property and if it is then maybe the chamber should get involved. Commissioner Gearin said what concerns her is the liability and the money. Jay said that if we could partner with the city and local businesses it would be helpful. Commissioner Goforth said that this would fall under the city parks system. She said that the Union Town Association developed the Maritime Memorial Park with the city, urban renewal funds and other funding and created a lovely park, but she said the city is liable for the park. Jay said that the Maritime Park is a good example of what can be accomplished when the city partners with other entities. Commissioner Goforth said that they started working on the Maritime Memorial Park in 1981 and it is just now completed. Kathy Kleczeck commented that quite frequently bus stations are in the ugliest part of a city and that you want to get out of there as fast as you possibly can. It would be really great if Astoria doesn't fall in that category and it not be the ugliest part of the city but it be one of the nicest parts of the city and it connects people in a good way and not a "let's get the heck out of here" kind of way. Kathy said she thinks this a great opportunity to put you best foot forward and create a beautiful area not only for people that are visiting but also for those that live in the area.

Commissioner Gassner said she would be open to adding this project to the Board's strategic planning and continuing the discussion.

Board Strategic Planning-

Jay introduced Cyndi Mudge who is the director of the Sunday Market. Cyndi has agreed to be the facilitator for the upcoming Staff and Board Strategic Planning workshops. Cyndi explained the basic goals and plans for the workshops. Cyndi will be gathering input from staff and board members and then compiling it for the board. Cyndi handed out an information sheet about the workshop and said that Jay would be sending the board a copy of the SETD Coordinated Plan for review. Cyndi will be following up and be calling each of the board members for individual input.

7. REPORTS FROM CHAIR AND COMMISSIONER

Chair Lewicki- Reported that he had attended the OTA conference and was surprised at the attendance and the high degree of professionalism in the presentations.

Commissioner Gassner- Reported that Lis will begin coming out to the Job Corp to provide an overview of the SETD services. The first presentation will be on October 10th. Commissioner Gassner suggested that if we consider the park proposal that there might be an opportunity for the TPJC students to help facilitate it as they are users of the services. Commissioner Gassner reported that she also attended the COL-PAC meeting in Rockaway.

Commissioner Goforth- Reported that she enjoyed the OTA conference. She passed a "Disabilities Etiquette" booklet to each of the board members. Commissioner Goforth said that this book had opened up her eyes to a couple of things. She also passed out the Union Town Association Newsletter which includes an article about the Maritime Memorial Park that she wrote. Commissioner Goforth said she had also attended the Senior and Disabled Committee meeting and they are still working on those bylaws.

Commissioner Bline- No report

Commissioner Gearin- Reported that she had been working on the board policies that will be discussed later in the meeting.

8. FINANCIAL REPORTS-

Jay passed out and reviewed a long term debt report that had been requested at the August board meeting. Chair Lewicki asked that the payoff dates also be added to the next report. Jay said that SETD may not need to apply for a bridge loan this year which would save the district a lot in interest. Chair Lewicki suggested that making monthly payments instead of making the annual or 6 month payments could systematically reduce the principle and reduce interest. Commissioner Bline said that might require changing the original loan agreement. Jay said that we are currently looking at renegotiating and consolidating these loans which will reduce payments and interest. Commissioner Gassner commented that in light of SETD possibly needing a bridge loan to be used to stay in operation, my caution would be, while the notion and the goodwill that we would get from the park investment is there, we also need to be responsible and make sure we are not over extending ourselves. Perhaps we can look at other ways at being a partner and contributor and still be mindful that we stay focused on the bottom line and make sure we pay our debts and get the transit district back where it needs to be. Jay said he agreed. Jay reviewed the Exception report for September. He pointed out the he had added the rent income to the report this month. Commissioner Gearin said that the budget is \$35 over budget for parking spaces yet the parking spaces cost \$45. Jay will check on the amount. Commissioner Gearin also asked about the newspaper ads and the subscription and dues charges. Jay said the ad charges were for employment openings and the extra charges to dues was for OTA membership fees.

Commissioner Bline motioned to accept the financial report as presented

Commissioner Gearin seconded the motion

Discussion- None

Motion passed by unanimous aye vote

9. OLD BUSINESS-

Executive Session-ORS 192.660(2)(a) Executive Director Salary Negotiations- Chair Lewicki informed public of requirements of Executive session. Public and employees were excused from meeting.

Chair Lewicki opened Executive Session at 10:05 AM

Chair Lewicki closed Executive Session at 10:24 AM

Public and employees returned and the regular Board meeting was resumed.

Commissioner Gearin motioned to accept the Executive Director's Employment Agreement

Commissioner Gassner seconded the motion

Discussion- None

Motion passed by unanimous aye vote

10. CORROSPONDENCE- None

11. NEW BUSINESS-

Chair Lewicki reported that the Board Policy Committee has been meeting. Chair Lewicki said that the Board had received a draft of the Board Policy Introduction Statement and the Table of Contents. Commissioner Lewicki said that the goal of the Board Policy's will be to give the Executive Director guidelines to operate the district with and not day to day operations. Commissioner Gassner asked how we keep track of the policies that have superseded the new policies or oral policies. Jay said that at this time there are no SETD Board Policies that supersede the new policies. The heading that is has been approved to use with the policies of includes date of origin, when approved and when it was updated.

12. EXECUTIVE DIRECTOR'S REPORT

- a. New Northwest Ride Center Manager- Jay announced the hiring of Jason Jones as the new NWRC Manager- Jay said that Jason brings great experience and expertise to this new position. Jay reported that the hiring process has already started to fill the NWRC billing clerk position. Lori reported receiving 80 applications so far.
- b. SETD Financial Audit- Auditors will begin on October 8th and they plan on being here 2 weeks.
- c. DHS Audit- Jay reported that we have finally come to an unofficial email agreement with DHS. Jay is waiting for the final paperwork and all in all he feels pretty good at where the final settlement has ended up. Chair Bline commented that the DHS Audit coming to a conclusion is the result of open communication taking place and he thanked Jay for accomplishing that. Chair Bline pointed out that the

- 80 applicants that we have received for the NWRC job opening is very indicative of how our reputation in the community is looking better. Jay also reported that the RFP is going out today for the new shop truck.
- d. Scott Earls reported that the Route 11 was busy this past week. Sunday had 1970 riders and Monday had 1927 riders. Commissioner Gearin said she had been asked questions about cruise passengers being able to go to Cannon Beach and back. Scott said it is important that they talk to SETD staff to make sure they can make it back to the ship on time.
 - e. Holiday Board Meeting Schedule- Jay suggested moving the November Board meeting on the 29th and then not having a Board meeting in December.

Commissioner Bline motioned that the November Board meeting be moved to November 29th and that the December Board meeting be cancelled.

Commissioner Goforth seconded the motion

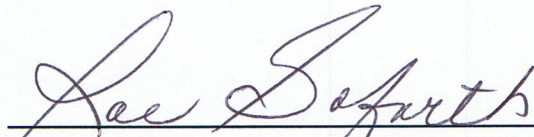
Discussion- None

Motion passed by unanimous aye vote

- f. Management Report- See attached report

13. Meeting was adjourned at 11:05 AM

Mary Parker, Recording Secretary



SETD Board Secretary/Treasurer

Date 10-25-12