



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

SPECIAL BOARD MEETING

MONDAY AUGUST 18, 2014

8:30-12:00

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. EXECUTIVE DIRECTOR HIRING PROCESS – Plan, strategize and develop a plan to go forward.
 - a. Go with previous finalists or Re-Interview previous finalists
 - b. Look back at all applicants and re-evaluate and re- interview
 - c. Start Hiring Process Over-
 - i. SETD
 - ii. SDAO
 - iii. Other Consultant Service
 - d. Create new Timeline for hiring process
5. DISTRICT NAME-
 - a. Determine and finalize-which names the entities of the District will use and how.
 - b. Diane Moody to discuss name issues with DHS.
6. PUBLIC COMMENT-

Sunset Empire Transportation District Board of Commissioners meetings are open to the public and accommodations will be provided to persons with disabilities. Alternative formats available on request. For assistance please contact Mary Parker at 503-861-5370.

EXECUTIVE DIRECTOR

SUNSET EMPIRE TRANSPORTATION DISTRICT

Job Summary:

The Executive Director will report directly to the Sunset Empire Transportation District (SETD) Board of Commissioners. Under the direction of the Board, the Executive Director will be responsible for the overall planning, organizing, and financial matters of the transit district. The position is responsible for the efficient operations of the District, which includes the implementation and coordination of all policies adopted by the Board. The Executive Director may serve as the budget officer of the District.

Reporting Relationships:

The Executive Director reports directly to the Board of Commissioners of the Sunset Empire Transportation District. The position is responsible for the development of an appropriate organizational structure that describes the reporting mechanism for all positions in the District.

Essential Qualifications:

- | | |
|------------|---|
| Education | Associate Degree or equivalent experience in a related field. |
| Experience | Two years of documented management level experience in transportation or related field. |
- STRONG** background in municipal finances
 - Demonstrated success in the researching, authoring, obtaining and managing of Federal, State, and local grants.
 - Experience in partnering with local, State and Federal agencies
 - Experience in administration and organizational planning
 - Knowledge of principles, practices, and standards of public transportation systems
 - Excellent oral, written and presentation skills
 - Ability to work effectively with a governing board
 - Ability to obtain and maintain a valid Oregon Drivers License

Desired Qualifications:

- Bachelor's Degree in financial, business, or public administration
- Ability to lead positive organizational progress
- Team builder and team player
- Superior time management skills with the ability to manage multiple tasks concurrently

EXECUTIVE DIRECTOR

SUNSET EMPIRE TRANSPORTATION DISTRICT

Essential Job Functions:

Physical: Works primarily in an office environment. Some travel may be required outside of Clatsop County during the day and evening hours. Physical demands of the position are minimal, involving moving materials, books, files, etc. weighing up to 20 pounds.

Mental: The Executive Director works in fast-paced office environment characterized by limited resources, frequent deadlines, interruptions, and complex management decisions.

General Duties:

1. Manages the acquisition, construction, maintenance, and operations of the transit district which includes the Medicaid Brokerage/Northwest Ride Center.
2. Administers the District's operational and personnel policies.
3. Prepares the District annual budget.
4. Ensures monthly expenditure and revenue reports are submitted to the Board for review on a timely basis.
5. Communicates effectively to the Board on matters of the District.
6. Prepares all plans and specifications for acquisitions of equipment or construction of improvements or facilities for the District.
7. Prepares draft agendas for monthly and Special Board meetings
8. Maintains an operational awareness of all Federal, State and local laws and regulations that affect the operation of the District and informs the Board of changes.
9. Prepares and recommends Policies for Board review and adoption and ensures the Board Policy Manual is reviewed annually.
10. Prepares and submits to the Board by August 30th of each year, a complete report of the District's finances and administrative activities from the preceding fiscal year.
11. Ensures that all employees are evaluated on an annual basis.
12. Assists the Board of Commissioners in the development of strategic plans that address the financial and service levels of the transportation district.
13. Represents the policies of the Board of Commissioners to media, citizens and local organizations/groups regarding the transportation district.
14. Ensures that all operational activities are in compliance with Federal, State and Local regulations.
15. Develops operational performance metrics for the analysis of bus and para transit operations, ridership, customer service and employee relations.
16. Ensures the District's website is maintained and updated
17. Ensures the District's Drug & Alcohol Policy is maintained to Industry Regulations.
18. Other duties as required.

**EXECUTIVE DIRECTOR
SUNSET EMPIRE TRANSPORTATION DISTRICT**

Salary Range: \$ 55,000.00 to \$ 70,000.00 depending on qualifications

Benefits: Competitive benefit package for the region and subject to negotiation.

SETD Policy requires all new employees pass a criminal background check and pre-employment drug testing.

Adopted by the Sunset Empire Transportation Board of Commissioners, January 2014

SUNSET EMPIRE TRANSPORTATION DISTRICT

EXECUTIVE DIRECTOR SEARCH TIMELINE

May 18, 2011

Updated July 11, 2011

Date	Task	Who	Complete
May 13, 2011	Meeting 1PM Request ED position descriptions Rogue and Tillamook	ED Search Committee Dan	
May 19, 2011	Job Description Process Benefit Package Complete ED Position Description	ED Search Committee	
May 26, 2011	Board Meeting Agenda Item Public Input: ED Job Description, Selection Process, Benefit Package	SETD Board ED Search Committee	
May 27, 2011	Summarize Recommendations finalize Position Description Complete ad for release and distribute	ED Search Committee Mary	
June 1, 2011	Position Opening Posted Referral to Website for Job Description email apps to SDAO	Mary	
June 24, 2011	Position Opening Closes All apps to SDAO	Mary	
June 27, 2011	Initial Application Screening	SDAO	
July 1, 2011	Screened Applications distributed to each Board Member for individual ranking	SETD Board Mary	
July 14, 2011	Ranked applicants due to Mary for Matrix	SETD Board Mary	
July 21, 2011	SETD Special Board Meeting and Executive Session: Select 5 candidates for interview	SETD Board	
July 22, 2011	Phone notification of candidates for interview	George Dunkel	
Aug 15, 2011	Special Board Meeting and Executive Session: Interview, Selection, Offer, Contract negotiation and Background check	SETD Board and Panel SDAO	
Sept. 1, 2011 thru Sept 15, 2011	New Executive Director to Begin Work	SETD Board	

**Sunset Transportation Services
Executive Director Selection Process
Timeline 2014**

February 3, 2014	Application period opens
March 7, 2014	Application period closes
March 11, 2014	Applications scoring completed by SDAO and packets sent to District
March 11, 2014	Applications available for Board
March 17, 2014	12 Noon Board top 7 applicant list due to Mary
March 18, 2014	9:00 AM Special Board Meeting <u>Executive Session</u> Select 5 Finalists
March 20, 2014	Candidates reference checks completed by SDAO
April 7, 2014	8:00 AM-2:30 PM Technical Panel Interview/Panel 2:30 -3:30 PM Technical Interview Discussion with Board
April 7, 2014	4:00 to 6:00 PM Public “Meet and Greet” with Finalists, STS Conf Rm
April 8, 2014	9:00 AM Special Board Meeting <u>Executive Session</u> Finalists Interviewed; Selection of Finalist and Contingent Offer?
April 9-17, 2014	Contract negotiations with Finalist, evaluation completed, background check and reference checks completed.
April 24, 2014	April Board Meeting- announcement of successful Executive Director candidate
May 2014	Start date for new Executive Director

**Sunset Empire Transportation District
Executive Director Selection Process
PROPOSED OPTIONS FOR TIMELINE**

_____ 2014	Application period opens
_____ 2014	Application period closes
_____ 2014	Applications Scoring completed by _____
_____ 2014	<i>Special Board Meeting Previous Finalists or all Applications Reviewed.</i>
_____ 2014	<i>Applicants contacted by HR and SETD application completed</i>
_____ 2014	Special Board Meeting Executive Session Select Finalists
_____ 2014	<i>Candidates/Finalists reference checks completed by HR</i>
_____ 2014	Finalists interviewed by panel or tech committee
_____ 2014	Special Board Meeting Finalists Interviewed; Contingent Offer
_____ 2014	<i>Finalist background and reference check completed by HR</i>
_____ 2014	Contract negotiations with finalist, evaluation completed.
_____ 2014	Board Meeting- announcement of successful candidate
_____ 2014	Start date for new Executive Director

TECHINICAL INTERVIEW

40 Minutes

2 min. Brief Candidate

Setting Interview Room

Candidate will be interviewed by Panel

Candidate has 40 minutes to complete interview

10 minutes for assessor to score candidate

EVALUATORS QUESTIONS:

1. Briefly share with us your career (history) to this point. (1-2-3-4-5)
2. The District is facing critical financial and service delivery issues, how do you plan to manage the recovery while maintaining reliable/predictable service? (1-2-3-4-5)
3. How important to SETD in your opinion is community outreach and how would you explain what quality community outreach is and its effective elements? (1-2-3-4-5)
4. What practical skills will you bring to SETD? (1-2-3-4-5)
5. Is their anything else this panel should know about you? (1-2-3-4-5)

Based on what you observed and heard during this session, what is your overall impression of the candidate's ability and skills? (1-2-3-4-5)

Total Score _____

Comments: _____

Evaluator _____

we have a
NEW LOOK

503.861.7433

1.866.811.1001

www.ridethebus.org

SUNSET TRANSPORTATION SERVICES

We're good to go!



RIDECARE



RIDENEXT



RIDEASSIST



RIDETHEBUS



RIDEPAL



SUNSET EMPIRE TRANSPORTATION DISTRICT

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY October 24, 2013**

1. CALL TO ORDER- Chair Paul Lewicki called the meeting to order at 9:10 AM.

2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Rac Goforth, Commissioner Kathy Kleczek, Commissioner Marcia Fenske and Commissioner Kevin Widener

Excused: Commissioner Neal Smith and Commissioner Carol Gearin

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, NWRC Manager, Elisabeth Pietila, Mobility, Scott Earls, Operations

3. CHANGES TO AGENDA- None

4. APPROVAL OF SEPTEMBER 2013 BOARD MEETING MINUTES-

Commissioner Kleczek moved to accept the September 26, 2013 Board Meeting Minutes

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote of all commissioners present.

Commissioner Fenske abstained due to her absence from the September meeting

5. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Widener-Reported that the dike was removed south of Seaside and the plan has worked as they had intended. This should reduce the flooding that occurs over Hwy 101 during heavy rains and higher than usual tides.
- b. Commissioner Fenske- Reported that she reviewed the surveys that Tiffany had given the Board and noted there were comments about mean and obnoxious drivers. She said that this should be corrected as customer service is key and suggested this be brought up at the drivers meeting. Jay explained that customer complaints are taken very seriously and there is a reporting system in place for complaints along with the cameras and audio on the buses that are frequently used to evaluate problems. Scott Earls said that the view the customer takes is not always the view that he takes based on the review of what has been recorded, however he said there are times when we could have done things differently. Scott also said the survey that was done before this one came back with a 99% approval in favor of the drivers and the only thing that people did not like was a lack of routes. Scott said that he does address customer services at every drivers meeting.
- c. Commissioner Goforth- Reported that she and 3 members of the Senior and Disabled committee had gone for a ride on the bus escorted by Lis Pietila and that 2 of the members had never rode on a bus before. Commissioner Goforth said that after they returned Lis asked that they evaluate their experience and one of the suggestions was having a

PA system on the bus as it is very difficult to hear the driver call out the location of each stop because of the noise on the bus. Commissioner Goforth attended the OTA Conference in Bend and was disappointed with the hotel because it was 3 levels and did not have an elevator or a valet service and she could not imagine choosing a hotel for a conference that did not have an elevator. Commissioner Goforth said she will be delighted when the OTA Conference is back in Seaside again next year. Commissioner Goforth said she and Commissioner Kleczek had served on the Executive Director Evaluation Committee with Chair Lewicki and thanked Chair Lewicki for all of his work during the process.

- d. Commissioner Kleczek- Reported that the OTA Conference in Bend was very informative and valuable and she is hoping to help the Board help the District to implement some of the things that were learned there. One of those is our Emergency Planning information. Commissioner Kleczek said she learned that we are not just talking about a natural disaster we are talking about any crisis including government shutdown and the trickle down effect this could have on any agency that depends on this funding. Commissioner Kleczek also said what if SETD were to stop receiving federal funds and could no longer pay bills because we had lost this income source? We have to have a plan.
 - e. Chair Lewicki- Nothing to report.
6. FINANCIAL REPORTS- Commissioner Fenske asked about the accounts receivables that were over 90 days. Diane Moody explained that this was private pay Paratransit ride that was not paid and will be written off. Commissioner Fenske also asked for clarification on the prepaid bus tickets for the cruise hosts. Jay explained that these tickets are purchased in bulk and used for Route 11. Commissioner Kleczek asked about current bank charges being over budget. Diane said these are fees for the credit card machine service. Jay explained that a new system was installed last year and we did not know that the fees were going to increase so much. Commissioner Kleczek suggested that if it is a per swipe charge that we should try and negotiate for a better price. Jay said in order to get the machine we had to sign year contract. Diane said she would look into this. Commissioner Kleczek also suggested checking these fees every 6 to 9 months as there have been an increase in fees being added on to accounts and if not asked about will make your bill almost double. Commissioner Kleczek also asked about there not being any legal ad expenses. Jay explained that legal ads are only used for the budget and elections. Commissioner Kleczek asked about the telecommunications being over budget. Jay explained that we have purchased a large amount of software but it was included in the budget. Commissioner Kleczek asked about shelter cleaning as only 2% of budget has been used. Jay said due to lack of staffing we are looking into getting an outside contractor to provide shelter cleaning.

Commissioner Widener moved to approve the September 2013 financials.

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote by all commissioners present.

7. OLD BUSINESS-

- a. Tongue Point Job Corp Ridership Report- Jay reviewed the ridership reports that were a request from the September Board meeting.
- b. Hwy 30 Route Update: Jay discussed the upcoming changes for the Columbia Connector Routes and reviewed the updated new schedules. The new Columbia weekend schedule has changed so that it is more user and driver friendly. Jay said he was able to finalize this schedule agreement with Columbia County at the OTA conference.

The MOU between SETD and Columbia County has not been completed but will be ready for the next Board meeting. Commissioner Kleczek suggested that it would be helpful to include the CC Rider schedule from Clatskanie Safeway to Ranier and Longview on the SETD weekday schedule. She said the CC Rider fares are on the schedule for riding to Rainier and Kelso, but the bus schedule to get there is not on the schedule. Jay said that he thought adding the CCRider schedule to our schedule could cause our riders confusion since it would not be our buses. Scott did not think CC Rider would want to have their schedules included in ours as well. There was discussion about making sure that riders have access to the CC Rider schedules at the Transit Center and on busses, but Commissioner Kleczek said not everyone comes into the Transit Center that is going to Longview and our schedules are easier to read and if we are working towards making things easier and working for our customers and even though it is their buses and their schedules it makes sense to put their schedule on ours. Chair Lewicki asked Jay if he and staff would look into the possibility of adding the CC Rider connections to our schedules and report his findings at the next Board meeting.

- c. Rebranding Update: Tiffany Estes reviewed what was discussed at the previous rebranding work sessions including the findings from the surveys and the stakeholder interviews. Tiffany said that as a group there was discussion about an umbrella approach on how we might brand the organization and bring in the different services underneath the umbrella and define and name these services if they do not have an official name. Tiffany also said that the Board talked about the name itself and that is one of the decisions that should be made today. Tiffany said there was a general consensus to keep Sunset Empire Transportation District as the legal name and the Board talked about the importance of having transportation or transit in the name. The Board suggested six new names that the staff was going to research for legal availability and website availability. Tiffany contacted 13 different stakeholders and was able to interview 11. Tiffany passed out the results of the interviews for Board review. She said the general message from the interviews was the need for more awareness the need to change the perception that only people that have to use the bus. Tiffany said that one of the tasks in the work plan is coming up with a Tag Line, but before the Tag Line she wants have a Brand Positioning Statement which she explained is an internal statement that provides a litmus test for the organization to use when making decisions about marketing that guides the branding side of the business. Tiffany's proposed statement is- *The organization that provides safe, reliable and economical options for people who need or prefer to use public transportation for travel to, from and within Clatsop County.* The Board gave feedback on several changes to the proposed statement which included using *transportation options* instead of public transportation and using *economical alternatives* instead of economical options and *facilitates or coordinates* instead of provide. Kevin read the Governor's 2013 Transportation Statement as another reference. Tiffany said she liked "need and prefer" in the statement and will make suggested changes and bring back to the Board. Tiffany asked that the Board select a name. The potential options that the Board had previously listed were: Clatsop Community Transportation Services, Sunset Transportation Services, Sunset Transit, North Coast Transportation Services, North Coast Transit and Sunset Transit Solutions. Jay reported that he did not find any conflict with using these names in Oregon. After review of the plan and further discussion the Board agreed upon "Sunset Transit Services". Tiffany asked if the Board wanted to set the next meeting for setting the graphics and tag lines. Jay suggested doing this at the next Board meeting.

Commissioner Kleczek made a motion to change the Districts branded name to Sunset Transit Services

Commissioner Widener seconded the motion

The motion passed by unanimous aye vote of all commissioners present

- d. Connector IGA Draft Review- Jay distributed the draft of the Northwest Oregon Connector Alliance Intergovernmental Agreement which is just for Board viewing at this time. Jay explained that this agreement removes Columbia County as the fiscal agent and establishing the use of an independent fiscal agent. This agreement also establishes the name change from Northwest Oregon Transit Alliance to Northwest Oregon Connector Alliance. The final draft will be presented for approval at the next Board meeting.

8. CORRESPONDENCE-None

9. NEW BUSINESS

- a. **2012-2013 Audit-** Financial Officer Diane Moody reported on the current audit process. She said for the last 2 years there has been a broader focus on whether the district was financially solvent, the internal controls, policies and procedures that are going to keep them moving forward. Diane said that this year the auditor's seemed to be focused on the transactional details which would include if we are tracking the fund balances in a timely way, are we in accordance with state and federal regulations and are we recording and managing accounts and processes in accordance with our policies and cost allocation plan and are we recording transactions in the accounting periods and making sure that grant reimbursements are tying into our financial reports. Diane said that what you will probably see in this year's report is some continuing audit discrepancies however there have been great improvements in managing accounts payable and receivable the cost allocations. Commissioner Kleczek noted that some of the SETD debt service agreements are dependent on us not having deficiencies in certain areas. She asked if we are doing ok in those specific areas. Jay said that we are doing ok and that Shadron from Boldt Carlisle and Smith is in the process of finishing the SETD financial analysis and developing an overall financial manual for the district which will assure that we are in compliance in all financial requirements. Diane said the bulk of the manual will be A133 compliance and this will be her priority for the year.
- b. **Staff Overview of Bend OPTC Conference:** Employees Scott Earls, Lis Pietila, Mary Parker and Jay Flint attended the Oregon Transit Conference in Bend. Each shared highlights of the important information that they had learned while there.
- c. **Nov-Dec Board Meeting changes:** The Board discussed the upcoming holiday season and decided to combine the November and December Board meeting into one meeting on December 12, 2013.

10. EXECUTIVE DIRECTOR'S REPORT

- a. Management Report- See attached report
 - i. Jay also reported the formation of a new Transportations Option Committee. The committee will be a regional advisory committee that will be supported by ODOT and will be reporting to the SETD Board. The first formulation meeting will be on November 15, 2013.
 - ii. Jay noted that ridership is still continuing to steadily increase.
- b. Board Policy Committee Update-
 - i. Jay reviewed the Public Meeting Policy noting that it includes the 3 minute limit for public comments.
Commissioner Kleczek moved to approve the Public Meeting Policy

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote by all commissioners present

- c. Legislative Updates- Jay reported that the State has awarded another \$5 million in STF fund dollars for this biennium. Jay said we will need to reconvene our STF Committee and the application process will need to be completed in the next 3 months.

11. OTHER ITEMS- None

12. EXECUTIVE SESSION ORS #192.660 Executive Director Evaluation- Chair Lewicki closed the regular Board meeting and opened Executive Session at 11:14 AM.

13. REGULAR PUBLIC BOARD MEETING- Reconvened at 11:35 AM

Commissioner Goforth moved to approve Executive Director, Jay Flint's evaluation and pay increase

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners present

14. PUBLIC COMMENT- None

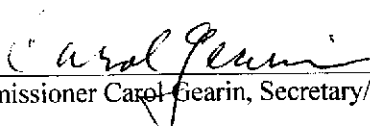
Commissioner Goforth moved to adjourn the meeting

Commissioner Fenske seconded the motion

Motion passed by unanimous aye vote of all commissioners present

Meeting was adjourned at 11:40 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 12/12/13

Mission Statement

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

**BOARD OF COMMISSIONERS
MEETING MINUTES
THURSDAY DECEMBER 12, 2013**

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

2. ROLL CALL:

Present: Chair Paul Lewicki, Commissioner Neal Smith, Commissioner Rae Goforth, Commissioner Marcia Fenske, Commissioner Kevin Widener and Commissioner Carol Gearin
Excused: Commissioner Kathy Kleczek

Staff Present: Jay Flint, Executive Director Mary Parker, Executive Assistant, Diane Moody, Accountant, Jason Jones, NWRC Manager, Elisabeth Pietila, Mobility, Scott Earls, Operations, John Layton IT, Tammi Carlson and Saisha Operations Assistants.

Jeanyse Snow, District Legal Counsel

3. CHANGES TO AGENDA- None

4. EXECUTIVE SESSION- At 9:03 AM Chair Lewicki announced that the Board would be going into Executive session under ORS 192.62 h. Minutes are confidential but available to Board by request. Executive Session Closed at 9:20 AM

REGULAR PUBLIC BOARD MEETING: Reconvened at 9:30 AM.

5. APPROVAL OF OCTOBER 2013 BOARD MEETING MINUTES-

**Commissioner Goforth moved to accept the October 2013 Board Meeting Minutes
Commissioner Widener seconded the motion
Unanimous aye vote by all Commissioners present with the exception of
Commissioner Carol Gearin who abstained due to her absence from the October meeting
Motion passed**

6. REPORTS FROM CHAIR AND COMMISSIONERS

- a. Commissioner Widener- Reported that he had received letters from DHS and the Coordinated Care Organization saying they are doing away with the standard Oregon Health Plan and putting everyone on the OHP plus, which will mean an increase in riders. They are also doing away with the waiting list and the lottery for rides so there will be a lot more people eligible for rides. Jay commented that there could be 7000 more riders in the next 3 years and maybe 3000 this year. Commissioner Widener said that he wanted to report for Commissioner Kleczek that there are 2 different schedules on the web for the same route. John said he would correct the web schedules.
- b. Commissioner Gearin- Reported that she had attended the STS Board Policy Meeting.
- c. Commissioner Smith- Reported that he had seen a large sticker on the floor at a mall in Toledo that was used for advertising that also had the QR code attached and people were actually using. There was discussion about putting this type of sticker on the shelters and in other locations.
- d. Commissioner Fenske- Nothing to report today.
- e. Commissioner Goforth- Reported that she had attended the Senior and Disabled Committee Meeting and one of the things that was discussed was determining how to use some extra STF Grant funds. Commissioner Goforth said the

staff had done a wonderful job of preparing recommendations for using the funds and it was decided by the committee to start a Shopper Shuttle. Steve Hawks asked for a shelter at the Senior and Disabled Center in Warrenton. He was told that there is a shelter that we can restore and place on the pad that is in place. The Veterans Administration asked for a better pass program so we can sell them passes that actually are good for a full month. Rae said she was bringing the recommendation for the Shopper Shuttle to the Board for approval. Rae said that she had seen little garbage bags hanging on the busses from across the river which had their logo on them and were a clever marketing idea. .

- f. Chair Lewicki- Requested that any letters or comments that Board members want to be presented or relayed to the Board should be sent to the Chair of the Board so it can be managed appropriately.

Executive Director Jay Flint submitted his resignation to the Board of Commissioners. Jay explained that he has been invited to join a law practice. He thanked the Board for the opportunity he has been given. Jay offered his services as an Interim Director during the hiring process and transition. Chair Lewicki said he had contacted SDAO and they will be helping with the hiring process. Chair Lewicki has asked Jay to put together a list or roadmap of what committees he is currently serving on.

- 7. FINANCIAL REPORTS- Financial Officer, Diane Moody presented the Exceptions Report and the new financial format. Diane said that what she has tried to achieve is for the Board to first look at a snapshot of the financials looking at the income versus expense which will be given on a quarterly basis. Chair Lewicki requested that the financial charts be copied and presented in color in the Board Packs. Diane said that she had condensed pages 7 thru 10 of the old financial reports into a report that is a comparison of the year to date to the annual budget in a side by side comparison for both the NWRC and STS. Commissioner Smith asked if the references on the exceptions report could also be marked on the financials. Diane also said she had taken care of all the journal entries so this financial report is clean. The new check register will only list checks that are issued for \$5000 and above. Chair Lewicki asked Diane if she would label columns with month actual and year to date actual. Commissioner Gearin asked Diane for a copy of the credit card report, accounts receivable and accounts payable reports. Diane suggested that if Commissioner Gearin reviews these reports she can bring any questions or concerns to the Board.

**Commissioner Fenske moved to approve the October 2013 financials.
Commissioner Smith seconded the motion
Motion passed by unanimous aye vote of all commissioners present.**

8. OLD BUSINESS-

- a. **Rebranding Update:** Jay reviewed what was discussed at the previous Board meeting and expressed that he thought that the new name voted on was Sunset Transportation Services. Commissioner Gearin, Commissioner Widener and Commissioner Fenske said that the vote had been for Sunset Transit Services. Jay said he thought using Transportation services allowed for a better description of all the services we provide. Commissioner Smith agreed.

**Chair Lewicki moved to change the District's name to Sunset Transportation Services.
Commissioner Widener seconded the motion.
The motion passed by unanimous aye vote of all commissioners present.**

Tiffany reviewed the different versions and options of the new logo and the final selections. There was discussion about the cog design and why it had been chosen and what the cog means. Tiffany said that it looks like a wheel or a gear and represents motion. Jay said it also looks like a sun. Commissioner Smith was concerned about what the logo will look like when shrunk to letterhead size. Tiffany said she will have several templates for us to use that Tiffany asked the Board a make final decision on what cog design they liked best and what color they want the cog to be. There was a discussion about using the new logo on the busses, uniforms and letterhead.

Commissioner Widener moved to accept the gold rounded cog for the new logo
Commissioner Smith seconded the motion
The motion passed by unanimous aye vote of all commissioners present.

Tiffany said she also wanted to discuss the final position statement: *The organization that facilitates safe reliable and economical services for people who choose to utilize transportation options for travel to, from and within Clatsop County.* Tiffany clarified that this statement is a reminder or compass of what we do and why and it will be a basis for other decisions that are made for marketing. Tiffany said that this helps everyone that works here to be on the same page. Tiffany also asked the Board to consider which of the tag lines they thought best fit with the new logo and the direction the logo is going. "Good to Go" was selected as first choice and "Going your way" was selected as second choice. Tiffany will check and make sure that Good to Go can be used. Tiffany will bring the final versions of the icons to the next Board meeting.

- b. **Columbia County MOU:** Jay reported that ODOT had a chance to review this agreement and provide comments which are included in this draft. Jay noted that the MOU is predominantly an agreement of common courtesy between Columbia County and SETD. Jay said that once we approve and sign the agreement it will be sent to Columbia County. The planned start date for SETD's new weekend route is January 4th with Monday January 6th being the start date for the new weekday schedule.

Commissioner Goforth moved to approve the MOU Agreement between Columbia County and the Sunset Empire Transportation District.
Commissioner Gearin seconded the motion
Motion passed by unanimous aye vote of all commissioners present.

- c. **Connector IGA Ordinance:** Jay reported that this is the first step in ratifying the IGA Ordinance for the 5 transit partners. This process will also require Board approval of an Ordinance which will start at the next meeting.

Commissioner Fenske moved to approve the IGA for the NW Oregon Connector Alliance
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all commissioners present at meeting.

9. CORRESPONDENCE- Chair Lewicki asked if there were any comments about the thank you letter from CEDR. Jay added that he was on the CEDR Board before he started at SETD and he will continue to serve on the CEDR board. He also said that the new Executive Director will serve as a non-voting member unless voted to the CEDR Board.

10. NEW BUSINESS

- a. **Adjust January and February Meeting Times-** Commissioner Gearin requested that the start time of the January and February Board meeting be changed to 10 AM as a precaution in case of bad weather. There was discussion about other ways to evaluate conditions and notify Board members if the Board meeting needed to be delayed.

Commissioner Gearin moved to change the start time of the January and February 2014 Board meetings to 10 AM.

Commissioner Goforth seconded the motion.

Roll call vote:

Commissioner Gearin- Aye

Commissioner Fenske- Nay

Commissioner Goforth- Aye

Commissioner Smith- Aye

Commissioner Widener- Nay

Commissioner Lewicki- Nay

Motion did not pass

- b. **Senior and Disabled Advisory Board STF Recommendation-** John Layton made a presentation to the Board about the suggested uses of additional STF grant funds that he had also presented to the Senior and Disabled committee. John said that there will be a total of \$42, 000 available for 2013 through 2015. Staff evaluated several plans for utilizing the STF funds and submitted the top 3 to the Senior and Disabled Committee for their final recommendation to the Board. Submitted was 1. Shopper Shuttle- This would be a “by appointment” service for customers who live within ¼ of a mile of the route and would have limited number of trips and limited destinations related to shopping. 2. The 5 mile plan- Would allow Paratransit service areas to expand and cover a larger area. 3. Shelters and display boxes- Install 3 new shelters and purchase display boxes for protecting schedules in the shelters. John reported that the Senior and Disabled Committee had chosen the Shopper Shuttle. The Shopper Shuttle will be available for anyone who lives within ¼ of a mile of Jeffers Gardens, Miles Crossing, Meriwether Village, Astor House, Gateway, John Day, CMH, Transit Center, Fred Meyer and Costco. The service will be available 3 days a week, 6 hours a day and will require hiring a new part time driver. Appointments are required 48 hours in advance. Commissioner Fenske was concerned with using the term shuttle. Commissioner Fenske also said that there used to be a group of ladies out in Svenson that rode the bus every Thursday to go to Fred Meyer and asked if the Shopper Shuttle could go to Svenson on one of the service days. Tami said her concern would be opening the service up in Svensen and then taking it away after 2 years and it could take an entire shift for a driver to go out and back to the Svensen/ Knappa area. Lis said the shopper shuttle is really designed to reach close outlying areas and to pick up people who are close to fixed route but not eligible for the paratransit program. Lis also said that the Shopper Shuttle will highlight areas where we know we could get ridership based on our previous Dial A Ride services and current requests for ridership. Commissioner Fenske said that other than Jeffers Gardens, all of these people are within ¼ of a mile of a fixed route and the Senior Center, Gateway Apartments and Clatsop Retirement Village have regular shopping day busses. Commissioner Fenske said we are covering people who are already covered. Jay said the core goal of this is to open up service to the Jeffers Garden /Miles Crossing area and the only reason we hit the other areas is they are on the way. Chair Lewicki reminded the Board that a recommendation had been given to the Board by the Senior and Disabled Committee that needs to be approved or not approved.

Commissioner Gearin moved to approve the recommendation for the Shopper Shuttle Service

Commissioner Widener seconded the motion

Commissioner Fenske Nay

Commissioner Smith- Aye

Commissioner Gearin- Aye

Chair Lewicki- Aye

Commissioner Widener- Aye

Commissioner Goforth- Aye

Motion passed

c. Change Board Meeting Locations- The Board discussed holding meetings in other towns and communities in the County. Commissioner Goforth suggested waiting until summer. Commissioner Smith said it would be nice if the Board rode to the meetings on a bus. Jay will ask staff to look into locations and meeting facilities that could be utilized and report this at the next meeting.

i. *Note: At 11:30 AM Commissioner Fenske asked to be excused from the Board Meeting.*

d. Strategic Goals- Chair Lewicki asked for discussion or comments from the Board about the Goals list that Jay had submitted for their review. Jay said that he thought he could accomplish most of the goals this year.

Commissioner Widener moved to approve the Executive Directors Goals for 2013-2014

Commissioner Goforth seconded the motion

Motion passed by unanimous aye vote of all commissioners present

Motion passed

11. EXECUTIVE DIRECTORS REPORT

Management Report-Jay asked Tami to introduce new Operations Assistant Shasia Holthusen. Lori announced that Danielle will be leaving at the end of February so Lori has posted the job opening for a new Mobility Assistant.

Commissioner Smith asked how the hydrogen hookups are going. Jay said that the bus that the device was placed in has been in the shop so many times that we are in the process of deciding if we should move the device to another bus or not.

Policy Committee- Equipment Use Policy- Jay said he borrowed parts of this policy from a federal document as the district falls under federal requirements because we receive federal funding and so this policy and procedure follows all the federal rules we need to comply with. Commissioner Gearin noted that there are two places where the word Government was to be replaced by District. Commissioner Smith said he thought that there is always a separation of the Board Policies from Employee Policies. Jay said this is one area where they overlap because both Board and staff have been issued district equipment so we need a consistent policy across both levels to show what the allowed usage is. Commissioner Smith asked if the same procedure was going to be put in the Employee's Policy manual. Jay said yes it was. Commissioner Smith asked why. Chair Lewicki said the attachment is what is actually going into the employee policy manual which is a detailed procedure that actually supports the Board policy but is not a part of the policy. Jay said that we discussed removing the procedure from the Board policy but he argued to keep the procedures in because the Board needs to know what the dos and don'ts are under federal rules. Commissioner Smith said as Board members we cannot dictate employee policies and he does not feel that Board Policy should dictate anything but Board policy. Commissioner Gearin said that Board policy can dictate the use of district owned equipment because the Board dictates policy for the district and this is about district owned equipment. Jay said that an employee policy cannot contradict Board policy. Jay said the board needs to only approve the policy today not the procedures.

Commissioner Gearin moved to approve the Board Equipment Use Policy

Commissioner Goforth seconded the motion

Commissioner Gearin- Aye

Commissioner Widener- Aye

Commissioner Goforth- Aye

Commissioner Smith – Nay

Chair Lewicki- Aye

Motion passed.


12. OTHER ITEMS:

- The new Board Agenda format was discussed and it was suggested that for next month's agenda there will be an asterisk placed next to the agenda items that may require Board action.
- Commissioner Smith asked if we would try not to use acronyms in the documents for the board as they can be confusing.
- Jay reminded the Board about the Board training being held at the Transit Center on January 7th from 9 to 12 Noon with George Dunkel.
- Lori invited the Board and employees to participate in the annual Holiday Adopt a Family for this year. Every year a family in need is provided with gifts and food through employee donations which are delivered to the family by one of our busses. Lori asked that anyone interested contact her for more information.

13. PUBLIC COMMENT: None

Meeting was adjourned at 11:50 AM

Mary Parker, Recording Secretary



Commissioner Carol Gearin, Secretary/Treasurer

Date 1/29/14

Mission Statement

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



OREGON SECRETARY OF STATE
► Corporation Division

HOME

[business information center](#)
[business name search](#)
[oregon business guide](#)
[referral list](#)
[business registry/renewal](#)
[forms/fees](#)
[notary public](#)
[uniform commercial code](#)
[uniform commercial code search](#)
[documents & data services](#)

Business Name Search

[New Search](#) [Printer Friendly](#)

Business Entity Data

05-12-2014
10:38

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
103444-97	ABN	INA		09-17-2002		
Entity Name	NORTHWEST RIDE CENTER					
Foreign Name						
Affidavit?	N					

[New Search](#) [Printer Friendly](#)

Associated Names

Type	PPB	PRINCIPAL PLACE OF BUSINESS			
Addr 1	465 NE SKIPANON				
Addr 2					
CSZ	WARRENTON	OR	97146	Country	UNITED STATES OF AMERICA

The Authorized Representative address is the mailing address for this business.

Type	REP	AUTHORIZED REPRESENTATIVE	Start Date	09-17-2002	Resign Date
Name	CINDY	L	HOWE		
Addr 1	465 NE SKIPANON				
Addr 2					
CSZ	WARRENTON	OR	97146	Country	UNITED STATES OF AMERICA

Type	REG	REGISTRANT			
Not of Record	SUNSET EMPIRE TRANSPORTATION				
Addr 1	465 NE SKIPANON				
Addr 2					
CSZ	WARRENTON	OR	97146	Country	UNITED STATES OF AMERICA

[New Search](#) [Printer Friendly](#) **Name History**

Business Entity Name	Name Type	Name Status	Start Date	End Date
NORTHWEST RIDE CENTER	EN	CUR	09-17-2002	

Please read before ordering Copies.

[New Search](#) [Printer Friendly](#) **Summary History**

Image Available	Action	Transaction Date	Effective Date	Status	Name/Agent Change	Dissolved By
	FAILURE TO RENEW	09-18-2010		SYS		
	RENEWAL PAYMENT	08-14-2008	08-13-2008	SYS		
	RENEWAL PAYMENT	08-08-2006	08-07-2006	SYS		
	RENEWAL PAYMENT	08-13-2004		SYS		
	APPLICATION FOR REGISTRATION	09-17-2002		FI	Representative	

[New Search](#) [Printer Friendly](#) **Counties**

Counties Filed

Clatsop, Columbia, Tillamook

Counties Not Filed (but not necessarily available)

Baker, Benton, Clackamas, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill

[About Us](#) | [Announcements](#) | [Laws & Rules](#) | [Feedback Policy](#) | [SOS Home](#) | [Oregon Blue Book](#) | [Oregon.gov](#)

For comments or suggestions regarding the operation of this site, please contact : corporation.division@state.or.us



© 2014 Oregon Secretary of State. All Rights Reserved.

2

HOME

OREGON SECRETARY OF STATE
Corporation Division

business information center **business name search** oregon business guide

referral list business registry/renewal forms/fees notary public

uniform commercial code uniform commercial code search documents & data services

Business Name Search

[New Search](#)

[Printer Friendly](#)

Business Entity Data

08-01-2014

09:10

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
720022-99	ABN	ACT		11-05-2010	11-05-2014	
Entity Name NORTHWEST RIDE CENTER						
Foreign Name						
Affidavit? N						

[New Search](#)

[Printer Friendly](#)

Associated Names

Type	PPB	PRINCIPAL PLACE OF BUSINESS			
Addr 1	465 NE SKIPANON DR				
Addr 2					
CSZ	WARRENTON	OR	97146	Country	UNITED STATES OF AMERICA

The Authorized Representative address is the mailing address for this business.

Type	REP	AUTHORIZED REPRESENTATIVE	Start Date	10-30-2012	Resign Date
Name	JAY	FLINT			
Addr 1	900 MARINE DR				
Addr 2					
CSZ	ASTORIA	OR	97103	Country	UNITED STATES OF AMERICA


Type	REG	REGISTRANT			
Name	JAY	FLINT			
Addr 1	900 MARINE DR				
Addr 2					
CSZ	ASTORIA	OR	97103	Country	UNITED STATES OF AMERICA

[New Search](#) [Printer Friendly](#) **Name History**

Business Entity Name	Name Type	Name Status	Start Date	End Date
	NORTHWEST RIDE CENTER	EN	CUR	11-05-2010

Please read before ordering Copies.

[New Search](#) [Printer Friendly](#) **Summary History**

Image Available	Action	Transaction Date	Effective Date	Status	Name/Agent Change	Dissolved By
	AMENDMENT OF REGISTRATION	10-30-2012		FI	Representative	
	RENEWAL PAYMENT	10-11-2012		SYS		
	APPLICATION FOR REGISTRATION	11-05-2010		FI	Representative	

[New Search](#) [Printer Friendly](#) **Counties**

Counties Filed

Clatsop, Columbia, Tillamook

Counties Not Filed (but not necessarily available)

Baker, Benton, Clackamas, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill

[About Us](#) | [Announcements](#) | [Laws & Rules](#) | [Feedback Policy](#) | [SOS Home](#) | [Oregon Blue Book](#) | [Oregon.gov](#)

For comments or suggestions regarding the operation of this site, please contact : corporation.division@state.or.us



© 2014 Oregon Secretary of State. All Rights Reserved.

Tri-Met's DBA
K-2000



Phone: (503) 988-2200
Fax: (503) 378-4381

Assumed Business Name - Amendment

Secretary of State
Corporation Division
255 Capitol St. NE, Suite 151
Salem, OR 97310-1327
FilingOregon.com

FILED

OCT 06 2008

REGISTRY NUMBER: 721744-86

In accordance with Oregon Revised Statute 182.410-182.480, the information on this application is public record. We must release this information to all parties upon request and it will be posted on our website.

OREGON
SECRETARY OF STATE
For office use only

Please Type or Print Legibly in Black Ink. Attach Additional Sheet if Necessary.

To change business name use new registration, Form 101.

1) ASSUMED BUSINESS NAME: Tri-Met

2) DESCRIPTION OF BUSINESS: Mass Transit District

3) PRINCIPAL PLACE OF BUSINESS (Street address, city, state, zip):
4012 S.E. 17th Avenue
Portland, Oregon 97202

4) NAME OF AUTHORIZED REPRESENTATIVE (One name only):
CONTINUING NEW
M. Brian Playfair

5) MAILING ADDRESS OF AUTHORIZED REPRESENTATIVE:
TriMet
4012 S.E. 17th Avenue, Portland, Oregon 97202

6) REGISTRANTS/OWNERS (List name and publicly available street address of each person or entity who will conduct or transact business under the assumed business name.) (All new registrants must be listed. If registrants are withdrawing, both continuing and withdrawing registrants must be listed.)

NEW REGISTRANTS (Name, Street Address)	CONTINUING REGISTRANTS (Name, Street Address)	WITHDRAWING REGISTRANTS
	<u>Tri-County Metropolitan</u>	
	<u>Transportation District of Oregon</u>	
	<u>4012 S.E. 17th Avenue</u>	
	<u>Portland, Oregon 97202</u>	

7) COUNTIES

<input checked="" type="checkbox"/> ALL COUNTIES (Statewide)	<input type="checkbox"/> Baker	<input type="checkbox"/> Crook	<input type="checkbox"/> Harney	<input type="checkbox"/> Lake	<input type="checkbox"/> Morrow	<input type="checkbox"/> Union
<input type="checkbox"/> Clackamas	<input type="checkbox"/> Benton	<input type="checkbox"/> Curry	<input type="checkbox"/> Hood River	<input type="checkbox"/> Lane	<input type="checkbox"/> Multnomah	<input type="checkbox"/> Wasco
<input type="checkbox"/> Clatsop	<input type="checkbox"/> Clatsop	<input type="checkbox"/> Douglas	<input type="checkbox"/> Jackson	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Polk	<input type="checkbox"/> Washington
<input type="checkbox"/> Columbia	<input type="checkbox"/> Columbia	<input type="checkbox"/> Gilliam	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Linn	<input type="checkbox"/> Sherman	<input type="checkbox"/> Wheeler
<input type="checkbox"/> Coos	<input type="checkbox"/> Coos	<input type="checkbox"/> Grant	<input type="checkbox"/> Josephine	<input type="checkbox"/> Malheur	<input type="checkbox"/> Tillamook	<input type="checkbox"/> Yamhill
	<input type="checkbox"/> Deschutes	<input type="checkbox"/> Grant	<input type="checkbox"/> Josephine	<input type="checkbox"/> Marion	<input type="checkbox"/> Umatilla	

8) SIGNATURES Any change requires a signature. New registrants must sign. If any registrants are WITHDRAWING, withdrawing Registrants or Authorized Representative must sign. If there is a change of Authorized Representative, all registrants must sign.

Tri-County Metropolitan Transportation District of Oregon

By: M. Brian Playfair
Name and Title: M. Brian Playfair, General Counsel

9) CONTACT NAME (To make questions with this filing.) DAYTIME PHONE NUMBER (include area code.)

M. Brian Playfair 503 - 962-3037

FEE'S

No Processing Fee
Continuation Copy (Optional) \$5.

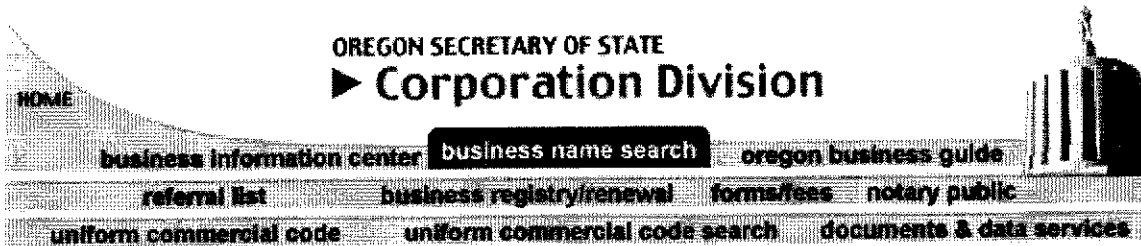
102 (Rev. 9/97)

TRI-MET



72174486-10500227 AMDREG

TOTAL P. 02



Business Name Search

[New Search](#) [Printer Friendly](#)

Business Entity Data

06-26-2014
12:24

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
721744-86	ABN	ACT		12-08-1999	12-08-2015	
Entity Name	TRI-MET					
Foreign Name						
Affidavit?	Y					

[New Search](#) [Printer Friendly](#)

Associated Names

Type	PPB	PRINCIPAL PLACE OF BUSINESS			
Addr 1	1800 SW FIRST AVE STE 300				
Addr 2					
CSZ	PORTLAND	OR	97201	Country	UNITED STATES OF AMERICA

The Authorized Representative address is the mailing address for this business.

Type	REP	AUTHORIZED REPRESENTATIVE	Start Date	11-23-2013	Resign Date
Name	SHELLEY	DEVINE			
Addr 1	TRIMET LEGAL DEPT				
Addr 2	1800 SW FIRST AVENUE SUITE 300				
CSZ	PORTLAND	OR	97201	Country	UNITED STATES OF AMERICA






Type	REG	REGISTRANT			
Not of Record	TRI-COUNTY METRO TRANSPORTATION DISTRICT OF OREGON				
Addr 1	1800 SW FIRST AVENUE SUITE 300				
Addr 2					
CSZ	PORTLAND	OR	97201	Country	UNITED STATES OF AMERICA

[New Search](#) [Printer Friendly](#) **Name History**

Business Entity Name	Name Type	Name Status	Start Date	End Date
	TRI-MET	EN	CUR	12-08-1999

Please read before ordering Copies.

[New Search](#) [Printer Friendly](#) **Summary History**

Image Available	Action	Transaction Date	Effective Date	Status	Name/Agent Change	Dissolved By
	AMENDMENT OF REGISTRATION	11-23-2013		FI	Representative	
	RENEWAL OF REGISTRATION	11-13-2013		FI		
	RENEWAL PAYMENT	10-26-2011	10-25-2011	SYS		
	AMENDMENT OF REGISTRATION	10-10-2011		FI		
	AMENDMENT OF REGISTRATION	10-07-2011		FI	Representative	
	RENEWAL PAYMENT	10-29-2009	10-28-2009	SYS		
	AMENDMENT OF REGISTRATION	10-06-2008		FI	Representative	
	RENEWAL PAYMENT	10-24-2007	10-23-2007	SYS		
	AMENDMENT OF REGISTRATION	08-23-2007		FI	Representative	
	RENEWAL PAYMENT	11-03-2005		SYS		
	RENEWAL PAYMENT	11-10-2003	11-07-2003	SYS		
	RENEWAL PAYMENT	11-01-2001		SYS		
	NEW FILING	12-08-1999		FI		
	AFFIDAVIT	12-08-1999		FI		

[New Search](#) [Printer Friendly](#) **Counties**

Counties Filed

All Counties Filed.



Assumed Business Name - Amendment

Secretary of State - Corporation Division - 255 Capitol St. NE, Suite 151 - Salem, OR 97310-1327 - <http://www.FilingInOregon.com> - Phone: (503) 986-2200



REGISTRY NUMBER: _____

In accordance with Oregon Revised Statute 192.410-192.490, the information on this application is public record. We must release this information to all parties upon request and it will be posted on our website.

For office use only

Please Type or Print Legibly in Black Ink. Attach Additional Sheet if Necessary.

1. CURRENT BUSINESS NAME: _____

2. NEW BUSINESS NAME: (If changed) _____

3. DESCRIPTION OF BUSINESS: _____

4. PRINCIPAL PLACE OF BUSINESS: (Address, city, state, zip) _____

5. NAME OF AUTHORIZED REPRESENTATIVE: (One name only) CONTINUING or NEW

6. MAILING ADDRESS OF AUTHORIZED REPRESENTATIVE: _____

7. REGISTRANTS/OWNERS: (List name and publicly available street address of each person or entity who will conduct or transact business under the assumed business name.) (All new registrants must be listed. If any registrants are WITHDRAWING; withdrawing, new and/or continuing registrants must be listed.)

a. NEW REGISTRANTS/OWNERS: Street Address City State Zip

b. CONTINUING REGISTRANTS/OWNERS: Street Address City State Zip

c. WITHDRAWING REGISTRANTS/OWNERS: _____

8. COUNTIES:
- | | | | | | |
|--|------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Baker | <input type="checkbox"/> Crook | <input type="checkbox"/> Harney | <input type="checkbox"/> Lake | <input type="checkbox"/> Morrow | <input type="checkbox"/> Union |
| <input type="checkbox"/> Benton | <input type="checkbox"/> Curry | <input type="checkbox"/> Hood River | <input type="checkbox"/> Lane | <input type="checkbox"/> Multnomah | <input type="checkbox"/> Wallowa |
| <input type="checkbox"/> ALL COUNTIES
(Statewide) | <input type="checkbox"/> Clackamas | <input type="checkbox"/> Deschutes | <input type="checkbox"/> Jackson | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Polk |
| | <input type="checkbox"/> Clatsop | <input type="checkbox"/> Douglas | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Linn | <input type="checkbox"/> Sherman |
| | <input type="checkbox"/> Columbia | <input type="checkbox"/> Gilliam | <input type="checkbox"/> Josephine | <input type="checkbox"/> Malheur | <input type="checkbox"/> Tillamook |
| | <input type="checkbox"/> Coos | <input type="checkbox"/> Grant | <input type="checkbox"/> Klamath | <input type="checkbox"/> Marion | <input type="checkbox"/> Umatilla |
| | | | | <input type="checkbox"/> Yamhill | |

9. SIGNATURE(S): Any change requires a signature. New registrants must sign.

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment or both.

Signature: _____

Printed Name: _____

CONTACT NAME: (To resolve questions with this filing) _____

PHONE NUMBER: (Include area code) _____

FEES

If Changing Business Name **\$50**
No Fee For Other Changes

Processing Fees are nonrefundable. Please make check payable to "Corporation Division".

Free copies are available at FilingInOregon.com using the Business Name Search program.

HAROLD A. SNOW
JEANYSE R. SNOW

SNOW & SNOW
ATTORNEYS AT LAW
801 COMMERCIAL STREET
P.O. BOX 508
ASTORIA, OREGON 97103

TELEPHONE (503) 325-2511
FAX (503) 325-6453

RECEIVED
MAY 19 2014

old

May 16, 2014

Diana Bartolotta, Executive Director
Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon 97103

Re: District Name - Assumed Business Name

Dear Diana:

Enclosed is the Oregon Statute relating to the change of name procedure for a special district, ORS 198.793. Did the District follow the procedure?

I spoke to the Corporation Division about an assumed business name (ABN) for the district. Folks seemed rather confused and forwarded us to the supervisor, etc. Eventually we were told that they would issue an ABN for us if we provided them proof that we were a special district "in good standing" from some entity that we report to, or are supervised by. Or it could be evidence of our proper formation i.e., a copy of the original formation order of the Clatsop County Board. This will serve to register us at the Corporation Division.

We then send this evidence along with our application to amend the ABN that is issued under Jay Flint's name. Our office can handle that application, if you wish.

SETD can have multiple ABN's which is perhaps what you need for Ride Care? The same would apply to Ride Next. I am not sure what these names represent.

Let me know about the change of name issue. We want to apply for the ABN under our current legal name, or if need, reverse the name change before we apply.

I am also enclosing a copy of ORS 198.782. SETD is a "municipal corporation" for purpose of that statute. Because the Secretary of State has no record of SETD, it appears that the statute was not followed. Was SETD created after October 3, 1979? At any rate, I suggest we send a copy of our formation order to the Secretary of State's Office.

Very truly yours,

SNOW & SNOW



Jeanyse R. Snow

JRS/mjp

C:\WPData2\Letters 2014\setd05.16.wpd

Enclosure

persons shown on the form filed under subsection (1) of this section as having made the deposit. If the costs exceed the amount of the proceeds, the chief petitioners shall pay to the county treasurer the amount of the excess costs.

(4) Notwithstanding subsection (1) of this section, the costs of proceedings initiated by a county or district board, excluding costs incurred by a local government boundary commission under ORS 199.410 to 199.519, shall be paid by the initiating board out of county or district funds. [1971 c.727 §20; 1983 c.567 §19]

198.780 Filing of duplicates of certain documents. (1) Within 10 days after a document referred to by subsection (2) of this section is entered, adopted or executed, the board that entered, adopted or executed the document shall file duplicate copies of the document with the Department of Revenue, the Secretary of State and with the county clerk and the county assessor of each county in which any district affected by the document is located.

(2) This section applies to:

(a) An order of formation entered by the county board under ORS 198.810 to 198.840.

(b) An order of annexation entered by the county board under ORS 198.850 to 198.867.

(c) An order of withdrawal entered by the county board under ORS 198.875.

(d) A resolution of merger adopted by the district board under ORS 198.910.

(e) A resolution of consolidation adopted by the district board under ORS 198.910.

(f) The statement executed by the board of trustees of a dissolving district under ORS 198.945. [1971 c.727 §21; 1977 c.884 §1]

198.782 ~~Persons who are not~~ **Persons who are not** ~~incorporated or formed in this state after October 3, 1979, shall receive or disburse moneys or transact business of any kind until a notice of incorporation or formation has been filed with the Secretary of State by the corporation.~~ [1971 c.727 §21; 1977 c.884 §1]

Note: 198.782 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 198 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

198.785 Proceeding to contest validity of formation or change of organization.

(1) If the county clerk refuses to accept and file a petition for formation or for change of organization, or if the county board refuses to call a special election as provided by ORS 198.705 to 198.955, any citizen of the affected district or territory may appeal within 10 days

after such refusal to the circuit court of the principal county for a writ of mandamus to compel the county board or county clerk to do so. If it is decided by the circuit court that the petition for formation or change of organization is legally sufficient and the requisite number of signatures is attached, the circuit court shall direct the county board to call the election. The suit shall be advanced on the docket and decided by the circuit court as quickly as possible. Either party may appeal as provided for appeals in other proceedings.

(2) An action to determine the validity of a formation or change of organization proceeding may also be brought pursuant to ORS 33.710 and 33.720 or 34.010 to 34.100.

(3) For the purpose of an action to determine or contest the validity of a formation or change of organization, the formation or change shall be considered complete and final upon the date the order of formation or the order, resolution or statement announcing a change of organization is filed with the county clerk as provided by ORS 198.780. [1971 c.727 §22; 1979 c.562 §7; 1979 c.772 §15a]

198.790 Rights of creditors after change of organization; enforcement. No change of organization, or any term or condition thereof, shall impair the rights of any bondholder or other creditor of a district. Notwithstanding ORS 198.705 to 198.955, or of any order changing the organization of a district, or any term or condition thereof, each and every bondholder or other creditor may enforce all the rights of the bondholder or other creditor in the same manner and to the same extent as if the change of organization, term or condition had not been made. Any such rights may also be enforced against agencies, and their respective officers, as follows:

(1) Upon annexation or withdrawal of territory: Against the district to or from which the territory is annexed or withdrawn.

(2) Upon dissolution of a district: Against the successor city, county or district or against a city, county or district receiving distribution of all or any part of the remaining assets of the dissolved district.

(3) Upon merger of two or more districts: Against the surviving district.

(4) Upon consolidation of two or more districts: Against the successor district. [1971 c.727 §23]

198.792 District formation or annexation proceedings to relieve public health danger. (1) Proceedings may be initiated by the county board or any other public agency in accordance with ORS 431.705 to 431.760:

(a) To annex the affected territory to a district, as defined by ORS 431.705; or

(b) To form a metropolitan service district as authorized by ORS chapter 268, or a county service district as authorized by ORS chapter 451, to include the affected territory.

(2) The findings of the Director of the Oregon Health Authority when filed with the county board in accordance with ORS 431.735 or 431.750 shall be considered a petition for the purposes of ORS 198.705 to 198.955. The county board of the principal county shall conduct proceedings in accordance with the findings and order of the director and with ORS 198.705 to 198.955.

(3) In proceedings described by subsection (1) of this section, the county board shall determine whether the affected territory shall be included in a new district or annexed to an existing district. The county board shall not inquire into the need for the proposed service facilities or adjust the boundaries of the affected territory. ORS 198.805 (2), and the provisions of ORS 198.810 and 198.815 providing for an election on the formation of or annexation to a district, do not apply to proceedings under this section. [1973 c.361 §14; 2009 c.595 §175]

198.793 Change of district name. (1) A district may change its name from the name given it in the formation order of the county board under ORS 198.810, or from the name under which it was otherwise incorporated, to a name chosen by resolution of a majority of the members of the district board.

(2) A district board shall not adopt a resolution for a district name change without first publishing notice of the proposed name change under ORS 198.730 (2) and holding a hearing on the matter.

(3) The resolution for a district name change shall take effect 30 days after adoption by the district board unless a petition objecting to the name change is filed as provided in this subsection within those 30 days. The requirements for preparing, circulating and filing a petition under this subsection shall be as provided for an initiative petition in ORS 255.135 to 255.205. If a majority of the electors voting on the question approve the name change, it shall be effective immediately. [1979 c.272 §2; 1983 c.350 §6]

198.794 Effect of district name change; notification to certain officials. (1) All powers, rights, duties and obligations of a district which has adopted a new name under ORS 198.793 shall be continued under the new name. All references to the prior name of the district shall be considered references to the new name.

(2) A district changing its name under ORS 198.793 shall, immediately upon effectiveness of the change, certify the name change to the Director of the Department of

Revenue, the county treasurer of the principal county and the county clerk and county assessor of each county in which the district is situated. [1979 c.272 §3]

(Formation)

198.795 Jurisdiction over district formation; duration of jurisdiction. For purposes of a formation proceeding, the county board where the petition is filed shall have original and, except as provided by ORS 199.410 to 199.519, exclusive jurisdiction, coextensive with the boundaries of the proposed district, without regard to county lines. For all purposes under ORS 198.705 to 198.955, the jurisdiction of the county board of the principal county shall continue from the time a district is formed until the district is dissolved. [1971 c.727 §6]

198.800 Formation petition; hearing; notice of hearing. (1) A petition for formation must be filed with the county board of the principal county. Before the petition is filed, the petition must be endorsed by any agency required by the principal Act to endorse or approve the petition. If the petition satisfies the requirements of ORS 198.748, 198.749 and 198.750 to 198.775 and is otherwise sufficient under the principal Act, the county board shall:

(a) If the county is within the jurisdiction of a local government boundary commission, file the petition with the boundary commission within 10 days after the petition is filed with the board; or

(b) Set a date for a hearing on the petition. The hearing may not be held less than 30 days or more than 50 days after the date the petition is filed.

(2) The county board shall cause notice of the hearing to be posted in at least three public places and published by two insertions in a newspaper. The notice shall state:

(a) The purpose for which the district is to be formed.

(b) The name and boundaries of the proposed district.

(c) The time and place of the hearing on the petition.

(d) That all interested persons may appear and be heard.

(3) Except as provided in subsection (1)(a) of this section, this section and ORS 198.805 do not apply in areas subject to the jurisdiction of a local government boundary commission. [1971 c.727 §24; 1983 c.336 §20; 1989 c.92 §5; 2005 c.747 §1]

198.805 Conduct of hearing; standards for formation; notice to nonappearing landowner; order for dissolution. (1) At the time stated in the notice, the county

tory 30 days prior to the date a proceeding is commenced under ORS 198.705 to 198.955.

(20) "Withdrawal" includes the detachment, disconnection or exclusion of territory from an existing district. [1971 c.727 §1; 1981 c.804 §72; 1983 c.83 §7; 2003 c.14 §98; 2007 c.179 §6; 2007 c.562 §22c]

198.710 [1971 c.727 §2; 1975 c.782 §48c; 1977 c.756 §4; 1979 c.108 §5; 1979 c.877 §1; 1981 c.226 §21; repealed by 2007 c.179 §9]

198.715 Short title; procedure for formation or change of organization. (1) ORS 198.705 to 198.955 may be cited as the District Boundary Procedure Act.

(2) Except as otherwise provided by ORS 199.410 to 199.519, all district formation or change of organization proceedings shall be initiated, conducted and completed as provided by ORS 198.705 to 198.955. However, ORS 198.705 to 198.955 are not intended to apply when a change of organization is made by statute as provided by ORS 222.510 to 222.580, 451.573 to 451.577 and 451.585. [1971 c.727 §4]

198.720 Boundaries; filing boundary change with county assessor and Department of Revenue. Except as otherwise specifically provided by the principal Act:

(1) A district may consist of contiguous or noncontiguous territory located in one or more adjoining counties. If any part of the territory subject to a petition for formation or annexation is within a city, the petition shall be accompanied by a certified copy of a resolution of the governing body of the city approving the petition.

(2) A district may not include territory included within another district formed under the same principal Act when the other district is authorized to perform and is performing the services the affected district is authorized to perform, unless:

(a) Withdrawal of such territory is proposed and the territory is withdrawn by withdrawal proceedings conducted in the other district simultaneously with the formation or annexation proceedings, and the proposed boundary changes are approved for both districts; or

(b) The principal Act provides for automatic withdrawal of the affected territory in such a case.

(3) The boundary lines of a district formed under ORS 198.705 to 198.955 shall include only such territory as may in reason be served by the facilities or services of the district.

(4) For purposes of ad valorem taxation, a boundary change must be filed in final approved form with the county assessor and the Department of Revenue as provided in ORS 308.225. [1971 c.727 §5; 2001 c.138 §2]

198.725 Procedure when two counties affected. If there are two or more affected counties in a proceeding under ORS 198.705 to 198.955, any notices, proceedings, orders or any other act authorized or required to be given, taken or made by the county board, the county clerk or any other officer of a county, shall be given, taken or made by the persons holding such offices in the principal county. Officers of an affected county other than the principal county shall cooperate with the officers of the principal county and shall furnish the officers of the principal county with such certificates, records or certified copies of records as may be necessary to enable the officers of the principal county to comply with ORS 198.705 to 198.955. [1971 c.727 §7]

198.727 Merger or consolidation; procedure when city joined to merged or consolidated districts. (1) A proposal to merge or consolidate districts may be initiated as provided in ORS 198.895.

(2) A proposal to merge or consolidate districts may provide that a city be joined to the surviving or successor district for the purpose of receiving service from the district.

(3) If a proposal to merge or consolidate districts includes a proposal to join a city to the surviving or successor district, the proposal may be initiated as provided in ORS 198.895. [1983 c.142 §5]

198.730 Notice. (1) Except as otherwise provided by ORS 198.705 to 198.955, when notice is required or authorized to be published, posted or mailed, it shall be published, posted or mailed as provided by this section. When notice is required to be given and the duty of giving the notice is not specifically enjoined upon some officer, agency or person, the county clerk or the secretary of the district board, as the case may be, shall give notice or cause it to be given.

(2) Notice required to be published shall be published in one or more newspapers of general circulation within the affected district. If any newspaper is of general circulation in two or more affected districts, publication in one such newspaper is sufficient publication for all such affected districts. If no newspaper is of general circulation within the affected district, the publication shall be made in a newspaper of general circulation within the principal county. Published notice of a hearing shall be commenced at least 15 days prior to the date specified in the notice for the hearing, and the last publication shall be made at least five days prior to the hearing.

(3) Notice required to be posted shall be posted on or near the doors of the meeting room of the district board or of the county

HAROLD A. SNOW
JEANYSE R. SNOW

SNOW & SNOW
ATTORNEYS AT LAW
801 COMMERCIAL STREET
P.O. BOX 508
ASTORIA, OREGON 97103

TELEPHONE (503) 325-2511
FAX (503) 325-6453

RECEIVED
JUN 05 REC'D

June 4, 2014

Diana Bartolotta, Executive Director
Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon 97103

Re: District Name - Assumed Business Name

Dear Diana:

Per my recent letter, we need a couple of things from you before we can apply for an assumed business name (ABN):

- 1) Proof that SETD is a special district "in good standing" to register the District at the Corporation Division;
- 2) A check to see if the District legally changed its name.

See the May 16th letter (a copy enclosed).

You also should check to see that the District is properly registered with the Secretary of State, per ORS 198.782.

Once the Corporation Division can "recognize" the District, our office can take care of the ABN and amending or cancelling the one in Flint's name.

Very truly yours,

SNOW & SNOW



Jeanyse R. Snow

JRS/mjp

C:\WPData2\Letters 2014\setd06.04.wpd

Enclosure

HAROLD A. SNOW
JEANYSE R. SNOW

SNOW & SNOW
ATTORNEYS AT LAW
801 COMMERCIAL STREET
P.O. BOX 508
ASTORIA, OREGON 97103

TELEPHONE (503) 325-2511
FAX (503) 325-6453

RECEIVED

JUN 30 2014

DLB

June 30, 2014

Diana Bartolotta, Executive Director
Sunset Empire Transportation District
900 Marine Drive
Astoria, Oregon 97103

Re: Name Change - Assumed Business Name

Dear Diana:

I agree with you that SETD's legal name was not changed, as the statutory procedure was not followed.

I am now of the opinion that SETD does not need to apply for an assumed business name(s) under the Oregon Assumed Business Name statutes. A special district is not listed as an "entity" pursuant to ORS 648.005 and therefore not required to register any assumed business names.

I bounced this off of Ron Downs, Attorney with Special Districts Association and he agrees. He also commented that in his many years with Special Districts, this issue had never come up.

Therefore, the District can adopt and discard various names for various functions, such as Ride Care, Ride Assist, or the joint name of the three county programs without any worry about registration or cancellation with the State.

The theoretical downside is that someone else could also use that name, i.e., its not protected. I don't think that it's a real world problem, as there doesn't seem to be any competition for these services.

The niggle I see is that the name "Northwest Ride Center" is now an ABN registered personally to Jay Flint. The District probably wants that cancelled. I am enclosing the cancellation form, which will require Jay Flint's signature and a \$50 processing fee.

The enclosed Secretary of State printout has the information you need for the cancellation form. If you wish, my office can contact Jay and get the form filled out. But we will need your check for \$50 for the filing fee.

Call if you have any questions.

Very truly yours,

SNOW & SNOW



Jeanyse R. Snow

JRS/mjp

CAWPData2\Letters 2014\setd06.30.wpd

Enclosures