



SUNSET EMPIRE TRANSPORTATION DISTRICT

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**SUNSET EMPIRE TRANSPORTATION DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES
April 26, 2012 9:00 AM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL-

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

Staff: Executive Director Flint, Scott Earls, Lori Karl, Mary Parker, Julia Takko, John Layton
Elisabeth Pietila

CHANGES TO AGENDA- None

APPROVAL OF MARCH MINUTES-

Commissioner Goforth motioned to approve the March 2012 meeting minutes.

Commissioner Gearin seconded the motion.

Motion passed by unanimous aye vote.

REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Lewicki- Reported that he was glad to be back after missing last month's meeting.

Commissioner Gassner- Reported that she was also glad to be back after missing last month's meeting. Commissioner Gassner said that she had received a couple of comments about the high water that occurs south of Seaside which causes the busses to be delayed and she asked how SETD alerted the public to such delays. Executive Director Flint said that during adverse conditions, John Layton updates the SETD Facebook and website continually. Flint also said that the bus drivers inform riders and communicate estimated delay times to other drivers, Operations and the Transit Center. The staff also posts route delay signs at the Transit Center. Commissioner Gassner said she had talked with a dental hygienist who works in Astoria and Portland that had recently rode the bus to

Portland and back and reported that they had a very pleasant experience. Commissioner Gassner also reported she is now on the Wauna Federal Credit Union's Board of Directors.

Commissioner Goforth- Reported that she had received a check for \$5.40 to cover travel costs for being questioned by the Grand Jury. She said she waited from 1010 AM until 4:10 PM before they called her in.

Commissioner Kee- No report

Commissioner Gearin- No report

Commissioner Fenski- Reported that she had also received her check for the Grand Jury and she also had to wait for quite awhile before she went in.

Chair Bline- Reported that he had also received a check for \$7.40 his check to cover his travel to the Grand Jury.

FINANCIAL REPORTS

Commissioner Fenske asked what the charges at the Holiday Inn were for. Executive Director Flint said these expenses were for the TriMet OBSS installation and trainers that have been working with staff at the NWRC. The installation and training is free but the NWRC pays for their mileage, meals and overnight accommodations. Commissioner Gearin asked why the names aren't on the credit card report. Julia Takko said that it was decided at the last Board meeting to just include the credit card summary and not the individual reports. Chair Bline asked about a large deposit that was transferred from the NWRC to SETD. Executive Director Flint said it was transferred to cover payroll allocations for July through January. Chair Bline asked if the payment to the Astoria School District was for the bus maintenance. Executive Director Flint said it was. Commissioner Gearin asked about the aging report and the outstanding \$8000 that is owed to Fort Clatsop. Executive Director Flint said he has been in contact with the FTA and Fort Clatsop about this and is continuing to try to clarify if we actually owe this. He is in the process of updating our TEAM designation which allows us access to past records as this has to do with reimbursements we received in 2010. Commissioner Fenske said she would be surprised if we owed them anything and that the process for receiving reimbursement from the federal parks had been very slow. Julie Takko said that when Brenda Higgins was helping set up Quick Books she had said that we still owe this to Fort Clatsop. Commissioner Gearin asked about the balance owed to SDAO. Executive Director Flint said that we are up to date with the monthly premiums and we will have paid back \$195,000 by June of this year and will pay the remaining \$72,000 by December 2012. Chair Bline commented that last year's allowance for uniforms was quite low and that the allowance on next year's budget will probably need to be increased since more drivers are being hired. Executive Director Flint said that he had increased the uniform budget for next year and would like to possibly change the driver's uniform to button down shirts.

Commissioner Gearin made a motion to accept the March financials.

Commissioner Fenske seconded the motion.

The motion passed by unanimous aye vote.

OLD BUSINESS-

NWRC Audit: Executive Director Flint said that the NWRC Audit is still not complete. He spoke with the auditors and sent in reports last month but he was not informed of when they were going to complete the audit.

CORRESPONDENCE

Thank You Card- Providence Hospital Staff sent the SETD drivers a very nice thank you card and ergonomic cushion. Scott Earls reported that the cushion does not work well in a moving bus but will be put to use in the office.

Public Transit Letter- SETD received a letter from Michael Ward, ODOT Administrator, confirming the compliance of the SETD Preventative Maintenance plan. Mr. Ward complimented Scott Earls for working with ODOT to develop a plan that complies with the required maintenance schedules including the ongoing documentation and reporting.

NEW BUSINESS

Special Transportation Service Draft Policy - Executive Director Flint presented the draft policy which clarifies how SETD will comply with Federal and State regulations when providing additional transportation services other than regular fixed route. Executive Director Flint asked for input from the Board on each of the following compliance issues.

1. Augmented Fixed Route Service
2. Donated Services
3. Special Services
4. Charter Services

There was discussion of each issue. Board members made several suggestions and asked for clarification of all current services donated by SETD. There was also a request to have clarification of the organizations which are eligible and clear instructions for applying for donated services. These suggestions will be added to the draft policy. Executive Director Flint said that the application process will ensure that any donated services will be approved by the Board. Commissioner Lewicki commented that service donations are a way of marketing SETD. Allowable charter services were discussed and clarified. The Special Transportation Service Draft Policy has also been submitted to the FTA ombudsman for approval.

Commissioner Gassner made a motion to approve the Special Transportation Service Policy with changes discussed today and pending FTA approval.

Commissioner Gearin seconded the motion.

Motion passed by unanimous aye vote

EXECUTIVE DIRECTOR'S REPORT

Management Report- Several items on the Management Report were reviewed.

Audit Deficiency Report- This year's Audit findings have been added to the working Audit Deficiency Report. The current status of this report will be discussed at the next Board Meeting.

Budget Process- Executive Director Flint said he is planning on having 2 meetings for the Budget Process due to there being several uncertainties that are out there including the Cannon Beach Shuttle and several grants which will affect the budget.

Advertising Policy- Will be presented at the next Board Meeting but Jay is recommending that we have a work session to work on the advertising policy prior to the Board Meeting.

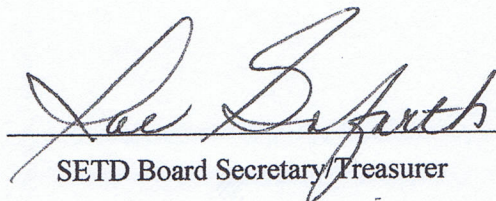
OTHER ITEMS-

Commissioner Gearin asked if the Board could be included in any future CPR and First Aid Training. Commissioner Gearin also asked about the Automatic External Defibrillator's that are going to be purchased. Lori Karl said that there will be one at the Transit Center and one at the Warrenton office. Commissioner Gearin asked if the Board could also be included in the AED training.

PUBLIC COMMENT-None

Meeting was adjourned at 11:55 AM

Mary Parker Recording Secretary



SETD Board Secretary/Treasurer

Date 6-28-12