



SUNSET EMPIRE TRANSPORTATION DISTRICT  
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## **BOARD MEETING MINUTES**

**April 22<sup>nd</sup>, 2010 9:00 a.m.**

**Meeting held at the Astoria Senior Center.**

**Members Present:** Chair Bline, Commissioners Goforth, Gannaway, Fenske

**Members Absent:** Commissioners Gaebel, Conner, Mendenhall

**Staff Present:** Executive Director Cindy Howe, Sarah Dailey, Lori Karl, Roni Shaw, Elisabeth Pietila, Tami Carlson

**Meeting called to order 9:05 a.m.**

### **COMMENTS FROM THE AUDIENCE**

Comments from the audience included a community member who regularly rides SETD's system, as well as Tillamook County Transit District (TCTD) and Columbia County Rider. She loves the system and loves the convenience of using the monthly pass. Her only recommendation would be for TCTD and SETD to make the end of the day connection.

There were several questions and compliments throughout the meeting about SETD's service area, and the Clatsop Community College pass program. Many were very excited to learn they could ride anywhere on the system using their college I.D.

**Nancy Karacand** from Astoria Dialysis commented how terrific SETD's services are. They have many dialysis clients who use Dial-A-Ride, who would otherwise be unable to get to their appointments. There are a number of clients who fall into a group who are not eligible for Medicaid, but do have very low-fixed income. Dialysis clients attend multiple appointments each week to retain a steady schedule. It is difficult for those clients to pay for Dial-A-Ride, even now at the lower rate. She thanked Tami Carlson for being so great over the phone.

**Director Howe** said now that she knows of the need, she can search for grant funds that could help reduce or cover the cost of the rides for those particular clients. She will see what she can find, and then approach Astoria Dialysis with the information.

**Paula Fisher** from the Astoria Senior Center explained how they ended up with a brand new bus. SETD applied for a grant for the purchase, and the Astoria Senior Center supplied the match of \$9,600. She told of the services offered by the center. She also shared that whenever possible SETD accommodated them with a bigger vehicle, if they have a larger group than their bus can carry.

### **CHANGES TO THE AGENDA**

Business items needing a quorum will be postponed until 9:30 when Commissioner Fenske arrives; otherwise the agenda remains the same.

### **APPROVAL OF MARCH MINUTES**

**COMMISSIONER GOFORTH MADE A MOTION TO APPROVE THE MARCH 2010 MINUTES. COMMISSIONER GANNAWAY SECONDED. ALL WERE IN FAVOR AND MOTION PASSED.**

### **REPORTS FROM CHAIR AND COMMISSIONERS**

**Commissioner Goforth** attended the Clatsop Community College Columbia Hall grand opening. It was really fantastic. She encouraged anyone who hasn't already, tour the new facility.

**Commissioner Gannaway** commented what a nice facility the Astoria Senior Center was.

**Chair Bline** reported on attending the Northwest Area Commission on Transportation (NWACT) meeting. The group is one of the inputs on decisions for Oregon Connect III projects. Oregon Connect III provides money for non-highway transportation projects. NWACT has made their regional list of priorities, and next week they will meet again to narrow down the list of requests for funds. One project request applicable to Astoria is the dock where the Coast Guard ships tie up by the Maritime Museum. The City of Astoria has requested Connect III funds to help do the repairs.

**Commissioner Fenske** reported attending a poverty simulation held at Astoria High School. Participants were randomly assigned family units, and given budgets and common scenarios to figure out. She said it was a valuable exercise, and there were many people from all over the county who participated. The simulation helped point out the gaps in meeting human service needs in Clatsop County.

### **FINANCIAL REPORTS FOR MARCH**

**COMMISSIONER FENSKE MADE A MOTION TO APPROVE THE MARCH FINANCIALS. COMMISSIONER GOFORTH SECONDED. ALL WERE IN FAVOR. MOTION PASSED.**

### **OLD BUSINESS**

#### **a. Board Policy Manual**

New SETD Board Policy Manual is finished. Copies were distributed to the board. It will be a great reference to the board for conducting business.

### **CORRESPONDENCE**

The Board acknowledged a Thank You card received from the Seaside Restoration House, a clean and sober living place for people needing assistance. Restoration House recently received tickets through the Ticket Bank.

**Elisabeth Pietila** gave a brief description of the new SETD Ticket Bank. It provides tickets to human service agencies within Clatsop County, who can then distribute them to their clients as needed. More information about using the Ticket Bank is available through RIDEPAL, a Passenger Assistant Link training program at SETD at the Astoria Transit Center.

## **NEW BUSINESS**

### **a. SETD Coordinated Transportation Plan-2010 Updates.**

**Director Howe** explained the SETD Coordinated Transportation Plan. SETD is required to have the plan by Oregon Department of Transportation and the Federal Transportation Association. The plan outlines the districts future plans and projects, all of which benefit the service and community. She reviewed the summarized list that was provided to the board and attendees. Some of items included are solar lighting for bus stops, upgraded technology on buses, purchase of hybrid vehicles, increased military and bariatric transport options. SETD is always searching for community members who would be interested in serving on its committees. She also talked about events SETD helps with, along with a new radio show that will be on 1370 KAST every fourth Thursday. It is called Talking Transit and will be used to discuss transit news, programs and to take calls to discuss things with listeners.

### **b. Appoint Budget Committee Officer**

**Chair Bline** appointed Director Howe as Budget Committee Officer for 2010.

### **c. Budget Committee**

The board had a brief discussion regarding two applicants who would like to serve on the SETD Budget Committee although there is currently only one opening. The board agreed which applicant they felt was best suited to the committee's needs at this time.

**Chair Bline** appointed Julie Heath as new budget committee laymember.

### **d. NNB Advertising Proposal**

Paul Mitchell from New Northwest Broadcasters submitted a letter to the SETD Board for a request to present a proposal for advertising on the buses. The board discussed the current advertising proposal, which does not allow any advertising. They feel the revenue gained would not be worthwhile. They would like to thank NNB for the request, but will decline interest at this time.

**Director Howe** mentioned the Astoria Bicentennial Committee's (ABC) request for possible decals on the back of the buses. The ABC Committee is non-profit and is the group planning the 2011 Astoria Bicentennial. The decals would be of no cost to SETD, and would be purchased by the ABC committee. The decals would be removable, and would be displayed temporarily. This kind of display could be an option for other communities within the county.

## **OTHER ITEMS**

### **a. Operations, Human Resources, and NWRC Reports**

SETD Staff were introduced.

**Lori Karl** explained her role as Human Resources at SETD.

**Tami Carlson** gave the Dial-A-Ride (DAR) report. In March there were 934 riders, for an average of 44.6 riders per day. There was a 39.8% increase in DAR passengers since March of 2009.

**Roni Shaw** provided a summary of the ridership report. Last week the district reached a record of 8,186 fixed route rides for the week.

**Elisabeth Pietila** gave the RIDEPAL report and explained the program further. As the Program Coordinator, she has been developing the brand new program which teaches people how to ride the bus. Learning to read a schedule and navigate the fixed route systems are what RIDEPAL is all about. The program also helps people learn what transportation options are available throughout the county. Clients receive free training, a bus pass, and recognition from the SETD board. RIDEPAL is also recruiting volunteers for those who are interested.

Chair

Meeting Adjourned at 10:40 a.m.

Sarah Dailey  
Recording Secretary

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Commissioner Goforth, Secretary/Treasurer