



SUNSET EMPIRE TRANSPORTATION DISTRICT

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SETD BOARD OF COMMISSIONERS

MEETING MINUTES

Thursday, August 25, 2011 9:00 A.M.

ASTORIA TRANSIT CENTER, 900 MARINE DRIVE, ASTORIA, OR 97103

MEMBERS PRESENT-

Chair Bline, Commissioner's Fenske, Goforth, Kee, Gaebel, Gearin.

MEMBERS ABSENT-

CHANGES TO AGENDA-

Chair Bline announced that the Board would be going into Executive Session to discuss the Executive Director agreement following the commissioners reports.

APPROVAL OF JULY MINUTES-

Commissioner Kee made a motion to approve the July 2011 Board Meeting Minutes.

Commissioner Goforth seconded the motion.

Motion passed by unanimous vote.

Commissioner Gaebel abstained from voting as she was absent from the meeting.

REPORTS FROM CHAIR AND COMMISSIONERS-

Chair Bline thanked Bob Gannaway for his many years of service as a commissioner on the SETD Board. In appreciation for his service, Mr. Gannaway was presented with an inscribed desk set from the SETD staff and Board. Mr. Gannaway thanked everyone and said it had been a pleasure working with the other Board members.

Commissioner Goforth attended NWRC Committee meeting. She said the committee is in need of more members. Commissioner Goforth also said there is a good article about seat belts in buses in the current AAA magazine.

Commissioner Kee said that one of the Chamber employees accidentally took the Route 10 instead of the Route 101 and said it was like taking a tour of Astoria. The Chamber is now going to recommend to tourists that they spend a \$1 and get on the bus for a tour of Astoria.

Commissioner Gaebel reported on the 5 County Regional Transit and Economic Development Workshop that she attended in Seaside on August 18th. This workshop was for the Department of Energy Grant that connects transportation between 5 counties. This was a 3 year grant which has 2 more years of funding available. There are plans to form a 501c3 and set up a board that will oversee the project forming partnerships with stakeholders so that this service it is sustainable. Bill Anderson added that he and Dan Schwanz have been very up front during previous meetings that this program has to be able to fund itself and if that is not successful SETD cannot carry the program. This is a pilot project and the program is being evaluated nationally.

EXECUTIVE SESSION-

Chair Bline announced that the Board will be going into Executive Session under ORS 192.660(2)(a) for the purpose of discussing the hiring a public officer.

Executive Session began at 9:14 am. Executive Session ended at 10:15 am.

Chair Bline reported that the Board had hoped to have the entire employment agreement for Mr. Flint to sign today but legal counsel needs to make some revisions next week. The Board will however be moving forward and Mr. Flint will begin service on September 1st with the salary and benefit package as proposed in the tentative agreement. We will approve the salary and benefit package in the tentative agreement and the duties and responsibilities of the job from addendum A and B.

Commissioner Gaebel made a motion that the Board authorize the chair to sign the contingency agreement subject to the final contract for James H. Flint for the position of Executive Director to start September 1, 2011.

Commissioner Gearin seconded the motion.

Motion passed by unanimous vote.

Commissioner Gaebel made a motion that the Board approve the salary, benefit package and goals and objectives as outline in addendums A and B effective immediately and starting September 1, 2011.

Commissioner Gearin seconded the motion.

Motion passed by unanimous vote.

FINANCIAL REPORTS-

Interim Executive Director Bill Anderson requested that the Board review the June 2010 thru July 2011 Financial (yearend) Statement and that they contact Julia with any questions. The Board will then approve the year end statement at the September 22nd Board Meeting. Interim Executive Director Anderson said it is important for the Board to understand all of the financial statements specifically in relation to the budget. The Board should

approve the profit and loss statement for July and should review the bank statements. Interim Executive Director Anderson recommended that the employees be able to utilize credit cards as a way of doing business and that the monthly bank statements for the credit card accounts also be submitted with the monthly financials for Board approval. There was discussion about the financials compared to the budget. Commissioner Gearin asked if there could be an explanation line added for items that are over budget.

Commissioner Gaebel made a motion to approve the July financials

Commissioner Goforth seconded the motion.

Motion passed by unanimous vote.

OLD BUSINESS-

Michael Ward letter- Board reviewed a letter sent to representatives Boone, Witt and Johnson concerning the plan to address the SEDT audit deficiency report.

Resolution 2011-09 Section 218 Agreement: Lori explained that this is a follow up from the July Board meeting. This resolution is authorizing employees to choose the type of social security or retirement plan they want to invest in. There was discussion about the wording of the resolution not being accurate. Lori explained that it was from a template she had been sent to use. Lori will confirm the wording and have the Resolution available at the September Board meeting .

CORRESPONDENCE-

Jean Palmateer sent a letter describing ODOT's expectations for Board education and the process of notification of the agreed monthly Audit Deficiency Report.

NEW BUSINESS-

Resolution 2011-08- Designates Board approval for opening a new account at Clatsop Bank that will be used for any funds received from the sale of or the purchase of bus and equipment sales.

Resolution passed by unanimous decision.

EXECUTIVE DIRECTORS REPORT-

Audit Deficiency Report: Interim Executive Director Bill Anderson reported that the Audit Deficiency Report will be updated for August with the completion and submission to the board of the financial reports and clerk training. Also a training log for Board Education has been created and will be updated and attached to the report each month.

OTHER ITEMS-

Board Member Resignation: Lylla Gaebel read her resignation letter to the Board which will be effective on September 15th.

Prospective Board Members: Letters of interest for serving on the SETD Board were received by Paul Lewicki and Julie Gassner. There was discussion of each of the candidates and the need to fill immediate and future vacancies on the Board.

Marcia Fenske made a motion to appoint Paul Lewicki to the SETD Board.

Rae Goforth seconded the motion.

Motion passed by unanimous decision.

Chair Bline will write a letter to Mr. Lewicki.

PUBLIC COMMENT-

None

MEETING ADJOURNED

11:00 AM

Recording Secretary

Mary Parker

Rae Goforth

SETD Board Secretary Treasurer