



SUNSET EMPIRE TRANSPORTATION DISTRICT  
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**BOARD MEETING MINUTES**  
**December 16, 2010 9:00 a.m.**

**Members Present:** Chair Bline, Commissioners Gannaway, Kee, Goforth, Fenske, Gaebel  
(arrived during discussion of the Financials)

**Members Absent:** Commissioner Conner

**Staff Present:** Sarah Dailey, Sharon Williams, Scott Earls, Elisabeth Pietila

**CALL TO ORDER 9:10 a.m.**

**CHANGES TO THE AGENDA**

Add a discussion item for selection of the auditor.

**APPROVAL OF NOVEMBER MINUTES**

**COMMISSIONER GOFORTH MADE A MOTION TO APPROVE THE NOVEMBER 2010 BOARD MEETING MINUTES. COMMISSIONER FENSKE SECONDED. ALL WERE IN FAVOR; MOTION PASSED.**

**REPORTS FROM CHAIR AND COMMISSIONERS**

**Commissioner Fenske** attended an Allies in Action event last week, and one of the volunteers knows some fifth graders who recently enjoyed a presentation from the The Bus Mobility department. They enjoyed learning about the bus. Also, Project Homeless Connect is coming up January 27<sup>th</sup> and she is hoping to volunteer that afternoon.

**Commissioner Kee** overheard some comments from bus riders while riding the Hwy 101 Express. They were wondering why The Bus closes early on December 11<sup>th</sup>. He also asked if The Bus hosts a table at the annual Astoria-Warrenton Chamber of Commerce Banquet.

There was a discussion regarding the closure happening each year due to the Staff Holiday Party. It's once a year and very important for staff. It was also said there was adequate discussion regarding this at the November board meeting.

**Director Howe** said we are a Platinum Sponsor of the Astoria-Warrenton Chamber, and are given a complimentary table at the banquet each year. We have not seen a flier yet but Sarah will find the information and forward it to the board.

**Chair Bline** reported on the last Northwest Area Commission on Transportation meeting. The tunnel project is out for bid and there is currently no further information about it. He also received information regarding the upcoming Special Districts Association of Oregon Annual Conference and he would like to attend.

**Sarah Dailey** said she will get the information and forward it to the board. Interested board members should let her know.

## **FINANCIAL REPORT**

### **a. Financial Update-Sharon Williams**

**Sharon Williams** has prepared the first balance sheet since beginning to sort and research the accounting books. She reviewed each section with the board. There are several areas that require additional information, which is currently being researched. One of the changes necessary is adding depreciation of assets; all grant funded assets cannot be depreciated. She can only go back as far as last fiscal year. Year's prior to that have been audited and cannot be corrected. They are also beginning to allocate expenses to each department according to equipment usage and employees.

**Commissioner Fenske** asked if the DMAP payments are now being received in a timely manner.

**Director Howe** said we now have about a 98% payment rate thanks to the hard work of John Layton and Jason Jones and payments are received every Tuesday.

**Sharon Williams** discussed this year's audit. SETD has continued to receive a general invoice statement from auditor Bill Cote who resigned from this year's audit. He has continuously requested payment for services he performed before resigning. SETD has continuously responded by requesting a detail of the scope of work performed, and will not supply payment until then. Sharon Williams also recommends having last year's audit agency, Boldt, Carlile & Smith do a single audit this year again, working closely with her. They know our entries from prior years, and she can work through any discrepancies with them. With permission from the board she can contact them to inquire whether they are interested.

**Director Howe** said the policy is the district goes out for bid for an auditor every three years. We can ask them for a one year extension. She does not have any issues with the agency; only with the way the audit was conducted the last two years because they had an ill employee and the work was not completed properly. Regardless, we need to file for an audit extension with the Oregon Department of Revenue.

**CHAIR BLINE MADE A MOTION TO ALLOW STAFF TO CONTACT LAST YEAR'S AUDIT AGENCY TO OFFER A CONTRACT EXTENSION TO PERFORM THIS YEAR'S SINGLE AUDIT, AND ASK FOR ASSISTANCE IN FILING AN AUDIT EXTENSION. COMMISSIONER FENSKE SECONDED. ALL WERE IN FAVOR; MOTION PASSED.**

**CHAIR BLINE MADE A MOTION TO ACCEPT THE FINANCIALS AS PRESENTED. COMMISSIONER GOFORTH SECONDED. COMMISSIONER GAEBEL ABSTAINED DUE TO ARRIVING IN THE MIDDLE OF THE DISCUSSION OF FINANCIALS. THE REST WERE IN FAVOR; MOTION PASSED.**

## **OLD BUSINESS**

None at this time.

## **NEW BUSINESS**

### **a. Review of Coordinated Plan Updates**

**Director Howe** gave an introduction, explaining the document was originally based on a directive by the federal government to develop a plan for human service transportation. In Oregon they included an additional category of the Working Poor. Clatsop County was one of the areas identified. The original plan was developed in 2007 and utilized Census 2000 data. New Census data is not yet available, but other updates bring the plan in line with district achievements, items in progress and new goals.

**Sarah Dailey** reviewed major sections of the plan that have received updates beginning with the maps on page 20. Thanks to John Layton and his hard work, maps that identify frequent stops and special needs populations. The maps were requested by Mary McArthur and the people that help with plan recommendations. The following section features service suggestions and each is followed with gray type providing updates. A detailed matrix of 2009 Progress and Action updates is also included. Page 28-29 feature another matrix of 2009-11 Service Enhancement Activities. There are updates since yesterday for this section, for potential future projects.

**Chair Bline** asked if some items are included for the best case scenario but may not actually happen.

**Sarah Dailey** said all potential projects must be included in case they could happen. The Coordinated Plan is referenced in the grant applications, and if a project is not listed in the plan it likely will not be funded.

**Director Howe** said the document is what all future plans are based on. We will continually reference the coordinated plan as it will strengthen any grant requests.

#### **b. Review & Adoption of SETD ADA Paratransit Policy**

**Elisabeth Pietila** reviewed the ADA Paratransit Policy draft. She has been working closely with the ADA consultant provided by ODOT to complete the document. The document reviews the definition of ADA Paratransit, policies, service area and hours. The document will also help the Mobility Department to build an ADA user guide. It has been sent to ODOT for final approval. The final document will be presented at the January board meeting for adoption with a very quick review; no additional copies will be provided at that time.

#### **CORRESPONDENCE**

None at this time.

#### **PRESENTATIONS**

##### **a. Department of Energy Grant**

**Director Howe** gave a Power Point presentation about the Department of Energy Grant project called GRO-Transit (Greening Rural Oregon). The \$3,046,000 million dollar project was awarded to Clatsop, Columbia, Tillamook, Lincoln and Benton Counties which comprise a group called the NWRTA (Northwest Regional Transit Alliance). The alliance agencies have many things in common and many differences which provided an opportunity. They honor each other's bus passes, connect to neighboring systems, provide links on each other's websites and printed schedules, include each in our coordinated plans, provide the same consistent information to clients, and share equipment and grant funding when appropriate. The project will be used to increase ridership with seasonal visitors and regional employers. Key objectives include linking of transit systems into one seamless system, develop and implement a coordinated service strategy, develop a recognizable marketing and branding strategy, establish an outreach and incentive program for employers and visitors, increase and coordinate services to seven days a week, identify other sustainable funding for long term operations, gather data, document lessons

learned and implement a speakers bureau to share successes with other groups around the country. The project requires three visits from the group to Washington D.C. during the next two years; grant monies provide funding for the visit. Columbia County is the lead agency on the project. They recently hired an attorney to review the intergovernmental agency (IGA) agreement. After the review is completed, the IGA will be presented to the SETD board. The project may also be used as a model for use in other parts of the country.

## **OTHER ITEMS**

### **a. Operations, Mobility Management, and NWRC Reports**

#### **1. Z-Card folding bus schedules**

Purchased with grant funds, the folding pocket schedules have arrived. There is one for both the north and south service areas. Board members were provided with one of each.

**Commissioner Goforth** asked about the denied ride on the NWRC monthly report.

**Director Howe** explained when there are no available providers for the requested trip it is noted as a denied ride. Usually this is due to the client calling the same day or day before the ride is needed, when providers already have full schedules.

**Director Howe** provided a brief update on other discussions and projects. The Fred Meyer stop is being considered for revisions to make it safer. Director Howe and the engineer contracted by Warrenton have had some discussions about this, and a couple other areas where grant-funded bus shelters are to be installed. She was recently invited to speak to the northwest contingent at the Leadership Summit in Portland about the Seaside Transit Center and Department of Energy projects. She spoke about what leadership and coordination are, and how preparations and frameworks in the State of Oregon are made for similar projects. She was also invited to testify at the House Committee Meeting and speak about the relationship between transportation and DMAP, and about the work SETD has done with the Veterans Administration to improve transportation options for veterans. For the Seaside Transit Center project, the site selection committee is currently reviewing seven identified potential locations.

Meeting Adjourned at 11:30 a.m.

Sarah Dailey  
Recording Secretary

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Commissioner Goforth, Secretary/Treasurer