



SUNSET EMPIRE TRANSPORTATION DISTRICT
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BOARD MEETING AGENDA -SETD BOARD OF COMMISSIONERS
Thursday February 23, 2012 9:00 AM
Meeting Minutes

Present: Chair Ron Bline, Executive Director Jay Flint, Commissioners Rae Goforth, Julie Gassner, Paul Lewicki, Marcia Fenske, Carol Gearin and Victor Kee

Excused: None

Staff: Operations- Scott Earls, Paratransit Dispatcher-Tami Carlson, Accounting-JuliaTakko, Human Resources-Lori Karl, Mobility Coordinator-Elisabeth Pietila, IS Specialist-John Layton, Executive Assistant-Mary Parker and NWRC Billing- Jason Jones

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA

Chair Bline moved Public Comment to follow the Approval of Minutes

4. APPROVAL OF JANUARY MINUTES

Chair Bline noted that the motion approving the Charging Station said the resolution passed unanimously and it should say passed.

Goeforth moved to approve the minutes as corrected; Gearin seconded the motion.

Bline, Lewiki, Gassner, Gearin and Goforth voted AYE: the vote passed 5/0

Kee and Fenske abstained due to being absent from the January meeting.

5. PUBLIC COMMENT

Craig Ambrose brought forth an incident in Seaside where he claimed that an SETD driver had not allowed him to bring his dog which he claims is a service animal on the bus. Ambrose said that he is a disabled veteran and his dog is a documented service animal with the VA and he has several letters from doctors verifying that the dog is a service animal as well. Ambrose stated that that there have

been several other times when he was not been allowed to bring his dog on the bus. He said he has called and complained but no one wants to do anything about it. Ambrose said that the driver in Seaside had called ahead to warn other drivers about him.

Executive Director Flint stated that he and Operations Manager Scott Earls had viewed the tapes from the buses on the day that Ambrose claimed he was denied a ride. Flint said it appeared that Ambrose had missed his original bus and was talking to the driver of the next bus but did not get on that bus. He also did not get on the next bus that came 3 hours later. Flint said that unfortunately Ambrose originally had missed his bus because he had looked at the weekday schedule instead of the weekend schedule. Flint said the driver of the second bus asked Ambrose if his dog was a service animal and he said yes. The driver asked what service it provided and Mr. Ambrose said comfort. Flint said our bus drivers have been trained to follow the ADA guidelines which say that if the animal is for comfort it is not considered a service animal. Flint said after viewing the tapes he thought the driver handled the situation well. Flint said he had talked with Ambrose about the requirements and had told him that all he has to say is that his dog helps him with his disability and the dog will be allowed on the bus.

Commissioner Gassner asked how will you communicate to the other drivers that this gentleman does have a service dog and this service dog is allowed on the bus so he is not denied access in the future?

Earls discussed driver training and communication. He said drivers are trained to follow the ADA guidelines and receive by the State of Oregon to ask the right questions. Earls said drivers also are required to receive PASS training every 2 years. PASS is a passenger's assistance training program. He said that ADA rules were reviewed at the last driver's meeting in February. Earls said that the VA has adopted a companion animal policy and certainly we do not want to deny anyone a ride, but our drivers follow the ADA rules. Earls said if we allow someone to bring a dog on the bus that is a comfort animal we would have to let all dogs that provide comfort to their owners on the bus. Earls said that staff has been working with Ambrose and he said he knows for a fact that Ambrose has ridden the bus since this incident. There was discussion about having some sort of tags on the approved dogs but Flint explained that the process has got to remain where the driver asks about the dog every time. He said this process shows the other riders that the drivers follow the required steps and it identifies the dog as a service dog.

Commissioner Kee suggested staff meet with the new Veteran's officer and to let him know what we can and what we can't do. He would know who has service animals and could possibly provide assistance.

Flint said we will do our best to make sure that Mr. Ambrose is allowed access in the future.

6. REPORTS FROM BOARD OF COMMISSIONERS

Chair Bline- Reported that he will be calling on board members to serve on an ad hoc committee to update the board policy. Flint will also help with this project. Chair Bline will also be putting together an ad hoc committee for strategic planning and goal setting which is needed for upcoming evaluations.

Commissioner Kee- No Report

Commissioner Gearin- She said that she had attended the second to the last meeting of the 101 Committee. These are public meetings. Some of the suggestions had been taken off the table. Gearin said that she did ask that they remember that the bus could use a safe place for it to pull out on.

Commissioner Fenske- No Report

Commissioner Lewicki- No Report

Commissioner Gassner- No Report

Commissioner Goforth- Reported that she had attended the NWRC Advisory Committee meeting in St. Helens with Jay and Jason. She said that they had a good turnout. The next meeting will be in Astoria and the following meeting will be in Tillamook. Goforth said she also attended the Senior and Disabled Advisory Committee meeting. Both committees' are working on updating their bi-laws. Goforth pointed out an ad in a magazine ad for the Washington bus that described enjoying the beauty of the Washington peninsula by bus. Goforth said that she had been thinking about having information available for riders as they rode our buses. Goforth suggested that a rider could listen to a recording that describes the sites along the route. Information could be programmed to play on the radio or on smart phone using headphones. Commissioner Kee suggested that a brochure might be a good way to have local information available on the bus. He added that a brochure would be easier to update in case the route changes. Kee also reported that the Astoria Warrenton Chamber is developing a notification program on the web that links with the current position of the trolley.

7. FINANCIAL REPORTS

a. Approval of Bills Paid

Fenske stated that the Exception Report was very useful. Gearin asked what the miscellaneous funds were. Flint said that this was the money from the sale of the buses.

**Gassner motioned to accept the February financials; Fenske seconded the motion
Motion passed by unanimous aye vote.**

8. OLD BUSINESS

a. SETD 2010-2011 Auditor's report presentation-

Brad Bingenheimer, with Boldt, Carlisle & Smith LLC gave an overview of the audit report for the year ending June 30, 2011. Bingenheimer explained that in considering the auditor's report financial statements are broken down into different opinion units. In the case of the District you essentially have 2 different sets of opinion units. First you have the government wide statements and then the individual funds. He said that the front 2 statements represent the financial position and results of operations of the district taken on a whole on the basis of accounting on those governments wide financial statements. He said that we are not able to give an opinion on the individual funds statements because of the allocation of expenditures between the general fund and the NWRC fund. For the year ending June 2011 there still was not a systematic process to allocate those funds appropriately between the general fund and the NWRC. So Bingenheimer said they only gave opinions of the first 2 statements. Chair Bline asked what needs to happen for this to be ok. Bingenheimer said 2 things: We need a determination from OMAP, essentially prior amounts that could cause a readjustment and. a systematic process for allocating costs between the general fund and the NWRC that is approved by ODOT. Flint clarified that these are things that we have taken care of this year. We do have a cost allocation plan in place that was approved by ODOT. Also we are in the process of the DMAP audit. Once the DMAP audit is complete we should have resolve of these issues. Bingenheimer noted several other compliance issues listed in this audit report. Gearin asked when do we need to ask for 3 bids and do you have to take the lowest bid. Flint answered that bids must be taken for expenditures over \$5000 and you do not have to choose the lowest bid depending on the circumstances. Bingenheimer and Flint went through each of the June 2011 deficiency reports. Flint clarified what steps have been made by SETD during the last year to correct the past deficiencies. Flint said that he wants all the scars of the past exposed so that we are fully aware of what state this District was in and what we are trying to get out of. Flint said that some of this had been glossed over by the previous management and now we are taking the steps necessary to correct mistakes of the past. Flint stated that the audit deficiency report that we have been working on for the last year has really been helpful. We will be adding a few new findings to our existing report and will continue to work on them. The board extended their thanks to Mr. Bingenheimer for his presentation. He said he would be glad to come back to answer any questions that they have. Flint said the Audit is for the board and they can contact Boldt, Carlisle and Smith directly.

b. Preventative Maintenance Policy

Flint said Earls has been working on this plan for quite some time. This is the final version that has been approved by ODOT.

Kee moved to approve the SETD Preventative Maintenance Policy. Fenske seconded the motion.

Motion passed by unanimous aye vote.

9. CORRESPONDENCE

10. NEW BUSINESS

a. Amend Resolution 2011-10

Flint explained that when this resolution was approved the total amount stated for the Enterprise Cascadia loan did not include the first interest payment. Flint asked to have the resolution amended to allow for the increase changing the resolution to be “up to \$325,000” allowed on the loan.

Goforth made a motion to amend Resolution 2011-10 and increase the total for the Enterprise Cascadia loan to be up to \$325,000. Gassner seconded the motion.

Roll call vote:

Chair Bline- Yes

Goforth- Yes

Gassner- Yes

Lewicki- Yes

Fenske- Yes

Gearin- Yes

Kee- Yes

Motion passed by unanimous vote

b. Budget Process 2012-2013

There was discussion about the budget committee members. Pam Pearce and Lylla Gaebel have verified that they are available and were approved by the board to be invited to the Budget Committee.

There was agreement that the first budget meeting will be on April 27th at 1 PM. There was discussion of the proposed budget committee members. Lylla Gaebel and Pam Pearce were added.

Gofroth made a motion to appoint Executive Director Jay Flint as Budget Officer for 2012.

Fenske seconded the motion.

Motion passed by unanimous aye vote

c. Reappointment of Board Position to the NWRC Advisory Board

Chair Bline said that Rae Goforth had been faithfully attending the NWRC Advisory Board Meetings for several years. Chair Bline said because the NWRC Advisory Board is updating their policies, they need the SETD Board of Commissioners to formally appoint Goforth to the NWRC Advisory Board.

Lewicki moved to appoint Rae Goforth to the NWRC Advisory Board.

Gassner seconded the motion

Motion passed unanimous aye vote.

11. EXECUTIVE DIRECTOR'S REPORT

- a. Audit Deficiency Report- Update was discussed during the audit presentation.
- b. Management Report
 - a. Flint reported that weekend service started in January and the ridership is picking up. Flint passed out new posters from the CONNECTOR marketing plan.
 - b. Coordinated Care Organization (CCO) – Flint said that this is the governor's proposal for the delivery of Medicaid and Medicare funding. The CCO plan has already made it through the house and is making its way through the legislature right now. When approved the CCO's will become the regional managers of the funding for physical and mental health services. Flint said he is participating in the CCO planning committee meetings which are made up of representatives of agencies that have Medicaid and Medicare clients.

12. OTHER ITEMS

Meeting adjourned at 11:09

Recording Secretary: Mary Parker

Rae Goforth

SETD Board Secretary/Treasurer