



SUNSET EMPIRE TRANSPORTATION DISTRICT
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BOARD MEETING MINUTES

January 27th, 2011 9:00 a.m.

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

Members Absent: Commissioner Conner, Kee

Staff Present: Tami Carlson, Scott Earls, Elisabeth Pietila, and Lori Karl

--Interim Director: Bill Anderson

CALL TO ORDER 9:00 a.m.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

CHANGES TO THE AGENDA

Add a discussion n Harlow bus and will have an Executive session first.

Chair Bline called for Executive session at 9:10am. Under the advice of Board Attorney Jeanyse Snow, Chair Bline read the ORS 192.660(2)(h). Audience and Staff were asked to be excused and members of the press we allowed to stay. Executive session ended at 9:18 am.

APPROVAL OF SPECIAL MEETING (January) MINUTES

Comment from Commissioner Fenske on the date. It should read January 6th, 2011. Changes will be made.

COMMISSIONER GAEBEL MADE A MOTION TO APPROVE THE MEETING MINUTES FOR JANUARY 6TH, 2011 SPECIAL BOARD MEETING. COMMISSIONER GOFORTH SECONDED. ALL WERE IN FAVOR; MOTION PASSED.

REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Gannaway –Nothing to report.

Commissioner Goforth To report about the Senior and Disabled Advisory Committee meeting that was on January 24th, 2011. They discussed the

Coordinated Plan. And the ADA Paratransit Plan. They were both recommended for approval to the Board of Commissioners.

Commissioner Goforth talked with Carol Parker from Goodwill about some safety concerns with Paratransit passengers. The area that we unload is not safe, there is not sidewalk from bus stop to Goodwill entrance.

Commissioner Gaebel – Nothing to report

Commissioner Fenske – Report on the Public Transit Advisory Committee Meeting that was on Tuesday the 25th of January. Discussed the budget and where we are with it. The committee talked about the Coordinated Plan document also, and the members were to receive the updated plan from Elisabeth Pietila by e-mail and then approve that way. There was a discussion on the census data not being updated with the 2010 data. This information is currently being released.

An issue of Advisory Committee members getting Bus passes free was discussed. Interim Director Bill Anderson made comment about trying to get his hands around issues of there being passes handed, that there needs to be a definition on how we deal with this. He feels it would be good for this committee to get them but would like to hold up on all other passes until he can get his hands around the passes and tickets that are given out.

Commissioner Gaebel asked will it be done by the next meeting. Interim Director, Bill said yes.

Commissioner Fenske talked about an issue that was discussed at the meeting about an incident on a bus TPJCC students, that occurred on January 15th, 2011. This issue will need to be addressed. Report was delayed getting back to Scott Earls and there is no tape from that day due to the tapes only holding three days at a time. Interim Director Bill Anderson shared with the board that this will be discussed at our staff meeting on Tuesday the 1st of February. And that he will get back to give TPJCC with some information.

Chair Bline – He went to a PAC Meeting. Question were asked about SETD.

Chair Bline shared that he will be attending the SDAO Conference in Eugene next month.

He also went to the Connect III selection site. There will be a presentation on February 14th. We are not going any farther at this time with this grant. Mary Blake _____ from Seaside understands. We may need broader support to do this project.

Commissioner Gaebel commented that we are not the only transit district hurting at this time.

FINANCIAL REPORT

a) Interim Director – Bill Anderson

Interim Director Bill Anderson explained that the report they were looking at was a type of budget to actual. He stated he was not comfortable with the report. This report does show a deficit of \$587,000 by the end of fiscal year June 30, 2011. This is only a rough draft. He discussed that we may have started the year in a deficit.

Auditors will be here next week January 31st – February 4th, 2011. They should show a deficit if we were in one. There is less action we can take today due to the delay in this audit. This audit is to be done by the end of February 2011. He stated that last audit 2009-2010 had some recommendations and asked what business practices were changed if any. Interim Director Bill Anderson is getting advice from SDAO.

He also stated we needed to look at our business practices with the NWRC. He shared that we are showing the audit from the NWRC for 2007 shows we owe \$230,000. Interim Director Bill Anderson is going to ask DMAP for some assistance. He does not want to compound the issue but we need some good business practices. We need to address the deficiencies. Chair Bline said this was a good move. All the commissioners agreed.

Interim Director Bill Anderson stated that the report they were looking at took 2 weeks to get.

PUBLIC HEARING

a) Adoption of Coordinated Plan

Chair Bline opened the Public hearing for the Coordinated Plan. The Coordinated plan was presented. This plan is a summary of the districts service and goals. The plan identifies the county and its citizens.

Bill reminded them that this has been filtered by this board at the last meeting, the Senior and Disabled Advisory board and the Public Transit Advisory board.

Chair Bline had Elisabeth Pietila, Mobility and Marketing Coordinator present the plan. This plan is updated every 2 years.

Audience – question from Alyce Burgess, 92451 Maki Rd; Astoria, OR 97103
(503) 458-6995

Is this an on-going document? Elisabeth Pietila said yes. We make revisions to it every two years. No further discussion on the coordinated plan.

Chair Bline closed the Public hearing for The Coordinated Plan.

COMMISSIONER GOFORTH MADE A MOTION TO ADOPT THE COORDINATED PLAN AS IS. COMMISSIONER GANNAWAY SECONDED. ALL WERE IN FAVOR; MOTION PASSED.

OLD BUSINESS

a) Adoption of ADA Paratransit Plan

Elisabeth Pietila, MMC explained that this a required element for transit agencies. This plan explains how we as a district will present this ADA Para-transit services to the public. This plan has been looked over and there is little to no recommendations.

COMMISSIONER FENSKE MADE A MOTION TO ADOPT THE ADA PARA-TRANSIT PLAN. COMMISSIONER GOFORTH SECONDED. ALL WERE IN FAVOR; MOTION PASSED.

Comment to Elisabeth Pietila was “Great job”.

b) Invoice to Audit Contract

Interim Director Bill Anderson stated this is required by Oregon law to have this audit done. Lori got the contract from Boldt, Carlisle & Smith, LLC. All members looked at it. Bill reminded the board this is a report to the Board commissioners. Commissioner Gaebel asked if we had the money to do it? Was it in the budget? Discussion took place. It has to be done.

COMMISSIONER GAEBEL MADE A MOTION THAT WE MOVE TO AWARD CONTRACT FOR AUDIT FOR \$28, 500 TO BOLTE, CARLISLE & SMITH AS SUGGESTED BY INTERIM DIRECTOR. COMMISSIONER FENSKE SECONDED. NO DISCUSSION. ALL WERE IN FAVOR; MOTION PASSED.

c) NNB Radio Contract

The board discussed an invoice that was signed by Director Howe to purchase radio advertising from NNB Radio. This contract was signed after

Director How was told to cease all radio contracts with NNB radio. Chair Bline asked Interim Director Andersen to investigate this contract.

CORRESPONDENCE

a) Food Bank Letter

A thank you letter sent to SETD was shared about all the food that was donated to the Christmas Basket program.

Scott Earls, Operations Manager shared that we took 72 boxes to Fair Grounds to the Christmas Basket Program. Then 12 boxes to the food bank in Warrenton. Also, approximately 250 coats were taken to the program that we collected from our second annual coat drive that was held.

NEW BUSINESS

a) STO Grant – Authorization to Proceed & Submit

Interim Director Bill Anderson explained that this needs to be submitted. This has to be submitted by January 31st, 2011 to be considered for grants. He stated that if any grants have a match he will not go any further until it is presented to the board. He also stated at this point we cannot just stop moving forward with grant submittals. Some of the grants are with no match and the STO and STF grants have no match and these two grants are the only two grants that you can use money from for other grants.

COMMISSIONER GAEBEL MADE A MOTION TO APPROVE THAT STAFF MOVE FORWARD TO DO THE GRANTS. COMMISSIONER GOFORTH SECONDED. Commissioner Gaebel made a comment that if any grants come up with a match, that Interim Director Bill Anderson come back to the Board for approval. ALL WERE IN FAVOR; MOTION PASSED

b) Otak: Sight Assessment and Preliminary design invoice.

Interim Director Bill Anderson stated the fact that the board take a look at this \$4 million grant. SETD would have a 20% match for it, (\$900,000). He stated we are obligated to pay for the work that has been done so far. He would like to look at other options. He would like to have more discussion on this further.

Board members were given an invoice to look at. Discussion was what has been paid so far? Interim Director Bill Anderson would find out for sure. Commissioner Gaebel asked what action need taken today? Only that he needed to share with them about this bill and it will need to be paid. And then the project will be put on delay.

c) Elections: Positions 1, 5, 6, 7

Commissioners Gaebel, Goforth, Fenske and Connor are up for re-election. The County records still show Charolette Mendenhall as a commissioner. This needs to be updated with Commissioner Kee on there for the records.

Commissioner Goforth commented that Commissioner Connor said she was not running again. She is just too busy.

An Audience member shared that Commissioner Kee had a surgery and was in the St. Vincent Hospital in Portland. Commissioner Gaebel suggested a collect be taken to send him flowers.

d) Board Secretary/Executive Assistant

Interim Director Bill Anderson discussed the issue with Sarah Dailey resigning that the board and director need someone. We do not want to go outside and hire someone at this time. That we would look internally. Also this is good for the board, because this should be a confidential secretary to the board also. This is a critical position. We will fill this on a temporary basis. Then post in-house.

COMMISSIONER GAEBEL MADE A MOTION TO MOVE THAT THE DIRECTOR CAN PROCEED WITH PUTTING A TEMPORARY PERSON IN AS AN EXECUTIVE ASSISTANT. COMMISSIONER GANNAWAY SECONDED. ALL WERE IN FAVOR; MOTION PASSED.

e) Harlow Bus Invoice

Interim Director Bill Anderson explained that the invoice they were looking at does need paid. The state has held up the grant money because we were not due any money until this quarter. This bus is being used at this time and has been for the past 60 days. This was purchased under a grant and our match is \$6,000.00. Harlow has been patient with us but they are carrying the interest at this time.

The paperwork is ready to be submitted at this time. And SETD has been told upon getting the paperwork we will receive the money to pay it.

The board did not need to make a motion but just to make a recommendation. So it was recommended to do what is needed. There was a consensus from the board to go ahead and get the paperwork in.

Discussion within the group again about if we had the money for the match. Interim Director Bill Anderson stated we accepted the bus before we had the funds. He stated we needed to work on our policies about how the grant funds are taken care of.

OTHER ITEMS

a) Interim Director's report

Interim Director Bill Anderson shared that the City of Warrenton is making improvements on Neptune Ave. It was indicated to the City that we had \$25,000. Bill let them know that it is unlikely that we will be able to help fund these improvements.

Bill talked about the layout of some business practices for the NWRC. There was a meeting today for the NWRC Advisory Board.

Bill shared that he was going to Westport at 4:00 pm to meet with Carol Richmond and Janet Wright about the Multi-County link transportation grant. This grant does not require a match but there are requirements that we possibly cannot make like Sunday service and hours beyond what we do now. He will get more information today on what our obligations will be. He would like to have an IGA to bring in front of the board.

Commissioner Gaebel brought up our agreement with the Cannon Beach service. That it needs to be looked at and discussed. It was stated we need to come into compliance in many areas.

b) Operations: Scott

Scott Earls shared that we are moving ahead. Drivers are concerned with issues at hand. He explained Bill came to drivers meeting the week before. And that was good.

c) Mobility/Marketing: Elisabeth

Elisabeth Pietila shared that she will be offering a training for anyone who wants to come to a travel training class. Commissioner Goforth commented on the job she does. There is lots of publicity out there on the Ride Pal and Travel Training Programs.

d) NWRC Reports

Bill Anderson shared that there is a meeting this afternoon. He wants to see the reflection of financials from NWRC to SETD. Will have more to report at a later date.

e) HR Report: Lori

Lori Karl had nothing to report. There is a written report in board packet.

Interim Director Bill Anderson made a comment to staff for stepping up in a time like this.

Audience – question from Jim Coffee; 90667 Ft. Clatsop Rd.; Astoria, OR. He had budget concerns. Will the SETD Budget Committee be notified if there are amendments? Commissioner Gaebel and Interim Director Bill Anderson both replied with yes.

It was stated by Commissioner Gaebel that in the past we have not made amendments. Discussion was that there would be a sit down budget meeting.

Meeting Adjourned at 11:00 a.m.

Lori Karl
Interim Recording Secretary

Commissioner Goforth, Secretary/Treasurer